PRTPO EXECUTIVE BOARD MEETING

October 21, 2022 | 10:00 – 12:00

Zoom Webinar – Public Login Below

Board members receive their own links

1.	10:00 – 10:10	**Welcome and Introductions**	*Chair Bek Ashby*
2.	10:10 – 10:15	**Approval of Agenda**	ACTION
		Consent Calendar • *Minutes from August 19, 2022 (Attachment A)* • *SFY 2023 1st Quarter Invoice Approval (Attachment B)* • *SFY 2022 UPWP Annual Report (Attachment C)*	ACTION
3.	10:15 – 10:30	**Approval of 2023-2028 Regional Transportation Improvement Program** *(Attachment D)* *PRTPO adopts a six-year Regional Transportation Improvement Program every year. A web-mapping tool enhances user ability to review state and local projects across the region. The TAC reviewed the draft RTIP in September. The Board is asked to approve Resolution 02-2022 adopting the 2023-2028 RTIP.*	ACTION
4.	10:30 – 10:45	**Approval of 2022 Human Services Transportation Plan Update** *(Attachment E)* *Over the last 10 months PRTPO conducted an update of its Human Services Transportation Plan. In August the Board approved a draft plan for release. Comments and corrections received have been incorporated into a final draft. The Board is asked to approve Resolution 03-2022 adopting the updated 2022 Human Services Transportation Plan.*	ACTION
5.	10:45 – 11:00	**Approval of 2022 Consolidated Grants Review Process** *(Attachment F)* *Every two years PRTPO reviews and ranks projects WSDOT receives for Consolidated Grants funding. WSDOT's accelerated schedule this cycle means that PRTPO must complete its ranking in December. The Board is asked to approve the process for meeting that schedule.*	ACTION
6.	11:00 – 11:15	**Approval of PRTPO 2023 Transportation Outlook Folio and Process** *(Attachment G)* *In August members provided input to the Legislative Work Group on draft messaging and content for the 2020 Transportation Outlook legislative folio. The Board is asked to review the final draft and approach to the annual forum and approve both.*	ACTION
7.	11:15 – 11:20	**Approval of 2022 *Move Ahead WA – Connecting Communities* Project List** *(Attachment H)* *In early October PRTPO received a request from WSDOT for a list of stand-alone bicycle and pedestrian projects to be considered for funding in the new* Connecting Communities *program. Project lists were due October 12th. The Board is asked to retroactively review and approve this list.*	ACTION

8. 11:20 – 11:35 **SFY 2023 Board-Directed Work Program Activities** *(Attachment I)* DISCUSSION
In its SFY 2023 UPWP the Board directed $10,000 towards one or more work program priorities. This is an opportunity to talk about what those activities might entail and get a sense of Board priorities. This will come back to the Board in December for approval of a budget for specific work.

9. 11:35 – 11:40 **PRTPO Coordinator's Report** *(Attachment J)* BRIEFING
Short updates to keep the Executive Board apprised of PRTPO activities not addressed elsewhere on the agenda and opportunities of possible interest.

10. 11:40 **Public Comment Period**
This is an opportunity for anyone from the public to address the Executive Board.

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

12:00 **Adjourn**

Bek Ashby, Chair

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

Next Executive Board Meeting – December 16, 2022 - 10:00-12:00

ACTION – Consolidated Grants Priority Ranking
ACTION – 2023 Legal Services Contract
ACTION – SFY 2023 Executive Board Work Program Direction
SFY 2024-2025 Unified Planning Work Program – Kick-off

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

https://us02web.zoom.us/j/83532193090?pwd=cVRQazFqcjRZL0NWbndiV2hmODN0QT09

PRTPO.org

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

ATTACHMENT A

Minutes of Meeting

PRTPO EXECUTIVE BOARD
August 19, 2022
10:00 – 12:00
Via Zoom
Meeting video available on YouTube

CALL TO ORDER

Chair Bek Ashby called the meeting to order at 10:05.

ATTENDEES

Executive Board:

Clallam County	Steve Gray *(alternate)*
Jefferson County	Kate Dean
Kitsap County	Andrew Nelson *(alternate)*
Mason County	Randy Neatherlin
City of Bainbridge Island	Leslie Schneider
City of Port Angeles	Lindsey Schromen-Wawrin
City of Port Orchard	Bek Ashby
City of Port Townsend	Ben Thomas
City of Poulsbo	Michael Bateman *(alternate)*
City of Sequim	Rachel Anderson
Port of Allyn	Ted Jackson
Port of Shelton	Dick Taylor
Clallam Transit	Brendan Meyer
Jefferson Transit	Nicole Gauthier
Mason Transit	Amy Asher
Lower Elwha Klallam Tribe	Susan Matthews *(alternate)*
Squaxin Island Tribe	Tracy Parker
WSDOT Olympic Region	George Mazur

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

Others:
Colette Kostelec, Jefferson County
Justine Marmesh, LSC Transportation Consultants
Melissa Mohr, Kitsap County
Miranda Nash, Jefferson Transit *(alternate)*
Monte Reinders, Jefferson County *(alternate)*
A.T. Stoddard, LSC Transportation Consultants
Meggan Uecker, City of Sequim

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

Chair Ashby reported that PRTPO's Executive Board meetings will migrate from a Zoom meeting platform to a Zoom webinar platform starting in October. This will better support the logistics of running a large meeting while also complying with all access requirements of Washington's Open Public Meetings Act. She advised that Ms. Black will send updated meeting invites to Board members with individual login links to future meetings.

Approval of Agenda

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

Consent Agenda

ACTION: Mr. Taylor moved, and Mr. Schromen-Wawrin seconded to approve the Consent Agenda. The motion passed unanimously.

- ***Minutes from June 17, 2022***
- ***SFY 2022 4th Quarter Invoice Approval***
- ***2022 Title VI Annual Report***
- ***Critical Rural Freight Corridor Designation***

Draft Human Services Transportation Plan – Approve for Public Review and Comment

Ms. Black briefly reviewed the Board's work over the last 10 months to update the Human Services Transportation Plan and meet WSDOT's deadlines for delivery. This month the Board will see the draft plan resulting from that work. With the Board's approval it will be released for public review and comment in September, with a final plan coming back to the Board for final review and adoption in October. She advised the Board will immediately launch its Consolidated Grants prioritization process once the plan is adopted. Strategies in the draft plan directly relate to the projects the Board will review, which is why review and input from service providers and the public is so important.

Mr. A.T. Stoddard of LSC Consultants reported on efforts to obtain input from the public and service providers, and offered insights on the gaps and strategies included in the plan. Ms. Justine Marmesh, LSC Consultants, walked the Board through the materials produced for the plan's release. This includes the draft document and an online StoryMap. She used the StoryMap to guide Board members through the data, maps, and various components of the plan. She noted that a video presentation and poll would be developed to support public review of the plan.

Members commented favorably about the online StoryMap format. Ms. Black encouraged them to send any comments or corrections to her after they had time to look at the materials closer. No concerns were raised with the content or releasing it for public review.

ACTION: Mr. Bateman moved, and Mr. Jackson seconded to approve the draft 2022 Human Services Transportation Plan for public review and comment. The motion passed unanimously.

Regional Freight Project Priorities for FMSIB Submittal

Ms. Black reviewed the call for projects from the Freight Mobility Strategic Investment Board the Board first heard about in June. She updated members on the process by which the project list was created. She advised that FMSIB staff kept their process open a few more days to enable the Board to review the projects and take action on this submittal. Upon Board approval the project list will be submitted to FMSIB as this region's recommended freight priorities.

Mr. Schromen-Wawrin provided some additional context for Port Angeles' freight project that will address deficiencies at the US 101 / SR 117 interchange. Mr. Reinders reported that the Yarr Bridge project in Jefferson County is needed to avoid lengthy detours that will be caused when weight restrictions have to be placed on the bridge.

No concerns were raised about any of the three projects on the PRTPO list.

> **ACTION: Mr. Neatherlin moved, and Mr. Jackson seconded to approve the three freight projects for submittal to FMSIB as regional funding priorities. The motion passed unanimously.**

WSDOT Review of Projects in the Peninsula Region

Mr. Mazur introduced himself to the Board. He took over for Dennis Engel when he retired. Mr. Mazur noted that his background with WSDOT includes many years in the rural areas of north-central Washington but he is new to the Olympic Region.

Mr. Mazur provided highlights of the WSDOT program delivery for the Peninsula region over the next few years, noting there is $829 million in projects programmed for the next six years. This includes over $445 million for 16 fish passage projects that will address barriers in about 50 locations. There is over $101 million programmed for improvements, of which about 2/3 is for the SR 3 Freight Corridor with another large amount for the SR 305 corridor project. There is almost $282 million programmed for preservation, with about $200 million of that slated for deck modifications and pontoon work on the Hood Canal Bridge. He added the department anticipates additional preservation funding will be available between 2026-2028.

There are 16 improvements scheduled, mostly in the eastern part of the region, and 32 preservation projects, of which nine are close to the Hood Canal Bridge. He advised that preservation projects are located all around the region. Mr. Mazur singled out a few projects of interest to members. This includes the PE and design work for the Simdars Road interchange, as well as additional work on the SR 305 corridor. He added that he expects there will be a lot of work underway in the vicinity of Gorst and Belfair starting in 2023.

Chair Ashby commented that with so many projects underway it would be valuable to have more advance coordination opportunities between WSDOT and local agencies. She explained that it would be useful for policy makers to be informed as well as staff, to best support coordination efforts. She raised the possibility of Regional Administrator Roark talking with the Board in February about the construction schedule for the upcoming summer.

2023 Transportation Outlook and Legislative Agenda

Chair Ashby reviewed the Board's history over the last three years in developing a legislative agenda and engaging legislators about regional priorities. She asked members whether they find value in this effort and whether PRTPO should continue developing this folio.

Mr. Neatherlin spoke affirmatively about legislative engagement and the value of having a communications piece like this. Mr. Schromen-Wawrin concurred, adding that legislative outreach and engagement is a long-term process of building relationships and establishing a reputation as a resource to lawmakers. No one spoke against continuing this work or raised concerns about the value of the folio.

Ms. Black walked members through the key elements of the 2023 folio. As it is shaping up, the big priority in 2023 will be swapping the STBG funds the three rural counties administer for state funds, which will reduce the inefficient federalizing of small local projects. She explained the funding swap pilot program the legislature will

be considering. Mr. Gray and Mr. Reinders both spoke favorably about this priority and appreciated support of the others in helping to address this problem. Other members concurred.

Chair Ashby raised a question about how much of a role PRPTO should play in addressing other revenue concerns, such as increasing demands for retail sales tax revenue. Members discussed issues communities face as sales tax is used to fund more government services. Mr. Schromen-Wawrin of the regressive tax burden this places on people. Mr. Taylor agreed that the state has limited taxing mechanisms - for example, no income tax - but he spoke against PRTPO taking on that issue since it is outside the organization's primary mission. Mr. Neatherlin concurred, stipulating that PRTPO should stay focused on matters more directly related to transportation. When Chair Ashby asked the group for an informal show of hands, about half agreed that PRTPO should stick with transportation matters and the other half could see some value in PRTPO speaking more directly to bigger tax structure issues that affect overall funding. Mr. Schromen-Wawrin noted this is meant to be an apolitical matter but recognized there is disagreement. Without consensus from the group, PRTPO should not take this on.

Members talked about different aspects of the narrative and key messages. Ms. Black advised she will send out a request for projects to be included on the list and get input from the TAC and Legislative Work Group before bringing a final draft back to the Board in October for final review and approval.

PRTPO Coordinator's Report
Ms. Black highlighted a few points and encouraged members to share the materials with their staff and colleagues, and to get in touch with her if they have questions or need more information.

Public Comments
There were no public comments.

Member Updates
Mr. Bateman reported that the big SR 305 Corridor project funded through *Connecting WA* is progressing well. This project is a big deal for Poulsbo. He also commented on the importance of predictable funding and how valuable it would be for local agencies to have a better idea of the funding programs that will be available a few years out. A little more lead time would help agencies better plan for and take advantage of the funding opportunities available to them.

Adjourn
There being no other business, Chair Ashby adjourned the meeting at 12:00.

ATTACHMENT B

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: **SFY 2023 1st Quarter Expense Voucher Approval**

REQUESTED ACTION:

Approve 1st quarter expenditures for the SFY 2023 Unified Planning Work Program in the amount of $28,170.93.

Overview

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

The budget summary report is below. [replace with actual invoice numbers]

Attachment:

- *SFY 2023 1st Quarter Invoice Reimbursement Package*

Peninsula Regional Transportation Planning Organization
2022-23 UPWP Budget Report - SFY 2023 Quarter 1
July 1, 2022 - September 30, 2022

Work Program Element	SFY 2022 Actual	SFY 2023 Budget	Total 22-23 Biennium	Previous Expenditures	Current Expenditures	Remaining Budget
Program Administration	$ 91,328	$ 78,594	$ **169,922**	$ 91,328	$ 13,324	$ **65,269**
Transportation Planning	$ 37,144	$ 38,856	$ **76,000**	$ 37,144	$ 11,050	$ **27,806**
Regional TIP	$ 7,097	$ 11,303	$ **18,400**	$ 7,097	$ 3,797	$ **7,507**
Other PRTPO Activities	$ -	$ 10,000	$ **10,000**	$ -	$ -	$ **10,000**
Totals	$ 135,569	$ 138,753	$ 274,322	$ 135,569	$ 28,171	$ 110,582

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

Acronyms:

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

HSTP Grant

$80,000	Grant Award
($1,500)	SFY2022 Q2 Expenses
($1,818)	SFY 2022 Q3 Expenses
($33,731)	SFY 2022 Q4 Expense
($27,236)	SFY 2023 Q1 Expense
$15,716	HSTP Balance

RTPO PLANNING INVOICE VOUCHER

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

Vendor # 911209091

Agreement # GCB 3520

Invoice Date 10/14/2022

Billing Time Period
7/1/2022 - 9/30/2022

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 — 10/14/2022

TITLE Transportation & Land Use Planner

TOTAL RTPO REIMBURSEMENT requested this invoice **$28,170.93**

Allocation Authorized	$274,321.00
Biennium Expenditures-to-Date	$163,739.94
Allocation Balance	$110,581.06

WORK ELEMENT	DESCRIPTION	Previous Expenditures TO-DATE	CURRENT PERIOD EXPENDITURES	Biennium Expenditures TO-DATE
Program Administration	Salaries	$58,775.06	$10,263.54	$69,038.60
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$32,553.34	$3,060.72	$35,614.06
		$0.00		$0.00
	Total	$91,328.40	$13,324.26	$104,652.66
Transportation Planning	Salaries	$37,144.00	$11,050.00	$48,194.00
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$0.00		$0.00
		$0.00		$0.00
	Total	$37,144.00	$11,050.00	$48,194.00
Regional TIP	Salaries	$6,281.83	$3,796.67	$10,078.50
	Travel	$0.00		$0.00
	Consultants	$0.00		$0.00
	Miscellaneous	$814.78		$814.78
		$0.00		$0.00
	Total	$7,096.61	$3,796.67	$10,893.28
Other PRTPO Activities	Salaries	$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	$135,569.01	$28,170.93	$163,739.94

RTPO	Peninsula RTP	GCB 3520
Billing Time Period	7/1/2022 - 9/30/2022	

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, meeting videos posted online, correspondence and follow-up as needed. (on-going)

Public Information and Communications. Maintained PRTPO website, posting updated materials and meeting information. Maintained PRTPO's YouTube channel, posting content associated with work program activities. Responded to inquiries and requests for information. (on-going)

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

PRTPO Support. Coordinated with Kitsap Transit in responding to WSDOT grant management site visit information requests. Developed Coordinator Reports for the Board. Responded to member requests for information. Maintained on-going coordination and communication between lead agencies and Executive Committee and Executive Board. (on-going)

Work Program Management. Completed 4th Quarter invoicing and budget reports. Completed SFY 2022 UPWP Annual Report. Monitored work program budget and activities. (on-going)

Accounting. Completed regular accounting and invoicing activities. Completed SFY 2022 4th quarter invoicing for PRTPO expenses. (on-going)

Consultant/Misc/Travel.:

N/A

Transportation Planning

Long-range Regional Planning. Monitored and disseminated information on array of EV funding programs to EV Infrastructure Coordination Group, with extra coordination and outreach on the Commerce "Electrification of Transportation Systems" EV planning grants for rural communities. Reviewed and commented on draft statewide EV plan. Reviewed proposed rules for new Clean Fuel Standards program and distributed information to members. Organized and convened a "Clean Fuel Standards 101" learning session for EV stakeholders. Maintained communications with EV stakeholders about information needs and partnership opportunities. Maintained communications with PNNL, WSU Green Transportation, Department of Commerce, and Energy NW about tribal and other small rural community EV resource needs and opportunities for collaboration. (on-going)

Regional Coordination and Collaboration. Participated in quarterly meeting of MPOs and RTPOs, and WSDOT's MPO/RTPO Coordinating Committee. Worked with members to complete the Critical Rural Freight Corridors submission for WSDOT. Worked with members to develop and submit a list of regional freight project needs for FMSIB. Prepared briefing materials for the Board and TAC. Responded to member requests and WSDOT information needs. (on-going)

Tribal Consultation. Maintained on-going communications with tribal members and other tribal partners. Worked with tribal partners to evaluate various project funding opportunities. Provided support to tribal partners assembling funding packages for statewide grants. (on-going)

Human Services Transportation Planning. [Not HSTP contract work] Prepared Executive Board briefing materials on the Human Services Transportation Plan update and coordinated with consultant team on approach and content for Board review of public review draft. Developed MOU between PRTPO and Kitsap Transit to support WSDOT audit of grant administration compliance procedures. Responded to stakeholder questions about role of HSTP in Consolidated Grants application process. Supported HSTP non-profit in pursuit of planning funds. (on-going)

Transportation Outlook. Convened Legislative Work Group to develop draft 2023 folio. Obtained input from members on key messages and project list. Developed and refined draft materials for review with TAC and Executive Board. (on-going)

Regional Grants Administration. Monitored obligation targets and supported members in their efforts to respond to Local Programs information requests. Responded to member questions about WSDOT's Consolidated Grants program and scoped details of PRTPO's ranking process. (on-going)

Consultant/Misc/Travel.:

N/A

Regional TIP

Develop and Maintain Regional TIP. Maintained SFY 2022-2027 Regional Transportation Improvement Program and supported member STIP requests. Developed draft SFY 2023-2028 RTIP with online web-mapping tool for project review. Responded to member requests for support. (on-going)

Monitor Obligation Authority. Monitored OA targets and project obligations and correspondence from Local Programs. (on-going)
Consultant/Misc/Travel.:
N/A

Other PRTPO Activities
None.
Consultant/Misc/Travel.:
N/A

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

SIGNATURE	TITLE	DATE
edward coviello	Transportation & Land Use Planner	10/14/2022

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

INVOICE

Invoice Date	9/30/2022
Invoice ID	6411
Printed on 10/13/2022	Page 1

CUSTOMER	SHIP TO
JEFFERSON TRANSIT 63 4 CORNERS RD PORT TOWNSEND, WA 98368	

Please detach and return this portion with your remittance.

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
188		9/30/2022		

Terms	Due Date	If Paid By	Deduct	Sold By
	9/30/2022		$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
15152	PRPTO Expenses	1.00				$25,461.26
15153	Third Party Recovery	1.00				$2,546.13

Subtotal	$28,007.39
Sales Tax	$0.00
Total	$28,007.39
Total Due	$28,007.39

Kitsap Transit
PRPTO

2022

	Jan 2022	Feb 2022	March 2022	1st Q 2022	April 2022	May 2022	June 2022	2nd Q 2022	July 2022	Aug 2022	Sept 2022	3rd 2022
Staff Salaries & Wages	$789.60	$1,198.40	$676.80	$2,664.80	$394.80	$676.80	$789.60	$1,861.20	$911.20	$805.00	$1,495.00	$3,211.20
Staff Fringe Benefit	$361.73	$600.23	$340.22	$1,302.18	$198.18	$337.44	$396.37	$931.99	$166.24	$147.37	$271.86	$585.47
Advertising	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$279.15	$279.15
Professional & Tech Service	$451.20	$0.00	$0.00	$451.20	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Other Contract Services	$8,950.00	$22,550.00	$6,100.00	$37,600.00	$3,800.00	$6,700.00	$6,600.00	$17,100.00	$7,300.00	$6,700.00	$7,150.00	$21,150.00
Operating Supplies	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Third Party Recovery	$0.00	$0.00	($45,341.18)	($45,341.18)	$0.00	$0.00	($19,893.19)	($19,893.19)	$0.00	$0.00	$0.00	$0.00
Causality Insurance	$3,323.00	$0.00	$0.00	$3,323.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Membership, Dues, and Subscription	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$235.44	$235.44	$0.00	$0.00	$0.00	$0.00
Total	**$13,875.53**	**$24,348.63**	**($38,224.16)**	**$0.00**	**$4,392.98**	**$7,714.24**	**($11,871.78)**	**$235.44**	**$8,377.44**	**$7,652.37**	**$9,196.01**	**$25,225.82**

Not Paid in Prior Period	$235.44
Expenses Invoice Report	$21,429.15
Salaries and Wages	$3,796.67
Total Expenses:	$25,461.26
10% Admin Charge:	2,546.13
Total Charges Expenses:	**$28,007.39**

Administration 514.49 ✓

RTIP 3796.07 ✓

Hours for Staff and Wages

Name:	Date:	Hours:	Amount:	Hourly Rate
Edward Coiello	7/1/2022	4	225.6	56.40
Edward Coiello	7/15/2022	4	225.6	56.40
Edward Coiello	7/29/2022	8	460	57.50
Edward Coiello	8/26/2022	14	805	57.50
Edward Coiello	9/9/2022	17	977.5	57.50
Edward Coiello	9/23/2022	9	517.5	57.50

Total Salaries and Wages:	3,211.20
Total Benefits:	585.47
Total Expenses:	$ 3,796.67

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	8/1/2022 136	JULY SERVICES Invoice	Paid	10-50313-4102	Other Contractual Services	$7,300.00
XXX-XX-1946	9/1/2022 137	AUG SERVICES Invoice	Paid	10-50313-4102	Other Contractual Services	$6,700.00
XXX-XX-1946	10/1/2022 138	SEPT SERVICES Invoice	Paid	10-50313-4102	Other Contractual Services	$7,150.00
					Totals for 3P TRANSPORTATION SERVICES:	*$21,150.00*
SOUND PUBLISHING, INC.						
SOUND PUBLISHING, INC.	8/31/2022 SEQ962663	86031575 - SEQUIM GAZET Invoice	Paid	10-50301-4102	Legal Advertising	$114.00
	9/14/2022 PDN962662	PENINSULA DAILY Invoice	Paid	10-50301-4102	Legal Advertising	$165.15
					Totals for SOUND PUBLISHING, INC.:	*$279.15*

3P Transportation Services

Fund: 10
Post Date: Oct 2022
Purchase Order Number: 10439
Project #: 100
Account Code: See below
Funding Source:
Signed:

INVOICE

Date: October 1, 2022
Client: Kitsap Transit EC
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: September 1, 2022 – September 30, 2022
Invoice Number: 138

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

Description	Amount
PRTPO Coordination Services: 71.5 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$7,150.00 10-50313-4102 default
Human Services Transportation Planning: 13 hours @ $125/hour *Under HSTP services contract with Kitsap Transit*	$1,625.00 10-50313-1200 PTD0524
Total Due	$8,775.00

CM

Thank you!!

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

BILLING REPORT – Invoice 138

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	September 1, 2022 – September 30, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [38 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for September 15th TAC meeting. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Completed agenda packet development and distribution for the October 6th Executive Committee meeting. Coordinated with WSDOT presenters for I-5 briefing.

PRTPO Support – Worked with LPA staff to respond to WSDOT information requests for site visit. Met with PNNL staff to discuss RTPO functions and potential opportunities to obtain technical support for members. Provided letter of support for Jefferson Transit. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on variety of topics.

Work Program Management – Completed SFY 2022 UPWP Annual Report. Monitored workflow and budget.

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

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

Transportation Planning [33.5 hours]

RTP Follow-up Activities: EV Readiness – Developed annotated RFP and Phase 1 application form for Commerce EV planning grant and distributed to rural members and relevant PUD partners. Met with WSU Green Transportation Program staff about potential collaboration with Mason County stakeholders and disseminated information, contacts. Responded to member questions about EV funding opportunities. Connected stakeholders with other stakeholders pursuing EV objectives.

Human Services Transportation Planning – [Not contract work] Responded to member inquiries about relationship of PRTPO's Human Services Transportation Plan to Consolidated Grants funding program and application.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Conferred with WSDOT staff seeking to make presentations on I-5 corridor planning effort and on new *Move Ahead WA - Connecting Communities* grant program preliminary funding criteria for active transportation projects.
    - Met with Clean Transportation Program Director at Commerce about grant opportunities and barriers to participation for tribal and other rural communities.

Regional Grants Administration – Developed framework and schedule for PRTPO's 2022 Consolidated Grants process. Responded to member questions about Consolidated Grants program.

Transportation Outlook – Met with WSACE director regarding federal funding swap pilot program in JTC funding recommendation. Solicited project information from members for legislative list, developed initial and final review drafts of project list and distributed to membership, and responded to inquiries. Developed final review draft of cover letter. Initiated final review of folio packet with Legislative Work Group. Coordinated with Work Group Chair and PRTPO Chair. Supported scheduling and other communication needs.

Human Services Transportation Planning [13 hours]

Following are activities conducted as a part of the HSTP planning grant.

Planning –

- Worked with LSC to develop media plan and produce draft and public review products for the HSTP website.
- Updated HSTP web page to facilitate navigation between draft document, StoryMap, online presentation, and community poll. Posted content and tested links and logic.
- Developed public notice and coordinated with LPA in its publication.
- Distributed broad announcement on release of public review materials and follow-up reminder late in process.
- Coordinated regularly with LSC regarding public comments received and responses.
- Reviewed Google Analytics of website traffic to HSTP page and provided to project team.
- Communicated with individual providers on various topics and in response to questions.

Project Management –

- Maintained regular communication and coordination with LSC team.
- Maintained regular communication with LPA staff regarding project status.

3P Transportation Services

INVOICE

Date:	September 1, 2022
Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	August 1, 2022 – August 31, 2022
Invoice Number:	137

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

Description	Amount
PRTPO Coordination Services: 67 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$6,700.00
Human Services Transportation Planning: 38 hours @ $125/hour *Under HSTP services contract with Kitsap Transit*	$4,750.00
Total Due	$11,450.00

Fund: 10
Post Date: Sep 2022 10439
Purchase Order Number: Contract
Project #: 100
Account Code: See right
Funding Source:
Signed:

$6700.00
10-50313-4102/detaut
$4750.00
10-50313-1200/PTD0524

Thank you!!

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

BILLING REPORT – Invoice 137

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	August 1, 2022 – August 31, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [35 hours]

Executive Board Meeting – Supported the August 19th Executive Board meeting including agenda packet development and distribution, coordination with Chair and LPA staff, and meeting hosting and support. Participated in the meeting, took notes, debriefed, and compiled meeting recap. Downloaded and prepared meeting video for upload to YouTube channel with links from PRTPO website.

Executive Committee Meeting – Supported the August 4th Executive Committee meeting with Lead Planning Agency and Fiscal Agent, including meeting hosting and support, and follow-up.

PRTPO Support –Worked with Chair and Legal Counsel to resolve outstanding questions about online meeting format and OPMA compliance. Developed Coordinators Report for the August Board meeting. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on variety of topics.

Work Program Management – Monitored workflow and budget. Developed SFY 2022 4th Quarter budget report and memo for Executive Board.

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

- Completed 2022 Title VI Annual Report
- Completed invoicing.
- Completed website updates.
- Conducted regular, on-going communication and coordination activities with Lead Planning Agency and Fiscal Agent, PRTPO Chair, members, and others.

Transportation Planning [32 hours]

RTP Follow-up Activities: EV Readiness – Developed and hosted a regional Clean Fuel Standards 101 learning session for PRTPO stakeholders with representatives from SRECTrade. Posted session video online and followed up on inquiries from members. Updated contacts and distribution lists. Connected stakeholders with other stakeholders pursuing EV objectives. Obtained and distributed information

about EV funding opportunities and resources to support local planning activities. Updated EV resources portal on PRTPO website.

Human Services Transportation Planning – [Not contract work] Worked with LPA staff and WSDOT to coordinate Consolidated Grant audit procedures and approach to public notification. Prepared memo and briefing materials for Executive Board review and approval of draft plan for release and coordinated with consultant team on the Board briefing.

Regional Coordination and Collaboration –

- Tribal Consultation:
    - Compiled information on funding programs targeted to tribal communities and distributed to tribal members. Responded to member inquiries. Provided input to stakeholder organizations working to obtain training resources, infrastructure funding, and grant application support for tribal communities.
- Local Agency Support:
    - Responded to member inquiries about funding opportunities, coordination with statewide planning activities. Provided contact and resource information for various topics.
- Statewide Coordination:
    - MPO/RTPO Coordination – Participated in the quarterly MPO/RTPO coordination meeting and summarized takeaways relevant to PRTPO members for dissemination in the Coordinators Report.
    - Critical Rural Freight Corridor Designation – Prepared Executive Board briefing memo. Confirmed designation request with WSDOT.
    - FMSIB Call for Projects – Prepared Executive Board briefing memo. Compiled project nomination form and submitted to FMSIB. Responded to member inquiries on next steps.

Regional Grants Administration – Coordinated with WSDOT regarding resource materials for HSTP stakeholders about the 2022 Consolidated Grants process. Worked with HSTP stakeholders to ensure proposed strategies to include in the draft plan support local provider interests in the Consolidated Grants statewide competitive process.

Transportation Outlook – Responded to inquiries from members regarding Legislative Work Group poll. Compiled results and reviewed with the Executive Committee and the Work Group. Coordinated with rural county lead agencies, developed primary and secondary messages for the 2023 folio, and prepared a briefing memo for the Board following a meeting with the Work Group. Coordinated with Work Group Chair and PRTPO Chair.

Human Services Transportation Planning [38 hours]

Following are activities conducted as a part of the HSTP planning grant.

Planning –

- Conducted detailed review of draft technical report and coordinated responses to the consultant team with PRTPO Chair and LPA staff
- Coordinated with consultant team in the development and refinement of an interactive online StoryMap version of the draft plan
- Coordinated with the consultant team in the development and deployment of stakeholder and public engagement processes, including public participation plan, "virtual presentation" approach and content, and community poll content and survey tool
- Finalized draft materials and correspondence for distribution and review by HSTP stakeholders; finalized revised draft materials for distribution, review, and approval by PRTPO Board members
- Developed HSTP web page to host draft plan and engagement materials
- Prepared ADA statement and process guidance for draft plan
- Facilitated communication between LSC and local partners
- Communicated with individual providers on various topics and in response to questions

Project Management –

- Met with LSC consultants and LPA staff to regarding public engagement, work plan and deliverables, schedule
- Maintained regular communication and coordination with LSC team
- Maintained regular communication with LPA staff regarding project status

3P Transportation Services

INVOICE

Date: August 1, 2022
Client: Kitsap Transit
Project ID: KT 19-649
Project Name: PRTPO Coordinator
Billing Period: July 1, 2022 – July 31, 2022
Invoice Number: 136

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

Description	Amount
PRTPO Coordination Services: 73 hours @ $100/hour *Professional Services in Delivery of the SFY 2022-23 UPWP*	$7,300.00
Human Services Transportation Planning: 10 hours @ $125/hour *Under HSTP services contract with Kitsap Transit*	$1,250.00
Total Due	$8,550.00

10-50313-4102

10-50313-1200

Fund: 10
Post Date: Aug 2022
Purchase Order Number: 10439
Project #: 100
Account Code: see above
Funding Source: default / PTD0524
Signed: [signature] acting

CV

Thank you!!

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

BILLING REPORT – Invoice 136

Client:	Kitsap Transit
Project ID:	KT 19-649
Project Name:	PRTPO Coordinator
Billing Period:	July 1, 2022 – July 31, 2022

Activity Breakout by UPWP Work Program Elements

Program Administration [28 hours]

Technical Advisory Committee Meeting – Developed and distributed agenda packet for July 21st TAC meeting. Coordinated with TAC Chair and guest speakers. Prepared for, hosted, and participated in TAC meeting, and completed follow-up activities.

Executive Committee Meeting – Completed agenda packet development and distribution for the August 4th Executive Committee meeting.

PRTPO Support – Worked with LPA staff to establish OPMA-compliant protocols for remote meetings. Provided letter of support to WSDOT for RTPO budget request. Maintained agenda planning calendar for EC, Board, and TAC meetings. Provided scheduling support for various meetings. Responded to inquiries from members and other stakeholders on variety of topics.

Work Program Management – Monitored workflow and budget. Compiled 4th quarter activities report for WSDOT invoice. Closed out SFY 2022 records and set up SFY 2023 directories.

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

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

Transportation Planning [45 hours]

RTP Follow-up Activities: EV Readiness – Compiled funding information and disseminated to EV Infrastructure Coordination group with poll regarding learning needs. Reviewed results of ZEVIP funding awards and participated in a debrief with Energy NW and Clallam PUD on the US 101 proposal, potential next steps. Reviewed draft statewide EV infrastructure plan and commented on challenges its recommendations pose for rural communities. Reviewed proposed rules for new Clean Fuel Standard program and attended information session. Organized a training session about CFS and "cap and invest" programs for August. Connected stakeholders with other stakeholders pursuing EV objectives.

Human Services Transportation Planning – [Not contract work] Coordinated with WSDOT and Kitsap Transit regarding FTA compliance audit. Additional communications with WSDOT regarding HSTP deliver schedule and coordination with Consolidated Grants process and regional prioritization deadlines.

Regional Coordination and Collaboration –

- Statewide Coordination:
    - Critical Rural Freight Corridor Designation – Worked with individual agencies on details of specific route segments. Compiled submittal paperwork and submitted to Olympic Region for review and concurrence. Submitted designation request package to WSDOT Freight Office. Prepared TAC briefing memo.
    - FMSIB Call for Projects – Responded to member inquiries and clarified outstanding questions with FMSIB director. Provided support to staff developing project funding requests. Compiled TAC briefing memo.
    - RTPO Support for Local Agencies – Reviewed Reconnecting Communities funding program and distributed correspondence to members summarizing the funding program and including the grant link from Casey Duff.

Regional Grants Administration – Provided information to regional stakeholders on Consolidated Grants program and responded to questions. Coordinated with WSDOT on briefing for stakeholders and overall process considerations.

Transportation Outlook – Prepared for, participated in, and hosted initial Legislative Work Group meeting to identify priority regional issues for Transportation Outlook 2023. Compiled list of potential new topics generated by Work Group and developed SurveyMonkey poll of current and potential topics and distributed to membership. Coordinated with Work Group Chair and PRTPO Chair. Supported scheduling and other communication needs.

Human Services Transportation Planning [10 hours]

Following are activities conducted as a part of the HSTP planning grant.

Planning –

- Coordinated with stakeholders to obtain images and information needed for the document.
- Provided detailed review and comment on 2nd and 3rd draft of LSC technical report.
- Facilitated communication between LSC and local partners.
- Communicated with individual providers on various topics and in response to questions.

Project Management –

- Met with LSC consultants and LPA staff to review comments on draft technical report and initial StoryMap, August stakeholder meeting, work plan and deliverables, schedule.
- Maintained regular communication and coordination with LSC team.
- Maintained regular communication with LPA staff regarding project status.

submitted 9/22
received 9/23

Legal Invoice

Date: 09/14/2022

Sound Publishing, Inc.
Unit Attn: A/R
PO Box 930
Everett WA 98206-0930

Sequim Gazette

RECEIVED
SEP 20 2022
FINANCE
KITSAP TRANSIT

Bill To:
Kitsap Transi t- LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Customer Account #: 86031575
Legal Description: SEQ962663

PO 114816

Legal Description: Legal Notices General

Desc: PUBLIC COMMENTS

Legal #: SEQ962663
Ad Cost: $ 114.00
Published: Sequim Gazette
Start Date: 09/14/2022 **End Date:** 09/14/2022

Ordered By: STEPHANIE MILNE-LANE
Issues Ordered: 1

Due: $ 114.00

Please return this with payment. Questions? Call 1-800-485-4920

Kitsap Transi t- LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Account #: 86031575
Invoice #: SEQ962663
Due: $ 114.00

Legal Invoice

Date: 09/14/2022

Sound Publishing, Inc.
Unit Attn: A/R
PO Box 930
Everett WA 98206-0930

Peninsula Daily News

RECEIVED
SEP 20 2022
FINANCE
KITSAP TRANSIT

Submitted for received 9/29

Bill To:

Kitsap Transi t- LEGALS
60 Washington Avenue Ste., 200
ATTN: Stephanie Milne-Lane
Bremerton WA 98337

Customer Account #: 86031575
Legal Description: PDN962662

Legal Description: Legal Notices General

Desc: PUBLIC COMMENTS

Ordered By: STEPHANIE MILNE-LANE

Issues Ordered: 1

Legal #: PDN962662

Ad Cost: $ 165.15

Published: Peninsula Daily News

Start Date: 09/14/2022 **End Date:** 09/14/2022

Due: $ 165.15

Activities

Return To Requisition

Line Item 1 - PRTPO website switch to Squarespace platform

Quantity: -.--- Unit:

Unit Price: $-.-- Extended Price: $216.00

External Notes

Internal Notes

PRTPO Squarespace website annual Membership.

PS the current card on file that shares it will auto renew is MasterCard ending in 1773.

Annual fee, paid up front for 30% discount ($18 cost per month)

Jeremiah has an account created under KT and his email address.

Vendor Information

Selected Vendor: BANK OF AMERICA-BUSINESS CARD (BUS)

Purchase Order Information

Date Required:

Ship via:

Ship to:

Buyer:

Department:

Deliver to:

Freight on board:

Distribution Information

Detail View

Amount $216.00 **GL Account: 10-50901-4102** **Membership Dues & S**

Amount	Project	Class	Funding Source
$216.00	100	Unrestricted Net Assets	DEFAULT

Purchase Order Line Item Information

Purchase Order Number	Line Item Number	Date Promised	Quantity Order
11022	1		1.0000

History Information

Item Changed	Previous Setting	New Setting	Changed On	Changed
Last Action	Pending	Approved	6/8/2022	annettel
Approval Status	Pending	Approved	6/8/2022	Steffanil
Last Action	Pending	Approved	6/8/2022	Steffanil
Approval Status	Approved	Ordered	6/10/2022	annettel

SQUARESPACE

Invoice

Charged on Saturday, June 18, 2022

ISSUED TO

Annette Balera
60 washington ave., suite 200
bremerton, wa 98337
United States
Card Number •••• •••• •••• 4393

ISSUED BY

Squarespace, Inc.
225 Varick Street, 12th Floor
New York, NY 10014

Charges

All prices in US Dollar.

Subscription: Business (Annually) - vuvuzela-orb-knke.squarespace.com	$216.00
Subtotal	$216.00
Discount	–
Sales Tax (9%)	$19.44
Due	$0.00
Paid	$235.44

PRTPO Fiscal Agent Expenses
Jefferson Transit Authority
July - September 2022

		July	August	September	Total	Notes
Staff Salaries and Wages		$ 20.74	$ 62.21	$ 20.74	$ 103.68	
Staff Fringe Benefit		$ 9.00	$ 27.00	$ 9.00	$ 45.00	
Other Reimbursables		$ -	$ -	$ -	$ -	
Subtotal		**$ 29.74**	**$ 89.21**	**$ 29.74**	**$ 148.68**	
Overhead Charge 10%		$ 2.97	$ 8.92	$ 2.97	$ 14.87	
TOTAL		**$ 32.71**	**$ 98.13**	**$ 32.71**	**$ 163.54**	

Reimbursables:

	$0.00

Salary Break out data:		hrs	**Wages**	**Benefits**	**Total**
M. Nash - Bank Reconcile	7/12/2022	0.50	$ 20.74	$ 9.00	$ 29.74
M. Nash - Invoicing, Grant receipt, Bank reconcile, check printing	8/4/2022	1.50	$ 62.21	$ 27.00	$ 89.21
M. Nash - Bank Reconcile	9/13/2022	0.50	$ 20.74	$ 9.00	$ 29.74
					$ -
			$ 103.68	$ 45.00	$ 148.68

ATTACHMENT C

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: **SFY 2022 UPWP Annual Report**

REQUESTED ACTION:

Approve the State Fiscal Year 2022 UPWP Annual Report.

Overview

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

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

PRTPO's SFY 2022 UPWP Annual Report was compiled from the quarterly invoices reviewed and approved by the Executive Board with summary descriptions derived from those invoices of work completed between July 1, 2021, and June 30, 2022. A draft of the Annual Report was reviewed by the Executive Committee and approved for submittal to WSDOT by the submittal date.

A copy is attached.

Additional Attachments:

SFY 2022 Annual Report of Performance and Expenditure

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

SFY 2022 ANNUAL REPORT

Of Performance and Expenditure

July 1, 2021 – June 30, 2022

Peninsula RTPO

UNIFIED PLANNING WORK PROGRAM

September 30, 2022

Introduction

This is the Annual Report of Performance and Expenditure for State Fiscal Year 2022, referred to here as the **Annual Report.** This 2022 UPWP Annual Report recaps the expended RTPO budget and associated work program activities undertaken by PRTPO between July 1, 2021 - June 30, 2022, the status of that work, and an explanation of any variances between budgeted and actual expenditures. It reflects the work of PRTPO's Executive Board, Technical Advisory Committee, and Executive Committee as supported by the PRTPO Coordinators. PRTPO works with Kitsap Transit, its Lead Planning Agency (LPA) and Jefferson Transit, its Fiscal Agent, to deliver the approved work program in accordance with its adopted policies and procedures.

Work program activities summarized here are described in PRTPO's SFY 2022-2023 Unified Planning Work Program, or UPWP. This SFY 2022 Annual Report is for activities described in the first year of that UPWP, which was adopted by the PRTPO Executive Board in June 2021.

Details of the expenditures summarized here were reviewed and authorized by the PRTPO Executive Committee and Executive Board each quarter, in accordance with PRTPO's Invoice Reimbursement Policy. This Annual Report summarizes the detail of those SFY 2022 quarterly invoices into a single annual statement of costs and services received, in compliance with state laws associated with the receipt and use of RTPO funds.

Annual Report Structure

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

- A summary of expenses incurred by UPWP work program activity area with a budget narrative
- A summary by task of work undertaken in SFY 2022 with RTPO funds and its completion status

PRTPO's Revenue Source

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

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

SFY 2022 Financial Summary

SFY 2022 Work Element	Expenditures*	
	Budgeted	Actual
Program Administration	$79,161	$91,328
Transportation Planning	$49,900	$37,144
Regional TIP	$8,100	$7,097
Other PRTPO Activities	$0	$0
Totals	**$137,161**	**$135,569**

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

Budget Narrative:

The SFY 2022-2023 UPWP is the first two-year UPWP approved by PRTPO, corresponding to the state biennium budget.

The original budget adopted in June 2021 under-estimated Program Administration costs and over-estimated Transportation Planning costs. Some of the Program Administration increase was attributed to reconciling issues associated with federal HSTP revenue, and in understanding and responding to a request from the State Auditor's Office about data-sharing agreements. This necessarily took time away from transportation planning activities. Some other part of the variance is just a learning curve. PRTPO continues to dial in its budget as it establishes an on-going work program.

PRTPO is not set up to manage federal funds. PRTPO was awarded a small amount of federal funds in 2021 for use in updating its Human Services Transportation Plan which it could not accept. Instead, Kitsap Transit accepted an award of federal funds from WSDOT Public Transportation Division with which to complete an update of the Human Services Transportation Plan for PRTPO. That work is contracted separately by Kitsap Transit and is not part of PRTPO's UPWP budget. Those federal revenues are not included in the budget summary, above.

An amendment by the Executive Board in June 2022 rebalanced the remaining two-year budget to complete the SFY 2023 work program.

Participation in Work Program Delivery:

Activities conducted in SFY 2022 involved active participation of PRTPO representatives on the Executive Committee, Executive Board, and Technical Advisory Committee, WSDOT Headquarters and Olympic Region staff, and other stakeholders. Work was performed by the Lead Planning Agency and Fiscal Agent with support from contract staff.

SFY 2022 Program Administration Summary

Purpose:

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

Scope:

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

Work Performed:

a. **Meeting Support:** Supported meeting functions of the Executive Committee, Executive Board, Technical Advisory Committee, and ad hoc working groups. ***(on-going)***
b. **Public Information and Communications**: Maintained PRTPO website and YouTube channel. Responded to public inquiries and requests for information. Prepared content for the WA State Transportation Commission annual report to the legislature. Prepared letters of support from the PRTPO Chair for member projects. ***(on-going)***
c. **Title VI Compliance:** Developed and submitted updated PRTPO Title VI Plan. Monitored for Title VI complaints (none received). Completed the FFY 2021 Title VI Annual Report. ***(on-going)***
d. **PRTPO Support:**
    - Established an approved PRTPO UPWP Development policy.
    - Worked with fiscal agent, Executive Committee, Kitsap Transit, and WSDOT to resolve issues associated with award of federal HSTP planning grant and develop and approve agreements.
    - Worked with Executive Committee, lead agencies, legal counsel, and WA State Auditor in review of compliance procedures regarding SAO's Data Sharing Agreement.
    - Worked with legal counsel to ensure on-going compliance with OPMA requirements and formally established protocols for virtual meetings as PRTPO standard for Executive Board.
    - Developed regular Coordinator Reports of useful resources and opportunities for members.
    - Updated and maintained PRTPO Resource Manual.
    - Developed "PRTPO Quick Start Guide" and conducted new member orientations.
    - Coordinated with GIS support on baseline data and mapping needs for PRTPO platform.
    - Completed annual appointments.
    - Responded to member requests for information and other needs. ***(on-going)***
e. **UPWP Management:** Completed SFY 2021 UPWP Annual Report. Managed the SFY 2022-2023 UPWP and monitored work program expenditures. Refined SFY 2023 work program and completed an amendment to the SFY 2022-2023 UPWP to calibrate the budget for SFY 2023. ***(on-going)***

f. **Accounting:** Completed Annual Audit Report. Prepared monthly and quarterly invoices for Lead Planning Agency and Fiscal Agent. Managed expenses and disbursements. ***(on-going)***
g. **PRTPO Administration:** PRTPO administrative expenses for insurance, legal services, GIS support services, membership fees, web platform and domain, ArcGIS license, cost recovery, and audits ***(on-going)***

Deliverables:

- ☐ Meeting materials including briefs, presentations, and reports
- ☐ PRTPO Resource Manual with updates
- ☐ SFY 2021 Annual Report
- ☐ SFY 2022-2023 UPWP Amendment 1 for SFY 2023
- ☐ PRTPO Title VI Plan
- ☐ FFY 2021 Title VI Annual Report
- ☐ Invoices and Budget Reports
- ☐ PRTPO Website and Correspondence

SFY 2022 Transportation Planning Summary

Purpose:

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

Scope:

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

Work Performed:

a. **Long-range Planning:** ***(on-going work)*** Developed EV Readiness work plan to guide UPWP activities in support of the 2040 RTP. SFY 2022 work included
    - On-going consultation with members to identify information needs and follow-up activities
    - Maintained the EV Infrastructure Exchange Group to facilitate communications and coordination among members and other EV stakeholders
    - Monitored rapidly emerging funding and other resource opportunities, obtained and disseminated relevant resources, and maintained the EV data portal on PRTPO's website
    - Convened an October 2021 learning session with Rivian, Chargepoint, and Forth representatives on "Demystifying EV Infrastructure Partnerships" and posted materials on its YouTube page
    - Maintained on-going coordination with GHCOG regarding EV opportunities on the US 101 corridor

- Established working relationships with Pacific NW National Labs, Energy NW, WSU Green Transportation Program, and Renewable Hydrogen Alliance on behalf of PRTPO member interests
- Supported members and their partners in reviewing and responding to grant opportunities and helped make connections to other resources and EV stakeholder opportunities
- Completed RTP Biennial Currency Review

b. **Regional Coordination and Collaboration:** ***(on-going)***
   - **Local Agency Support**
     - Arranged training and other coordination opportunities with Local Programs on managing federally funded projects
     - Convened Federal Funding Work Group to coordinate with Local Programs on matters related to flexibility in managing small pots of federal STBG funds
     - Monitored development of and prepared summary information packets for members on the federal Bipartisan Infrastructure Law and the state Move Ahead WA funding packages
   - **RTPO – MPO Coordination**
     - Maintained communications and coordination with GHCOG, IRTPO, PSRC, and TRPC on topics of overlapping regional transportation interests and invited their participation in relevant PRTPO activities
     - Participated in activities of the MPO/RTPO Coordinating Committee
     - Participated in activities of the Rural RTPO Work Group
   - **WSDOT Collaboration**
     - Participated in program training and facilitated WSDOT National Highway Freight Program call for projects
     - Developed Critical Rural Freight Corridors designation request with members for submittal to WSDOT Freight Office
     - Participated with WSDOT planning group in coordinated review of RCW 47.80 and WAC 468-86 requirements
     - Participated in WSDOT Highway System Plan scenario planning workshop
   - **Others**
     - Initiated FMSIB priority freight investment call for projects
     - Participated in North Olympic Development Council's update of its Comprehensive Economic Development Strategy regarding regional transportation considerations
     - Monitored activities of JTC work group establishing distribution of federal funds from the IIJA/BIL infrastructure package and engaged with representatives, WSDOT

c. **Tribal Consultation:** Responded to member inquiries about state and federal tribal opportunities. Obtained information on hazard mitigation planning resources from FEMA and provided to all tribes in the region. Monitored resources for information and opportunities of interest to tribes. ***(on-going)***

d. **Human Services Transportation Planning:** The following activities were done as a part of PRTPO's SFY 2022 work program. Participated in WSDOT training and coordination meetings. Responded to service provider inquiries about connections between HSTP activities and Consolidated Grants process. Developed synthesis of 2019 HSTP findings in preparation for 2022 update. Reviewed WSDOT's detailed analysis of regional HSTPs statewide against PRTPO findings, identified areas for follow-up in the 2022 update. Developed Executive Board timeline and work program, and prepared briefing materials for regular meetings. Provided programmatic coordination between PRTPO Executive Board, WSDOT, and HSTP activities contracted by Kitsap Transit. A summary of work conducted with Kitsap Transit's federal grant can be found on the last page. ***(on-going)***

e. **PRTPO Transportation Outlook 2022:** Completed Transportation Outlook 2022 legislative brief. Convened annual legislative forum between regional policy makers and legislators. Responded to inquiries regarding 2022 issues and opportunities. ***(complete)***

f. **Regional Grants Administration:** Developed materials and conducted call for projects for Transportation Alternatives program. Monitored reports and direction from Local Programs and responded to requests for information. Obtained responses to member inquiries about toll credit usage and implication for regional and local grant programs. ***(on-going)***

Deliverables:

- ☐ EV data resource portal
- ☐ PRTPO submission for Critical Rural Freight Corridor designation
- ☐ 2022 Transportation Alternatives call for project materials
- ☐ Transportation Outlook 2022 folio and presentation
- ☐ Meeting materials, work session videos, and correspondence

SFY 2022 Regional TIP

Purpose:

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

Scope:

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

Work Performed:

a. **Develop and maintain a six-year RTIP:** Developed and adopted the draft and final 2022-2027 RTIP, including public notice and review. Developed beta version of an online RTIP mapping tool for use by local agencies in tracking and communicating about RTIP projects. Completed two amendments, amending a total of six projects into the RTIP. Maintained close coordination and communication with Nancy Huntley regarding the STIP and responded to member inquiries about projects in the RTIP and STIP. ***(on-going)***
b. **Monitor Obligation Authority for Federally Funded Projects:** Reviewed obligation status and provided information and coordination support to members. Responded to requests for information from Local Programs. ***(on-going)***

Deliverables:

- ☐ 2022-2027 Regional Transportation Improvement Program (RTIP) and two amendments
- ☐ Online RTIP project review and mapping tool
- ☐ Correspondence and meeting materials

Other PRTPO Activities in SFY 2022

Purpose:

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

Scope:

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

Work Performed:

No work was budgeted or performed under this task in SFY 2022.

Deliverables:

- ☐ Not applicable

Grant-funded HSTP Activities Outside of the PRTPO Work Program

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

Work accomplished in SFY 2022 included:

- updates to the baseline data profile of targeted populations
- approval of a Public Participation Plan to guide outreach efforts
- engagement with service providers to review and update mobility needs, gaps in service and mobility barriers, and potential strategies to address gaps and barriers
- development of polling tool and outreach through service providers to targeted populations for input on mobility needs, and gaps in service and mobility barriers
- baseline mapping
- draft technical background reports
- coordination with PRTPO work program and Executive Board timeline

Work on the HSTP update is ongoing and will be completed in SFY 2023.

ATTACHMENT D

ACTION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: October 14, 2022
Subject: **Approval of 2023-2028 Regional Transportation Improvement Program**

REQUESTED ACTION:

Approve Resolution 02-2022 adopting the 2023-2028 Regional Transportation Improvement Program for the Peninsula Region.

Overview

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

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

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

Inclusion in the STIP is a prerequisite for agencies before they can obligate federally funded projects obtained through a grant or an earmark, and inclusion in the RTIP is a prerequisite for inclusion in the STIP. Obligation is the process of getting federal funds that have been awarded to a project committed to that project contractually for ten years and is a critical step in securing federally funded projects.

Other local projects in the first four years of the RTIP don't move automatically to the STIP. This includes any local projects showing only local or state funds, or those showing federal funds, but the projects are still planned and not yet secured. Inclusion in the RTIP for those projects anticipating federal funds is good because they can be amended into the required STIP more efficiently if they receive funds unexpectedly. It takes longer to add brand new projects to the STIP if they receive federal funds when they have not already been vetted through local, regional, and state TIP reviews.

The draft RTIP report can be viewed online here on PRTPO's website. It includes 163 projects from PRTPO members in three of the four counties. Kitsap County projects are included in the Puget Sound Regional Council (PSRC) RTIP.

Upon the Board's approval the RTIP will be forwarded to WSDOT where it will be aggregated with those from other RTPOs across the state, and a STIP derived as described above.

Attachment:

Resolution 02-2022

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

[1] RCW 47.80(5)

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 02-2022

Approving the SFY 2023-2028 Regional Transportation Improvement Program for the Peninsula Region

Recitals

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

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

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

WHEREAS, the SFY 2023-2028 Regional Transportation Improvement Program for the Peninsula Region addresses state and federal compliance requirements.

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

THAT the Regional Transportation Improvement Program (RTIP) for SFY 2023-2028 be approved as per the attached report listing one-hundred and sixty-three planned transportation projects from PRTPO members; and

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

THAT PRTPO staff will submit projects with secured funds to the WSDOT for inclusion in the 2023 State Transportation Improvement Program (STIP) upon approval of the PRTPO 2023-2028 RTIP.

APPROVED, this 21st day of October, 2022.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

ATTACHMENT E

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: **Adoption of 2022 Human Services Transportation Plan**

REQUESTED ACTION:

Approve Resolution 03-2022 adopting the 2022 Human Services Transportation Plan for the Peninsula Region.

Background

Over the past year the Executive Board has been actively involved in updating the region's Human Services Transportation Plan, or HSTP. The last HSTP update was completed in 2019. The HSTP is used to evaluate projects vying for Consolidated Grants funding from WSDOT.

In August the Board approved the draft plan to be released for public review and comment. The public comment period extended from September 7 – September 28. Support materials included the draft document in a traditional pdf format, an interactive online StoryMap, a recorded video presentation providing an overview of the plan, and a community poll to collect input on specific questions. People were also invited to submit comments directly. Notifications were distributed through PRTPO's various distribution lists and were published in PRTPO's papers of record.

PRTPO received a total of 18 comments on the draft plan from direct responses with a smaller number of people completing the online poll. It is not clear if any of the people who commented directly completed the poll, too. PRTPO also received comments from WSDOT last week. While the number of responses was not large, what was received validated input obtained throughout the process. No new issues or strategies emerged. Minor language tweaks were made to one strategy to clarify that ADA ramps support human services mobility needs in addition to other measures. Strategies specific to grant-writing were removed. A few corrections were made to the narrative and a little more detail was included on the services transit agencies provide. A summary of the draft plan review process and input can be found in Appendix C. A mark-up copy of changes between the August review draft and the adoption draft is available on request.

Next Steps

PRPTO staff will update the website and archive process materials for future reference. A compliance checklist will be completed to support WSDOT's final review and acceptance. The final plan and checklist will be submitted to WSDOT before the December 1st deadline. The Board will be asked to amend this document in December to add the project proposals and ranking recommendation for Consolidated Grants awards to the Appendix.

Attachments

- *Resolution 03-2022 2022 Approving PRTPO 2022 Human Services Transportation Plan*
- *Final Draft – 2022 Human Services Transportation Plan for the Peninsula Region (large file)*

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2022

Approving PRTPO's 2022 Human Services Transportation Plan

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, PRTPO is responsible for maintaining and periodically updating a Human Services Transportation Plan (HSTP) that identifies strategies to meet the mobility needs of people who do not drive due to age, disability, or income; and

WHEREAS, PRTPO received a grant from WSDOT to update the 2019 HSTP, and which was administered on PRTPO's behalf by Kitsap Transit, the Lead Planning Agency for PRTPO; and

WHEREAS, PRPTO conducted an update of the HSTP with input from public transportation, tribal, non-profit, and for-profit service providers; and

WHEREAS, PRTPO obtained input from the community in updating the HSTP and in its final review; and

WHEREAS, PRTPO has determined that the strategies identified in the 2022 HSTP includes are appropriate for supporting the mobility needs of vulnerable residents in the region who are unable to drive and merit funding through grants or other opportunities.

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

THAT the Peninsula RTPO 2022 Human Services Transportation Plan be approved with the understanding that it will be amended periodically to include the projects PRTPO prioritizes and recommends to WSDOT for Consolidated Grants funding.

APPROVED, this 21st day of October 2022.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair





Peninsula RTPO
2022 Human Services Transportation Plan

A Coordinated Public Transit - Human Services Transportation Plan for the Peninsula Region

For Adoption
October 21, 2022

Peninsula Regional Transportation Planning Organization

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

2022 PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

WSDOT Olympic Region

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

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

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

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice Chair
Mason County

Lindsey Schromen-Wawrin, Secretary
City of Port Angeles

PRTPO is grateful for the transit, tribal transit, non-profit, and for-profit service providers who contributed the important perspectives that make this a plan for the Peninsula region and the populations they serve.

For more information on the PRTPO Human Services Transportation Plan and other regionally coordinated planning activities, visit PRTPO's website at www.PRTPO.org or contact Thera Black, PRTPO Coordinator, by email at TheraB@PeninsulaRTPO.org

Title VI Notice to Public

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

Americans with Disabilities Act

Peninsula RTPO will ensure that no qualified disabled individual shall, solely due to his or her disability, be excluded from the participation in, be denied the benefits or, or be subjected to discrimination under any of its programs, services, or activities as provided by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). If you need this plan in a different format, please contact the PRTPO Coordinator at (360) 824-4919 or via email at edwardc@kitsaptransit.com.

PENINSULA RTPO

PRTPO.org

Peninsula RTPO

2022 Human Services Transportation Plan

Prepared for:

Peninsula Regional Transportation Planning Organization
60 Washington Avenue, Suite 200
Bremerton, WA 98337

Prepared by:
LSC Transportation Consultants, Inc

October 21, 2022

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2022

Approving PRTPO's 2022 Human Services Transportation Plan

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

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WHEREAS, PRPTO conducted an update of the HSTP with input from public transportation, tribal, non-profit, and for-profit service providers; and

WHEREAS, PRTPO obtained input from the community in updating the HSTP and in its final review; and

WHEREAS, PRTPO has determined that the strategies identified in the 2022 HSTP includes are appropriate for supporting the mobility needs of vulnerable residents in the region who are unable to drive and merit funding through grants or other opportunities.

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

THAT the Peninsula RTPO 2022 Human Services Transportation Plan be approved with the understanding that it will be amended periodically to include the projects PRTPO prioritizes and recommends to WSDOT for Consolidated Grants funding.

APPROVED, this 21st day of October 2022.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

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Chapter 1
INTRODUCTION

PLAN PURPOSE

Peninsula Regional Transportation Planning Organization (PRTPO) is responsible for maintaining a Human Services Transportation Plan (HSTP). This document is an update to the existing 2019 HSTP. This update is an opportunity to identify existing unmet transportation needs for those who cannot drive and a range of strategies for meeting those needs over the next several years.

The HSTP must meet minimum requirements of the Federal Transit Administration (FTA) and the Washington State Department of Transportation (WSDOT). It must consider the special mobility needs of people aged 65 and older, of people with disabilities, and of people in poverty. It must include an inventory of existing transportation services, unmet transportation needs, and strategies that can address those unmet needs in a region such as this.

This update is also an important opportunity to foster collaboration and coordination among the region's transportation service providers, other regional stakeholders, and the general public. This HSTP will be used in the evaluation and prioritization of future proposals for Consolidated Grants funding from WSDOT to ensure those grants support regionally identified priorities.

PRTPO BACKGROUND

As the state-designated Regional Transportation Planning Organization (RTPO) for the Peninsula region, PRTPO serves as the collaborative intergovernmental entity of the four-county region. PRTPO is responsible for on-going coordinated transportation planning, identifying long-range challenges within the region and working to achieve agreed upon objectives that support mobility for people and goods.

PRTPO was formed in 1990 under the administration of WSDOT Olympic Region. In 2019, PRTPO evolved into an independent agency with its own leadership and organizational structure. PRTPO has 27 members representing four counties, nine cities, four transit agencies and four port districts, five Indian tribes, and WSDOT Olympic Region. This is PRTPO's first HSTP as an independent planning organization.

HSTP BACKGROUND

The Human Services Transportation Plan focuses on the transportation needs of individuals who are unable to transport themselves or to purchase or otherwise obtain transit or transportation services. It considers not only public transit agencies but also other providers that offer transportation services connecting people with human services and programs throughout the region.

Human services in this context encompass an interdisciplinary set of social assistance programs including everything from healthcare and counseling services to food and shelter offered through government and nonprofit agencies. These programs contribute to the welfare and quality of life of

communities, delivering a broad range of aid and support to individuals and their families. The Federal Department of Health and Human Services (HHS) administers more than 100 programs across its operating divisions. Services are targeted to individuals and families, and may be provided by public, tribal, nonprofit, or private providers.

Human services transportation refers to a broad range of mobility and access services designed to connect people who have special mobility needs with the human services available to them. Transportation services may be provided directly by public, tribal, nonprofit, and/or private providers, or may be supported through education, coordination, financial subsidies, or other means. The HSTP is about these transportation services that connect people with the programs available to them.

The HSTP takes stock of services that are available from existing providers, gaps in service and mobility barriers, and strategies that can meet the human services transportation needs of residents across the Peninsula region.

PLAN APPROACH

This is a periodic update of the regional HSTP, which last underwent a major update in 2019 with a minor amendment in 2021. It builds on that previous plan, providing an updated summary of existing conditions that include current demographic and community characteristics, an inventory of transportation providers, the services they offer and the geographies they serve, a reassessment of specialized transportation needs, and regional mobility strategies.

The PRTPO Executive Board developed the Public Participation Plan, provided input on human service and transportation providers, and confirmed baseline needs and mobility barriers. In June Board members reviewed draft strategies for inclusion in the HSTP. The Board recognized these as suitable measures to address special mobility needs across the region. Funding that supports these priority strategies will improve access and mobility for the region's most vulnerable residents.

The Executive Board approved the draft plan for public review and released it for comment from September 7 – September 28 with final approval in October 2022. At that time the 2022 HSTP will be used to evaluate grant proposals for the WSDOT Consolidated Grants process until it is updated in four years. Project funding recommendations will be amended into the appendix of this HSTP.

STAKEHOLDER AND PUBLIC PARTICIPATION

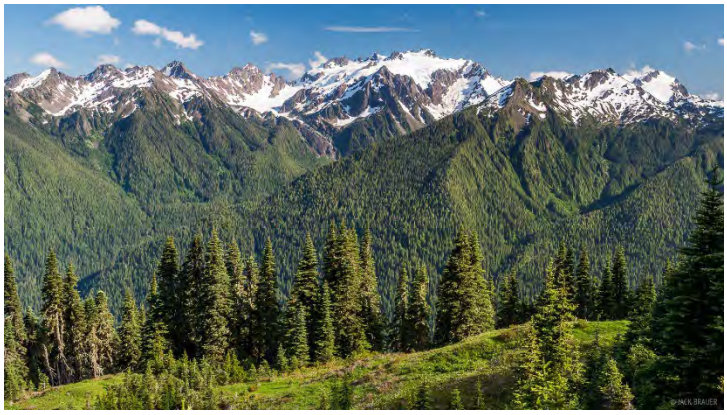
Involvement of the local community is important for the HSTP update. Transportation providers and representatives from human services agencies participated in a stakeholder meeting in April 2022. Participants identified mobility needs for the region which are included in the assessment of unmet transportation needs and gaps. These and other transportation providers contributed information to update the inventory of regional transportation resources.

A community questionnaire was distributed by human services agencies and transportation providers to get information from their clients about unmet transportation needs and improvements to transportation services. PRTPO recognizes service providers as trusted liaisons who work with the many different communities targeted by this HSTP and the best conduit for getting information to and from people who use these services.

Chapter 2

PENINSULA REGION CHARACTERISTICS

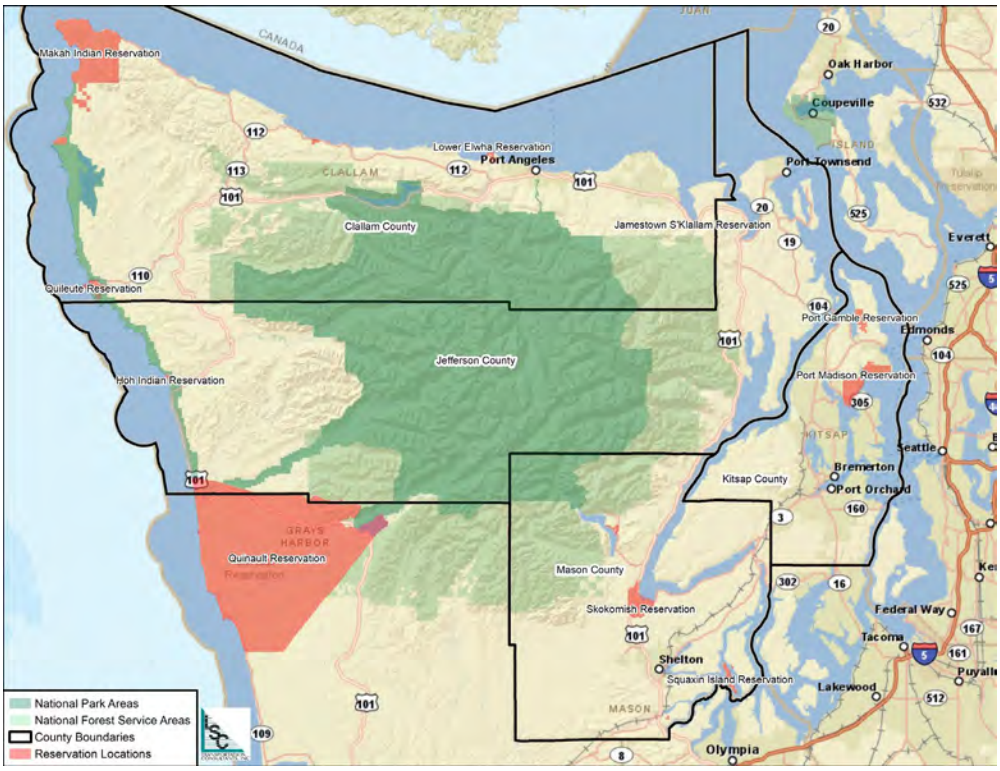
INTRODUCTION



Photograph by Jack Brauer

The PRTPO region encompasses four counties on the Olympic and Kitsap Peninsulas: Clallam, Jefferson, Kitsap, and Mason. Spanning nearly 6,500 square miles, the area includes a diverse landscape of temperate rainforests, the Olympic Mountain range, coastal communities, agricultural areas, and suburban centers. It includes tribal lands, military bases, small ports, an international marine terminal, and vast public land holdings. The region is home to the Olympic National Park and the Olympic National Forest. The Olympic Mountains are a dominant presence in the region as is the Salish Sea. The rain shadow afforded by the Olympics make the north end of the Olympic Peninsula an attractive destination for retirees from across the nation. The region's physical landscape, its aging population, tribal lands, and dispersed development are just some of the attributes contributing to the dynamics of travel in the Peninsula region.

Figure 1: Peninsula Region



DEMOGRAPHIC CHARACTERISTICS

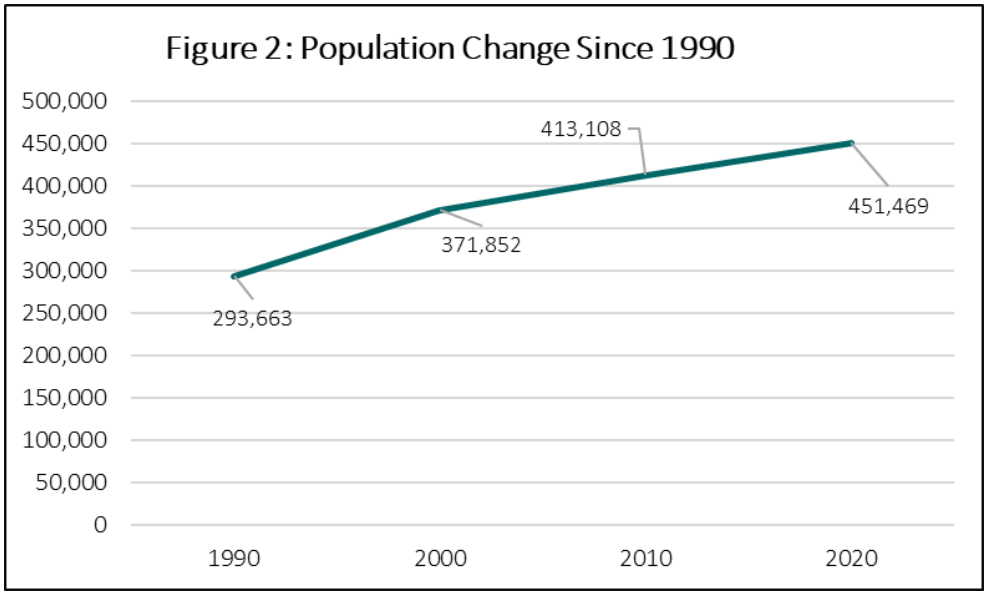
This HSTP is particularly focused on the needs of three population groups, often with overlapping members. This includes seniors over 65, many of whom quit driving as they age, people with disabilities, and people with low income. This section summarizes demographic highlights of these groups.

Like other rural regions throughout the United States, the number of older adults aging in place will continue to rise over the next 10-20 years. This is likely to be pronounced in the Peninsula region, especially on the north end of the Olympic Peninsula where a rain shadow created by the Olympics results in a temperate, dry and sunny environment that is particularly favored by retirees. This is expected to add to the growing need for specialized transportation services for older residents in this rural region.

The population demographic information presented below was analyzed by census tract and block group and so do not necessarily correspond to city or urban growth area boundaries. It is a snapshot that can contribute to a more complete picture of transportation need over time as the region's population changes.

Demographics

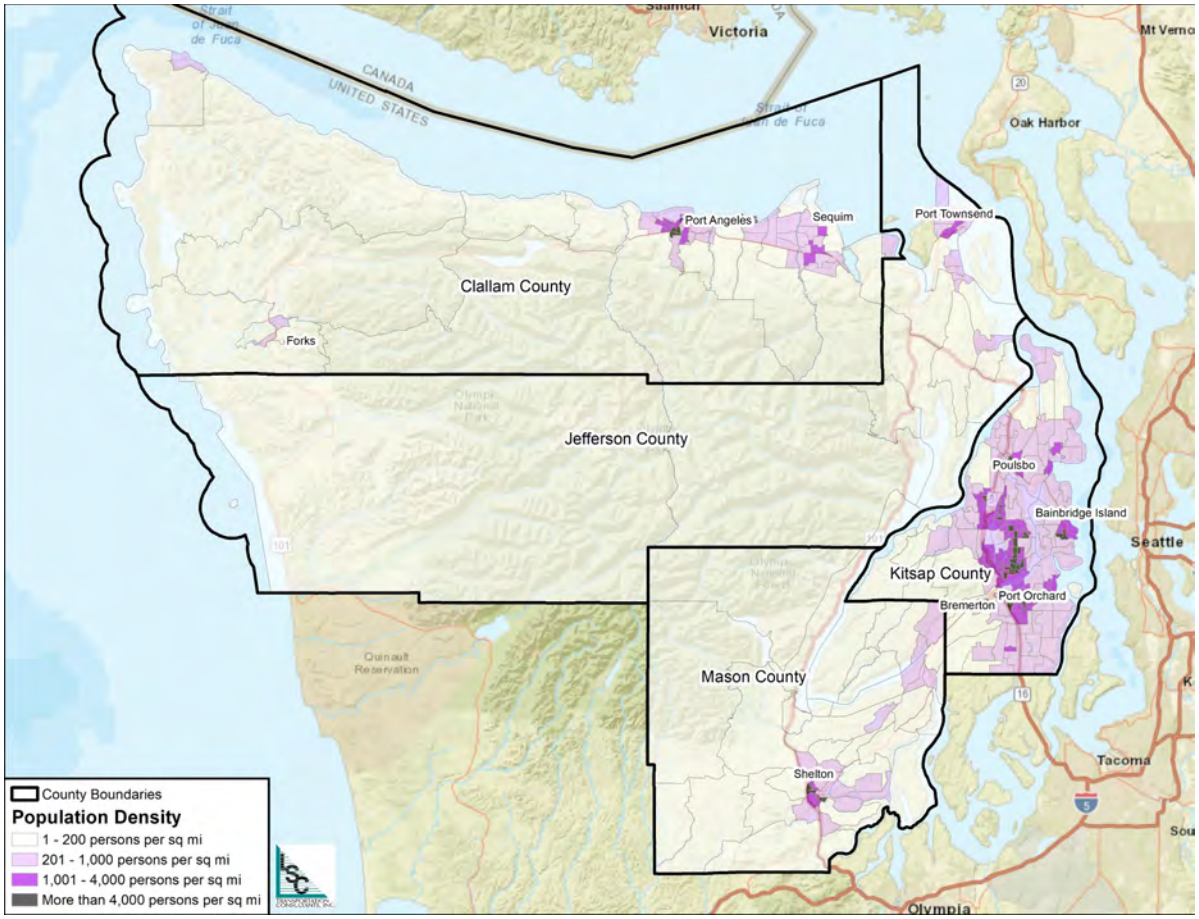
Unless noted otherwise, all data listed in this chapter are from the 2016-2020 U.S. Census American Community Survey (2020 ACS) five-year estimates. According to the 2020 ACS, the total population of the region was 442,578. Figure 2 shows the population change of the region since 1990 in ten-year increments. The growth rate for this last decade was 1.2 percent, which was the same as the population growth rate for the State of Washington within the same period.



Population Density

Population density illustrates the dispersal of residents across this highly rural region. As a rule, transit is generally more successful in areas where people live closer together – where the population density is higher – as well as places with concentrations of activity. That is why there is generally much better transit service within cities or on main routes connecting cities than in outlying areas. Low density, dispersed rural populations cannot be easily served with transit and so often must rely on other transportation services to support mobility needs when driving is not an option.

Figure 3: Population Density



As shown in Figure 3, population is centered around the cities of Forks, Port Angeles and Sequim in Clallam County, Port Townsend in Jefferson County, the towns of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo in Kitsap County, and Shelton in Mason County. Most of the land in Clallam, Jefferson, and Mason counties is part of Olympic National Park or Olympic National Forest, further dispersing residents around the eastern and western periphery of the Olympic Peninsula.

Targeted Population Characteristics

The HSTP must consider the special mobility needs of three specific groups of people: seniors over 65, some of whom will give up driving as they age; people with disabilities that inhibit independent

mobility; and people with low income who cannot afford to own or operate a vehicle, which is typically the biggest household expense after rent or mortgage.

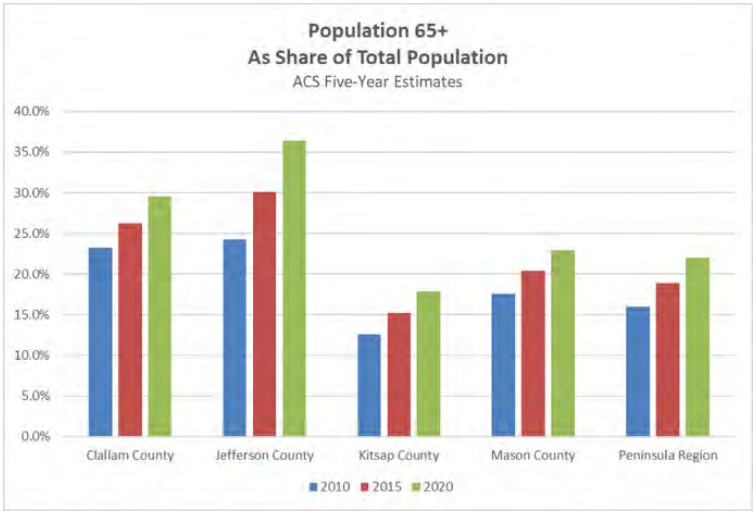
Table 1 summarizes key population characteristics in the Peninsula Region of concern to this HSTP. Though there are some variations, Figures 4 through 9 show that people with select characteristics that often warrant specialized transportation services tend to be concentrated in the region's cities.

Table 1: Estimated Population Characteristics in the Peninsula Region

		Clallam County	Jefferson County	Kitsap County	Mason County	Region Total
Area (sq mi)		2668.7	2187.9	565.7	1051.3	6,474
Population		76,482	31,825	268,945	65,326	442,578
Households		33,197	15,051	105,758	25,242	179,248
Seniors (65-74 years)	Total	12,693	6,995	29,075	9,059	57,822
	Percentage	17%	22%	11%	14%	13%
Seniors (75 years and older)	Total	9,022	4,043	17,069	5,324	35,458
	Percentage	12%	13%	6%	8%	8%
Persons with Disabilities	Total	14,748	5,623	34,645	11,910	66,926
	Percentage	19%	18%	13%	18%	15%
Low-Income Population	Total	10,115	4,226	21,312	8,339	43,992
	Percentage	13%	13%	8%	13%	10%
Zero-Vehicle Households	Total	2,286	647	4,979	944	8,856
	Percentage	7%	4%	5%	4%	5%
Veterans	Total	8,820	3,896	32,540	7,781	53,037
	Percentage	12%	12%	12%	12%	12%
American Indian and Alaska Native Population	Total	5,430	1,267	8,636	3,692	19,025
	Percentage	7%	4%	3%	6%	4%

Source: US Census Bureau, American Community Survey 2020, LSC 2022

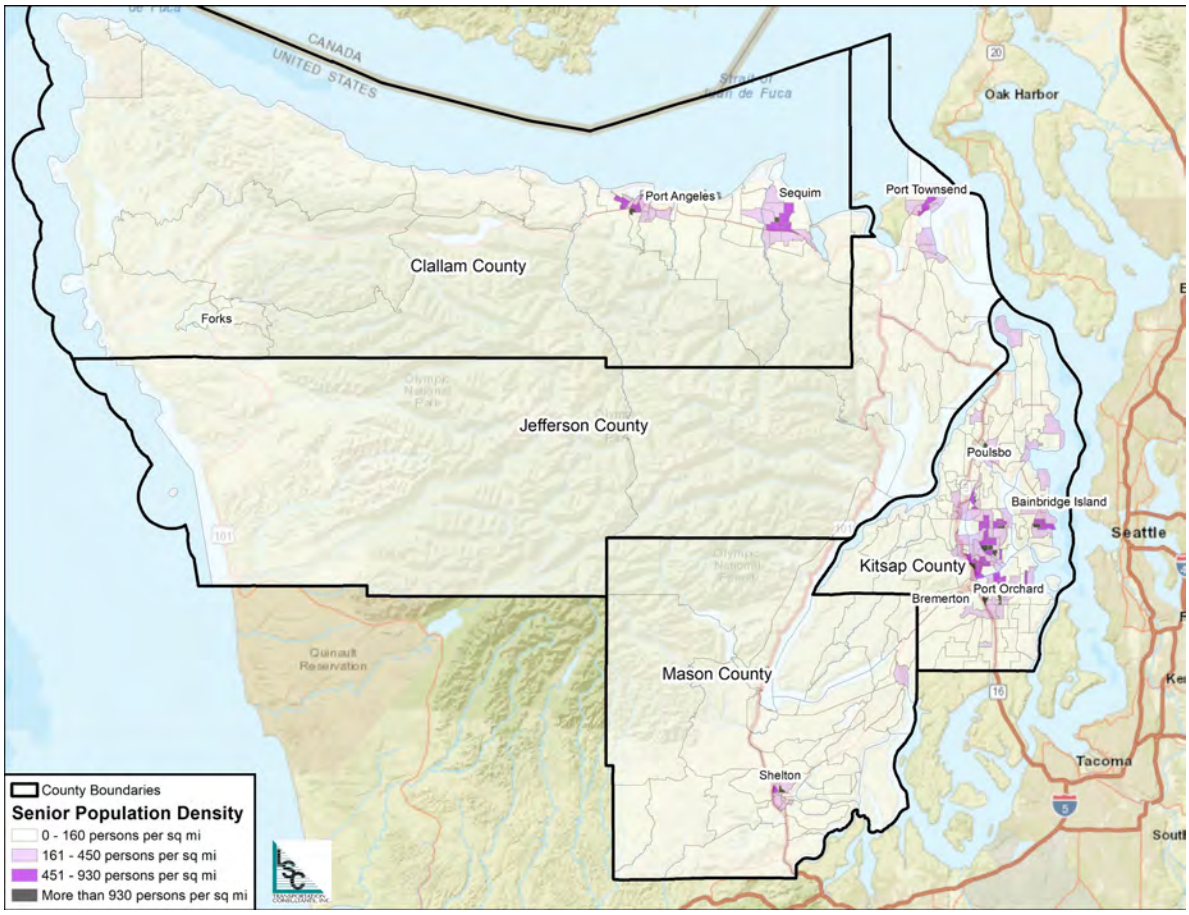
Senior Population



The senior population is defined by the U.S. Census Bureau as people 65 years of age or older. Approximately 13 percent of the total population in the region is between the ages of 65 to 74, and 8 percent are 75 years and older (Table 1). The highest percentage of 65 to 74-year-olds is in Jefferson County (22 percent) as is the highest percentage of people who are 75 years and older (13 percent). This chart shows the pronounced growth of seniors in all four counties over the last decade, but especially in Clallam and Jefferson Counties. Certainly not everyone 65 or older has special mobility needs but as a larger share of that population segment gets to be 75 or older, it should be expected that demand for more specialized

transportation services will increase. Figure 4 shows the population density of seniors throughout the region.

Figure 4: Population Density of Seniors



Population of Persons with Disabilities

Approximately 15 percent of the population in the region has some type of disability as shown in Table 1, with the highest percentage in Clallam County (19 percent) and the lowest in Kitsap County (13 percent). Table 2 shows a detailed breakdown of disabilities by type in the region. Of those with one or more disabilities, ambulatory disabilities are the most common type of disability. Of those people with one or more disabilities, 95 percent have an ambulatory disability that makes it hard to walk while 90 percent have a hearing disability.

Figure 5: Population Density of Persons with Disabilities

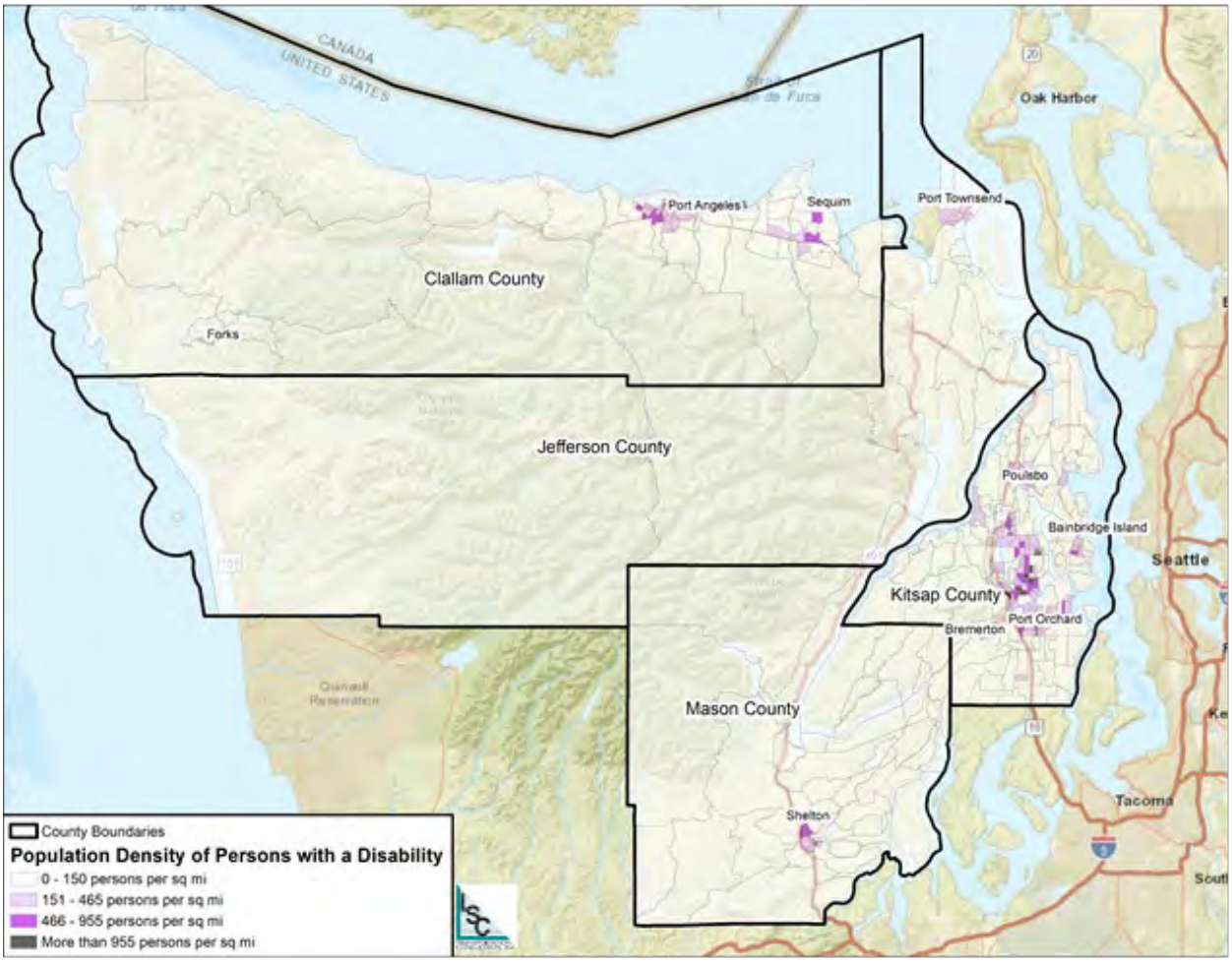


Table 2: Detailed Disability Characteristics in the Peninsula Region

	Clallam County	Jefferson County	Kitsap County	Mason County	Region Total	Region Percent
Independent Living	4,959	1,617	11,370	4,144	22,090	33%
Self-Care	7,056	2,301	24,643	6,668	40,668	61%
Ambulatory	11,807	4,279	36,985	10,803	63,874	95%
Cognitive	9,618	3,048	30,037	7,877	50,580	76%
Vision	7,703	2,558	30,181	7,645	48,087	72%
Hearing	11,304	3,977	35,567	9,224	60,072	90%

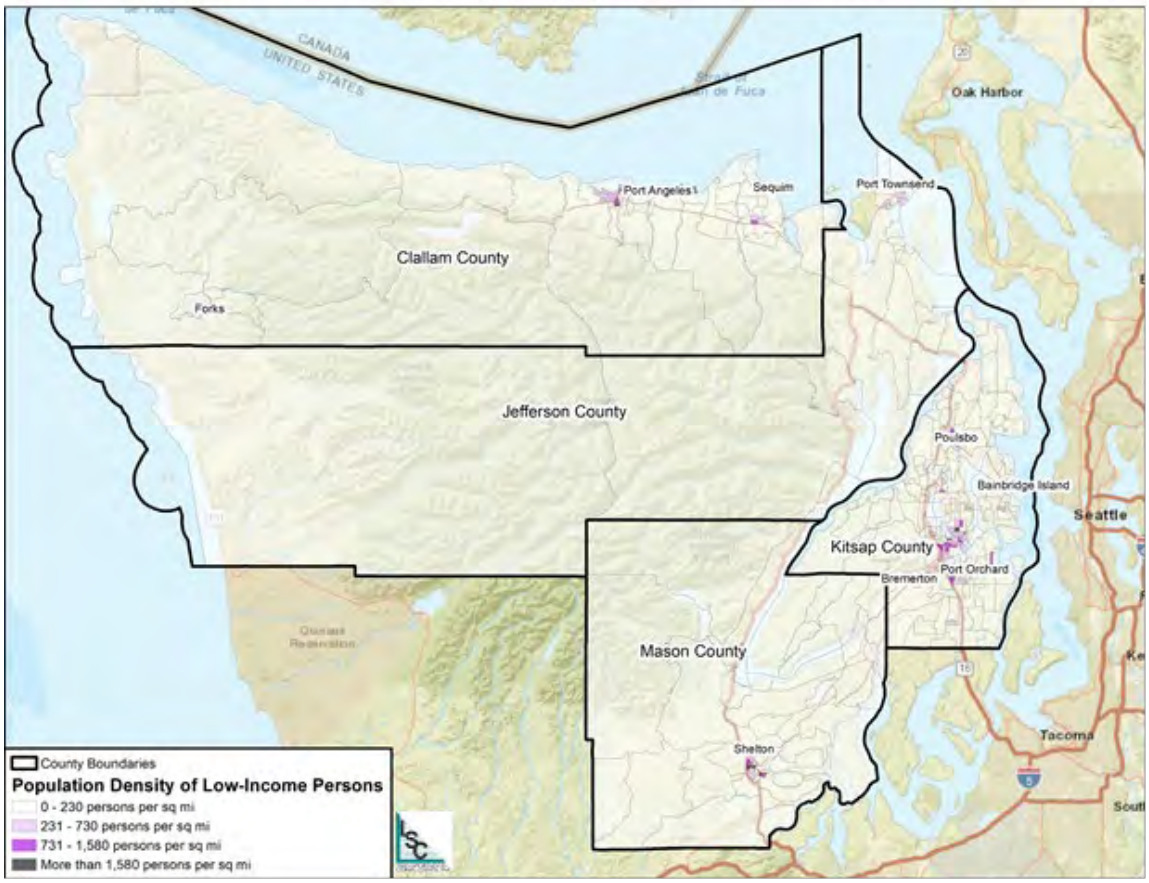
Source: US Census Bureau, American Community Survey 2020, LSC 2022

Note: Total Persons with One or More Disability - 66,926 persons

Low-Income Population

Those considered to be "low-income" includes people who have been living below the poverty line for the last 12 months based on the Census Bureau's poverty threshold. The Census compares total family income in the last 12 months with the poverty threshold appropriate for the family size and household composition. Approximately 10 percent of the population of the region is considered low-income and resides in households below the poverty threshold. It is highest in Clallam, Jefferson, and Mason counties, where approximately 13 percent of the total population lives under the low-income threshold.

Figure 6: Population Density of Low-Income Persons



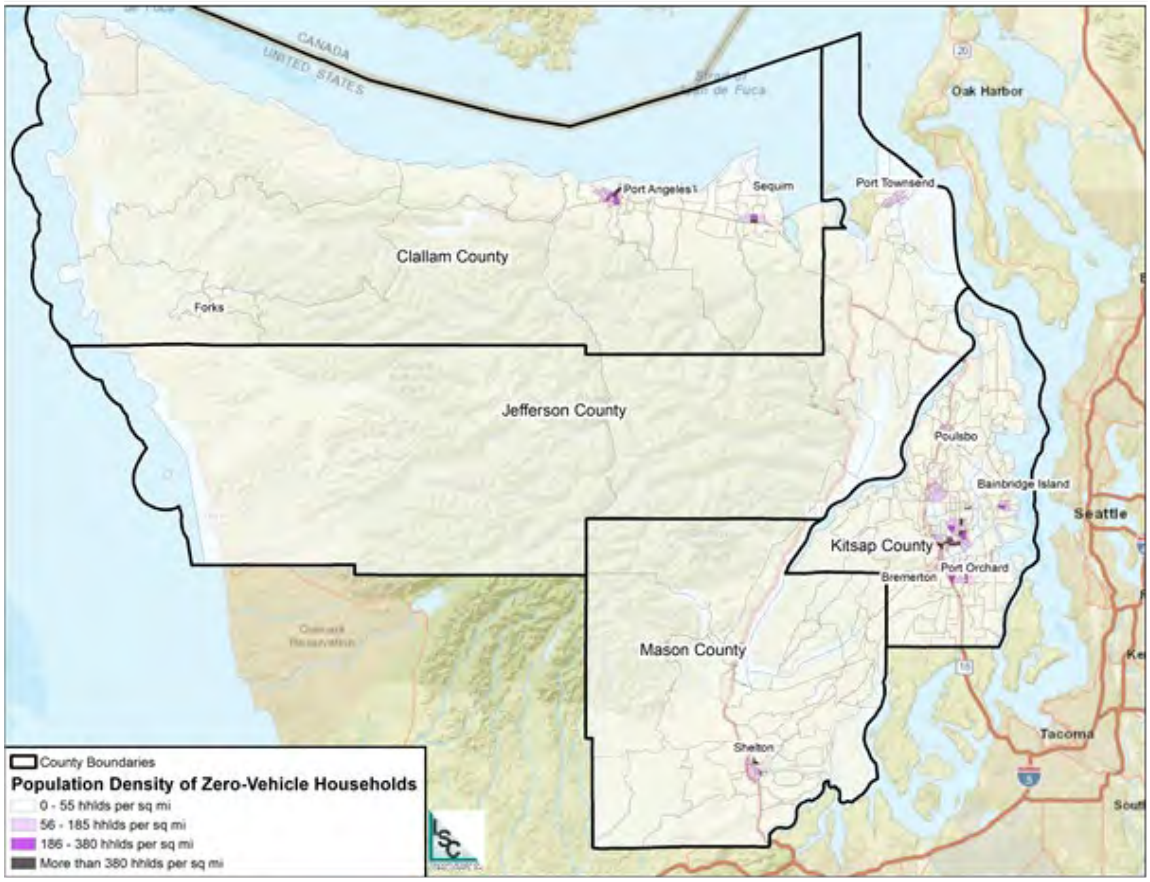
Zero-Vehicle Households

Individuals residing in zero-vehicle households generally need transportation services as they do not have access to a private vehicle. Though this is not a target population group for the HSTP and includes many people who do fall into one of the three targeted groups, research shows the best indicator of the need for transportation services is the lack of personal transportation.

The number of zero-vehicle households and the population living in zero-vehicle households give a good indication of the magnitude of need for transportation services for whatever reason. Approximately five percent of households in the region have no vehicle available for use with the highest percentage of households in Clallam County (seven percent). The density distribution of zero-

vehicle households for the region is shown in Figure 7. The ranges for the density of zero-vehicle households are quite low due to the relatively small number of zero-vehicle households dispersed across the region. As with other demographic characteristics highlighted in this HSTP, zero-vehicle households are concentrated in cities where alternatives to driving are most likely to be found.

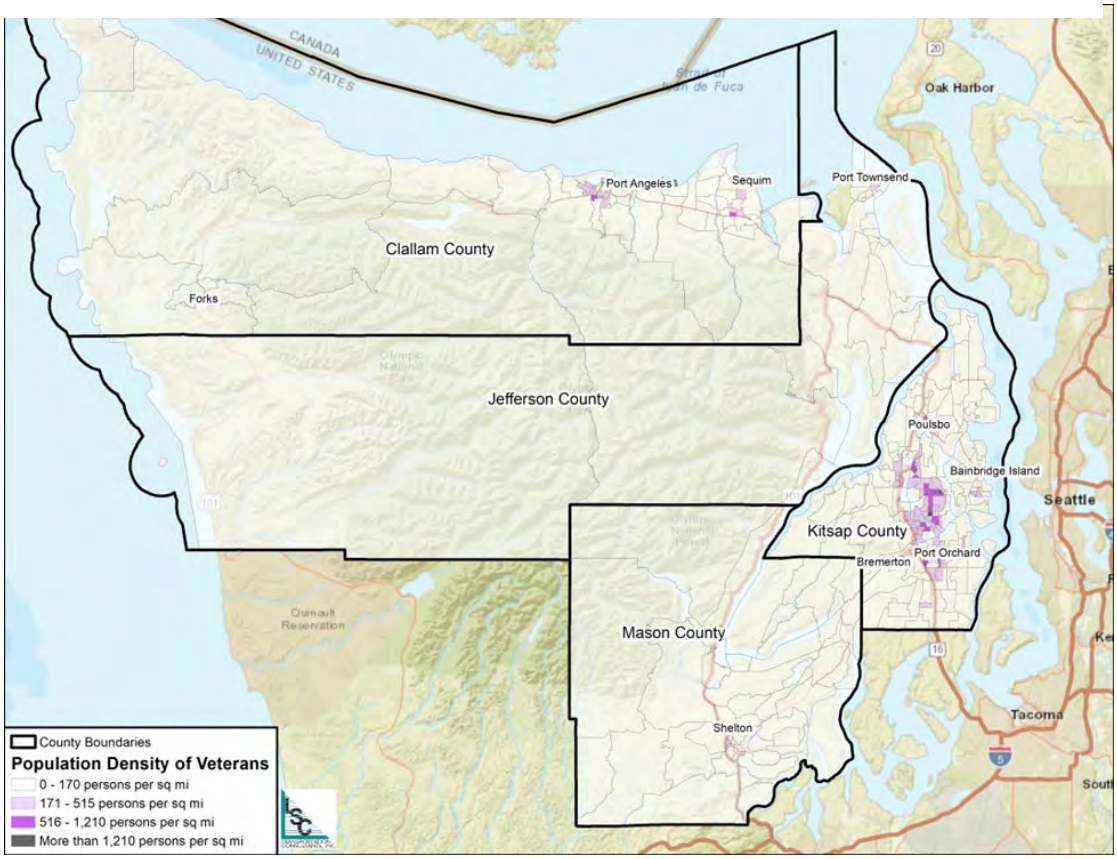
Figure 7: Population Density of Zero-Vehicle Households



Veterans

The population distribution of veterans in the region is shown in Figure 8. Veterans make up twelve percent of the population of each of the four counties. Detailed demographic characteristics for veterans are not available for small geographic areas like that available for Census data. Approximately 54 percent of veterans living in rural Washington State are seniors and about 23 percent have a service-connected disability. Note that a service-connected disability does not necessarily mean an individual has need for specialized transportation services.

Figure 8: Population Density of Veterans



American Indian and Alaska Native Population

The population density of persons identified as American Indian or Alaska Native (AIAN) for the region is shown in Figure 9. Approximately four percent (19,025 individuals) of the population is AIAN alone or combined with another race. Table 3 shows select population characteristics for the region's tribal communities using the 2015 ACS data (most recently available year for tribal populations). In addition to the information shown in Table 3 for reservation areas and trust lands, many Native Americans live outside tribal land boundaries and are not included in these numbers. For this reason, the Jamestown S'Klallam Tribe is not included in our table. Most programs for Native Americans are located on designated reservation or trust lands. Many people eligible for these programs live in other locations and need transportation services to reach the facilities.

Figure 9: Population Density of American Indian or Alaska Native Persons

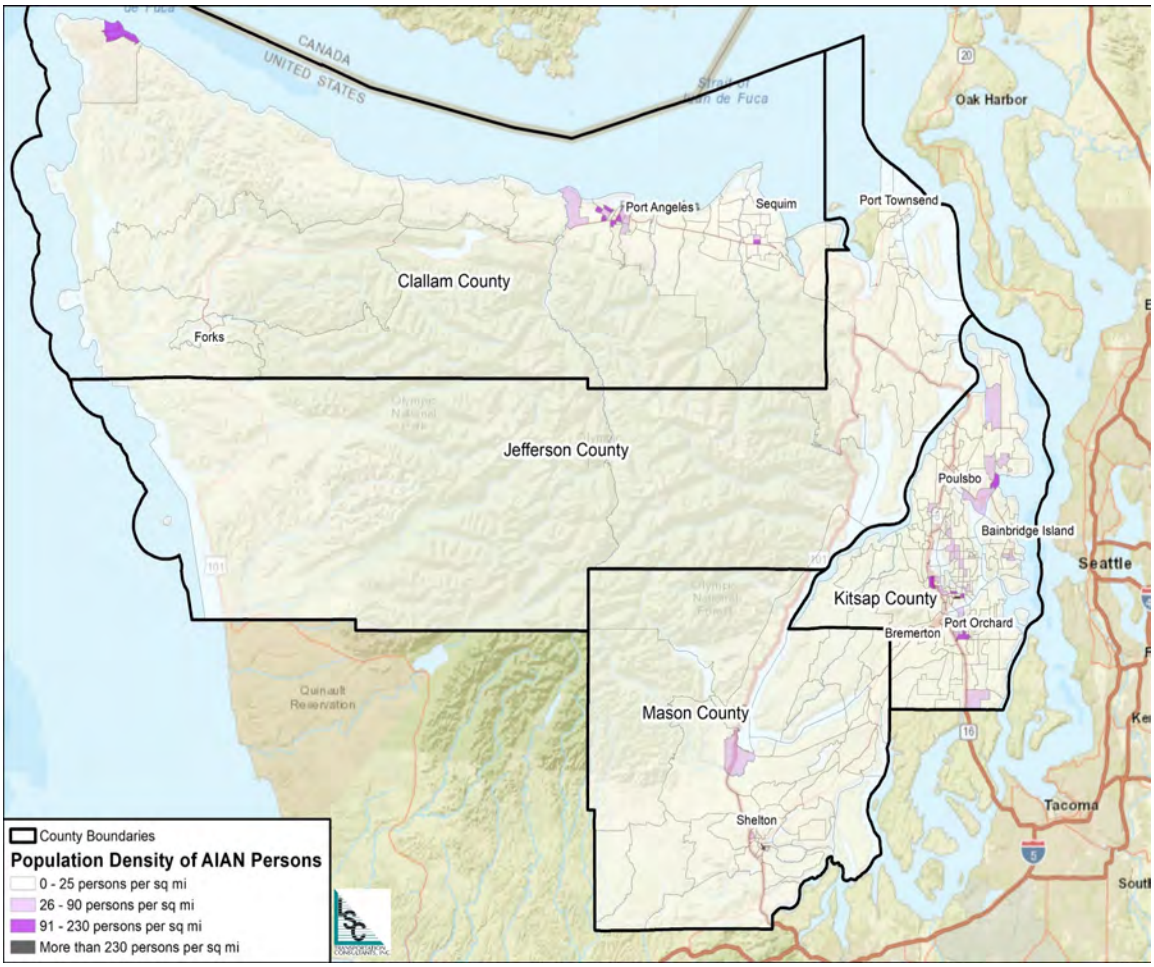


Table 3: Tribal Population Characteristics in the Region

	Seniors		With a	Low-
	65-74 years	75+ years	Disability	Income
Hoh Tribe	4	0	20	44
Lower Elwha Tribe	11	16	93	223
Makah Tribe	70	22	259	261
Port Gamble S'Klallam Tribe	15	20	65	121
Suquamish Tribe	46	13	107	135
Quileute Tribe	6	2	61	106
Quinault Tribe	72	43	166	389
Skokomish Tribe	16	13	89	172
Squaxin Island Tribe	14	3	47	73

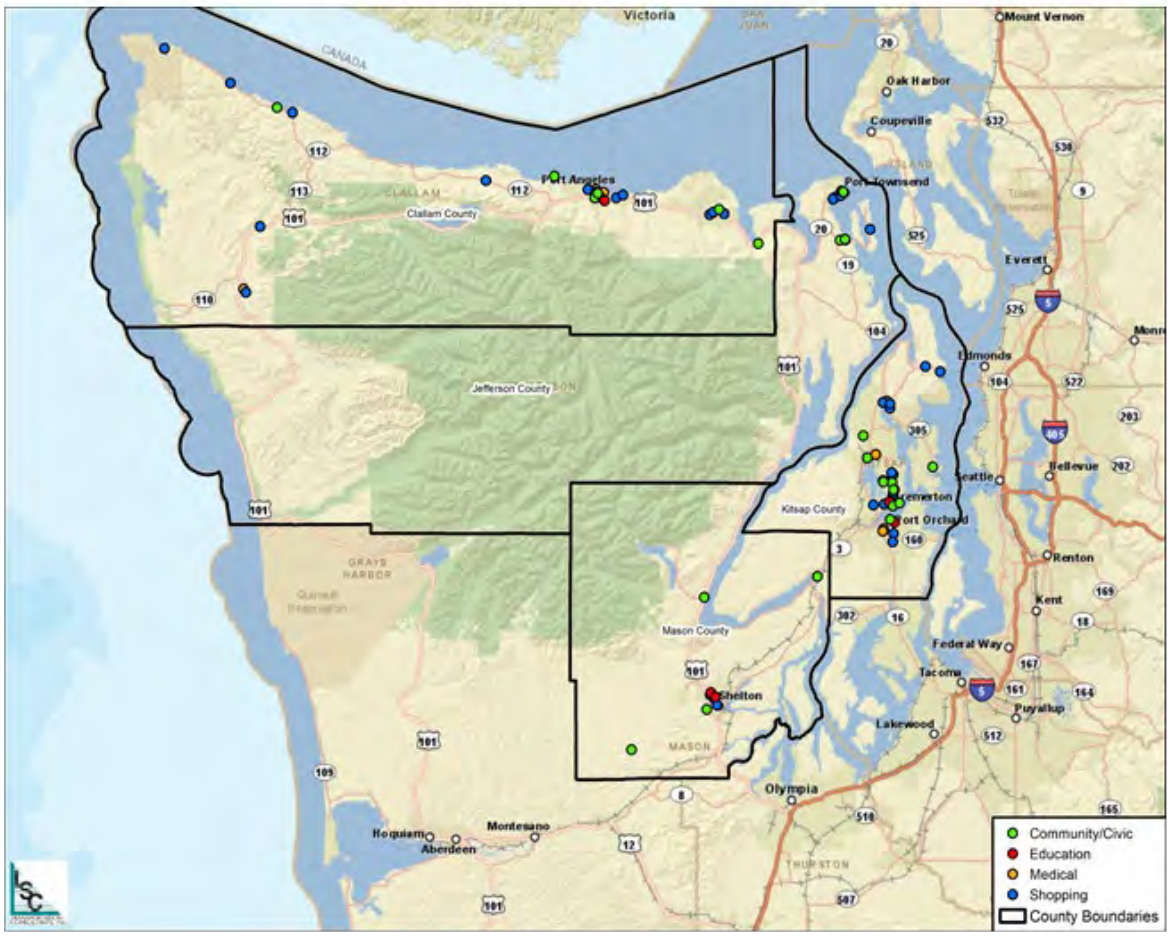
Note: Table represents census data reflective of tribal populations living on tribe-owned land. Jamestown S'Klallam Tribe is intentionally not included in this table due to lack of data

Source: US Census Bureau, American Community Survey 2015, LSC 2022

MAJOR ACTIVITY CENTERS

Major activity centers are important in terms of land use, trip generation, and the ability to be served by public transit. Activity centers generally include a wide variety of land uses all in close proximity to one another. Figure 10 shows major activity centers throughout the region.

Figure 10: Peninsula Region Activity Centers



Places that have been identified as activity centers include but are not limited to public libraries, senior centers, community centers, high schools, regional medical facilities, and shopping centers. As shown above, these destinations tend to be clustered in cities or other areas with higher population densities.

Many special needs trips begin or end in activity centers since that is where many services and jobs are located. In addition to the regional activity centers shown in the four-county region, there is strong demand for travel to destinations outside the region such as universities, specialized VA health services, the airport, and major medical centers in Seattle, Tacoma, and Olympia. Specialized travel outside the region entails additional coordination between service providers. It may result in more complex trips for passengers navigating multiple transit systems, or more challenging and costly logistics for service providers.

Chapter 3

INVENTORY OF TRANSPORTATION SERVICES

INTRODUCTION

The HSTP identifies existing transportation providers in the four-county region, including public transit services, tribal governments and services, private for-profit transportation services, and private not-for-profit transportation services and an inventory of the services they provide and the geographies they serve. This supports informed discussions among providers regarding coordination and collaboration to address gaps and barriers to services.

TRANSPORTATION PROVIDERS

This section describes current transportation service providers, their services and populations served, and the geography in which they operate. Input was obtained from service providers for this purpose and is summarized below. A copy of the provider input form can be found in Appendix A. A list of the transportation service providers engaged for this HSTP update is shown in Table 4 and is followed by select service characteristics of the providers. Note that provision of services is a dynamic process and available services will change over time due to funding, demand, labor, and other factors.

Table 4: Transportation Service Providers

Provider	Type
Catholic Community Services	Nonprofit Transportation Provider
Clallam Transit	Public Transportation Provider
Coastal Community Action Program (Coastal CAP)	Nonprofit Transportation Provider
Community Development Office - Skokomish	Tribal Government
Easterseals	Human Services Provider
Ecumenical Christian Helping Hands Organization	Nonprofit Transportation Provider
Jamestown Healing Clinic	County Government
Jamestown S'Klallam Tribe Transit Service	Tribal Transportation Provider
Jefferson Transit	Public Transportation Provider
Kitsap Community Resources (KCR)	Human Services Provider
Kitsap Transit	Public Transportation Provider
Lower Elwha Klallam Transit	Tribal Transportation Provider
Mason Transit	Public Transportation Provider
Olympic Community Action Program (OlyCAP)	Human Services Provider
Skokomish Health Center	Tribal Health Clinic
Sophie Trettevick Indian Health Center	Tribal Transportation Provider
Squaxin Island Transit	Tribal Transportation Provider
Suquamish Tribal Shuttle	Tribal Transportation Provider
The Patty Wagon, Inc	Private Transportation Provider

Public Transit Agencies

The following section includes a brief description of public transit systems currently operating within Clallam, Jefferson, Kitsap, and Mason Counties.

Clallam Transit System

Clallam Transit System ("CTS") provides fixed-route, paratransit, dial-a-ride and vanpool services in Clallam County and to Bainbridge Island in Kitsap County. The fixed-route map is in Figure 11. CTS operates 15 fixed routes that include seasonal service to Hurricane Ridge within the Olympic National Park and regional service seven days per week to and from the Bainbridge Island Ferry Terminal via the Strait Shot, providing connections to Kitsap Transit and Washington State Ferry service to Seattle. CTS coordinates with and provides service to the four tribal communities within Clallam County. CTS's fare structure is in Table 5. Youth under the age of 19 and Peninsula College Students ride fare free on CTS.

In 2021, CTS completed a Comprehensive Transit Operational Analysis. This report determined CTS served the communities well but did identify gaps that the agency could improve upon. CTS has plans to increase frequencies, expand hours, streamline some routes, and replace two shuttle routes with microtransit service within the cities of Forks and Sequim to provide improved accessibility and coverage throughout the service area. Recruitment is currently the barrier CTS is facing that is continuing to delay the implementation of additional service.

Figure 11: Clallam Transit System Map



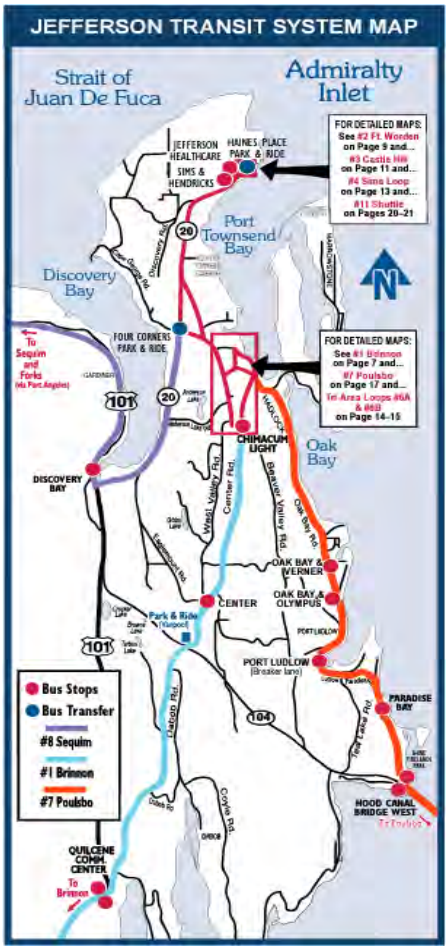
Table 5: Clallam Transit Fares

Passenger Type	Fare
Regular Routes (All routes except 14, 30, and 123)	
Regular Base Fare	$1.00
Reduced Base Fare	$0.50
Premium Routes (14 and 30)	
Premium Route Fare	$1.50
Reduced Premium Fare	$1.00
Route 123 (The Strait Shot)	
Adult	$10.00
Reduced Fare	$5.00
CTS Monthly Pass Holder	$5.00
Peninsula College Transit Pass Holder	$5.00
Dial-A-Ride	
Adult	$2.00
Reduced Fare	$1.50

Jefferson Transit Authority

Jefferson Transit Authority (JTA) provides fixed-route, route deviated, and rideshare services in Jefferson County with both regional and intercity bus connections. Routes operate Monday through Friday from about 6:00 am to 8:00 pm. All routes operate on Saturdays on a slightly reduced schedule. Jefferson Transit is a service hub with connections to four different transit agencies and service to ferries in Port Townsend and Kingston, or to Bainbridge Island via a Kitsap Transit connection. JTA's system map is shown in Figure 12. Service is primarily focused on the eastern portion of the county, where the population is greatest. However, JTA operates route-deviated service between Forks and Amanda Park on US 101 in west Jefferson County, with connections to both Clallam Transit and Grays Harbor Transit. Jefferson Transit provides complementary Dial-A-Ride service that fully complies with federal ADA paratransit regulations. Service extends beyond the ¾ mile service area by providing weekly service to Kala Point, Marrowstone Island, and Cape George. Jefferson County is bisected by the Olympic Mountains, with the western end of the county not directly accessible from the rest of the county. This is especially challenging when considering the provision of rural transit services in terms of operating cost for regular and ADA services, scheduling, and roadway disruptions. All JTA fixed-route and Dial-A-Ride services operate with zero fares except Route 14, the Kingston Express. The base fare for this route is $8.00 and the reduced fare is $6.00.

Figure 12: Jefferson Transit Authority System Map



Kitsap Transit

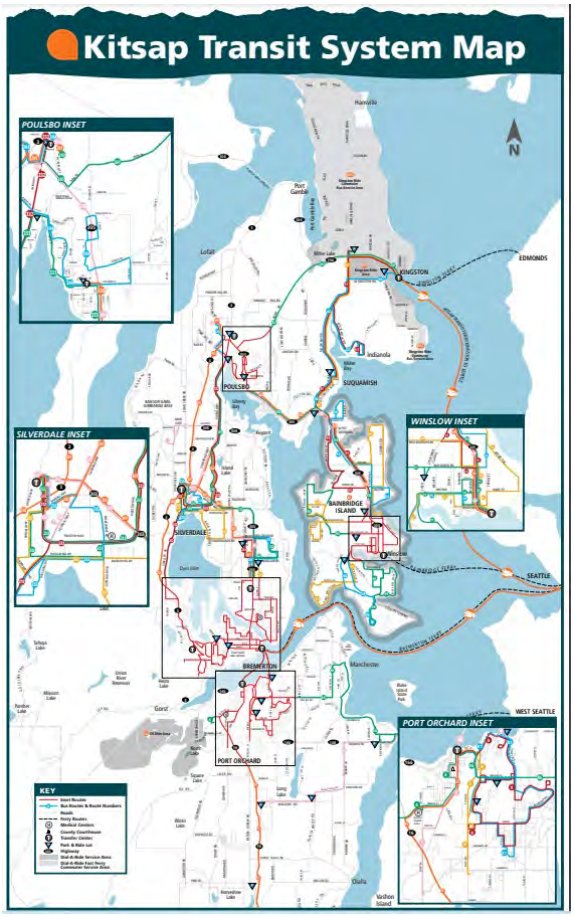
Kitsap Transit operates fixed route service, ADA-accessible demand response service (ACCESS), VanLink, Worker/Driver service, vanpool service, general public dial-a-ride service, on-demand and foot ferry service for parts of Kitsap County. Kitsap Transit offers 16 routes in north Kitsap, 14 in central Kitsap, and 7 in south Kitsap, for a total of 37 fixed routes. Weekday service hours are from 4 am to 10 pm. There are reduced hours on Saturdays. In addition, Kitsap Transit operates walk-on Fast Ferry service connecting Kitsap County to Seattle as well as a small walk-on ferry between Bremerton and Port Orchard. Since 2017, Kitsap Transit has operated the Bremerton to Seattle Fast Ferry service and in 2018 launched the Kingston Fast Ferry service to Seattle. Fixed-route service is coordinated with WSF schedules at the Bainbridge Island, Bremerton, and Southworth ferry terminals. Kitsap Transit's fare structure is shown in Table 6 and the system map is shown in Figure 13.

Table 6: Kitsap Transit Fares

Passenger Type	Fare
Route Buses & Local Foot Ferries	
Full Fare One-Way Cash	$2.00
Reduced Fare One-Way Cash	$1.00
Fast Ferries	
Full Fare Eastbound	$2.00
Full Fare Westbound	$10.00
Reduced Fare Eastbound	$1.00
Reduced Fare Westbound	$5.00
ACCESS	
Base Fare	$2.00
Surcharge in outlying areas	$1.00
Worker/Driver	
Regular Fare	$3.00

Note: 2022 marks the 79th year of the Worker/Driver program serving Puget Sound Naval Shipyard and Naval Base Kitsap. Kitsap Transit operates 35 Worker/Driver routes.

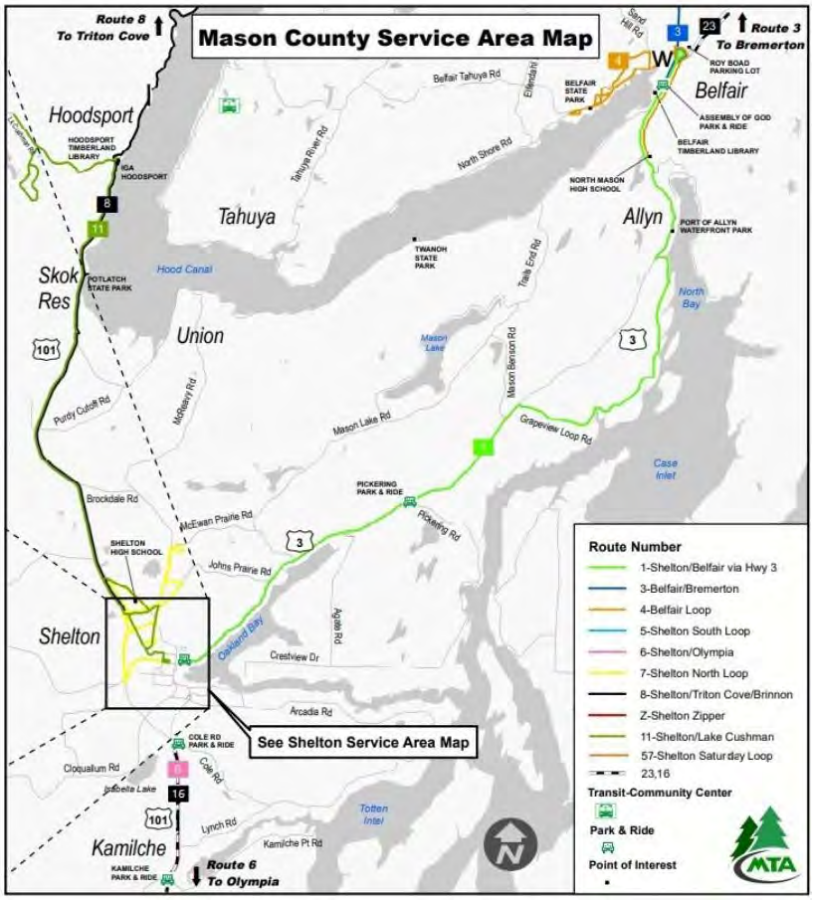
Figure 13: Kitsap Transit System Map



Mason Transit Authority

Mason Transit Authority provides services that include local and regional deviated fixed routes, Worker/Driver commuter service to the Puget Sound Naval Shipyard, and public commuter services on high demand regional routes, and Demand Response (general Dial-a-Ride). Vanpool services offered before the pandemic were terminated in 2021 due to lack of demand. MTA operates ten fixed routes in Mason County and provides regional connections with Intercity Transit and Grays Harbor Transit in Olympia, with Kitsap Transit and WSF in Bremerton, and with Jefferson Transit at Triton Cove State Park. MTA also provides coordinated connections with Squaxin Transit at the Tribe's park-and-ride facility near the US 101/SR 108 interchange. The service area is shown in Figure 14. Mason Transit Authority is currently operating its in-county services fare-free. Traveling out-of-county costs $1.50 for adults and youth and $0.50 for seniors and others who use reduced fares. Youth 18 and under ride free on all Mason Transit services.

Figure 14: Mason County Service Area Map



Private Providers

Dungeness Line

The Dungeness Line is a weekday service operated by Greyhound Lines. It provides two trips daily between Port Angeles, Sequim, Discovery Bay, Port Townsend, and Kingston, to and from Edmonds, downtown Seattle, and SeaTac Airport. Passengers are encouraged to make reservations though they are not required. The first trip leaves Port Angeles at 5:45 a.m. and the second trip departs at noon. The first trip from Seattle departs at 11:50 a.m. and the second trip departs 7:00 p.m. Schedules are subject to change or delay when Washington State Ferries schedules are disrupted. Fares depend on where service begins and ends. A standard one-way fare from Port Angeles to Seattle is $39.

Rocket Transportation

Rocket Transportation is a private shuttle company operating out of Sequim. Rocket Transportation provides door to door transport between the north Olympic Peninsula region and Seattle with either shared-vehicle service or private service. Online booking is required at least 24 hours ahead of time. Fares depend on distance and type of service chartered. One-way fares from the vicinity of Port Angeles to SeaTac airport are over $100 per person.

Ferries

Ferries are an essential part of the Peninsula region's transportation system. In addition to passenger-only Fast Ferries operated by Kitsap Transit, Washington State Ferries (WSF) provide vital connections between Port Townsend and Coupeville on Whidbey Island, between Kingston and Edmonds in Snohomish County, between Bainbridge Island and downtown Seattle, between Bremerton and downtown Seattle, and between Southworth, Fauntleroy and Vashon Island. Over half of all WA State Ferry trips begin or end in the Peninsula Region. Daily ferry service is provided between Port Angeles and Victoria, British Columbia by the privately operated Black Ball Ferry Line.

Ferries operate from early in the morning until late at night and provide essential connections for a wide range of travelers and trip purposes. Transit agencies and other transportation service providers coordinate their schedules around ferry arrivals and departures, including cross-sound trips to medical facilities and services in the Seattle metropolitan area.

Tribal Transportation Services

Jamestown S'Klallam Tribe Transit Service

The Jamestown S'Klallam Tribe's Transit Services provides fixed-route transportation to members of the general public including tribal employees and elders, casino patrons, hotel guests, and other travelers. The Tribe contracts with Clallam Transit to provide transportation services. Fares are the same as Clallam Transit's fares, although the Tribe subsidizes the cost of passes for employees. The Tribe provides about 2,700 rides each year with an annual budget of approximately $100,000.

Lower Elwha Klallam Tribe

The Lower Elwha Klallam Tribe provides free transportation to the LEKT community. The Tribe owns and operates one vehicle. Service is coordinated with fixed-route services provided by Clallam Transit. The Tribe provided 660 rides in FY 2019 and 440 in FY 2021. There was no service in FY 2020 or early FY2021 due to the pandemic and staffing shortages. In a typical week, the Tribe transports 1-5 passengers. The annual budget for transportation services is $30,000.

Makah Public Transit System

The Makah Public Transit System runs year-round and serves the general public Monday through Friday between 7:00 a.m. and 9:35 p.m. The service connects with Clallam Transit three times a day, linking Neah Bay residents with Port Angeles and Forks. Connections to western Jefferson County can be made via connections with Jefferson Transit. The daily schedule includes a dedicated 2-hour block for Special Pickups for seniors 62 and over, and disabled persons. This Special Pickup Service provides door-to-door service tailored to meet the needs of seniors and people with disabilities. Youth (ages 6 and under), senior (ages 62 years and older), and disabled passengers may ride for free and general passengers are required to pay a fare of $0.25/per ride. Monthly passes are $2.50 and annual passes are $30.00.

Makah - Sophie Trettevick Indian Health Center

The Sophie Trettevick Indian Health Center is a tribal medical service provider offering paratransit services to members of the Makah Nation for medical appointments in Neah Bay. Door-to-door service is provided Monday through Friday between 4:00 a.m. and midnight. Passengers are not charged a fee for transport services. Services are closely coordinated with the Makah Nation's Public Transit System.

Skokomish Nation – Transportation Services

The Skokomish Tribe provides transportation to tribal elders through its Community Development Office. Service is provided by paratransit between 8:00 a.m. and 5:00 p.m. Monday through Friday, typically with 24 hours' notice. Occasionally transportation will be provided to non-elder tribal members who need aid getting to medical and dental appointments and substance treatment programs.

Skokomish Health Center

The Skokomish Health Center is a tribal health clinic that provides transportation for members of the Skokomish Indian Tribe in Mason County who need to get to medical or dental appointments. The Health Center operates its own vehicles as well as contracts with other agencies for service. Drivers are certified nursing assistants (CNA). No fees are charged to users, although the Health Center bills Medicaid for eligible patients. The Skokomish Health Center owns three vehicles and provided 400 rides in FY 2019 and 720 in FY 2021. In a typical week, the Health Center serves 6-10 passengers.

Squaxin Island Tribe – Squaxin Transit

The Squaxin Island Tribe operates Squaxin Transit, serving tribal members residing in Mason, Thurston, and Grays Harbor Counties. Squaxin Transit operates a deviated fixed route service Monday through Friday, 6:30 a.m. to 4:00 p.m.. Service provides scheduled connections with Mason Transit at the Kamilche Transit Center near the US 101/SR 108 interchange. Squaxin Transit provides dial-a-ride services to the Squaxin tribal community in the Kamilche area. Squaxin Transit also serves the Steamboat Island area in Thurston County, and provides limited service to McCleary and Elma in Grays Harbor County, where passengers can connect with Grays Harbor Transit. Squaxin Transit serves youth to elders regardless of race, disability, or income.

Private Nonprofit Transportation Providers

Catholic Community Services

Catholic Community Services (CCS) is a private, non-profit transportation provider serving people who are low-income, elderly, veterans, or have disabilities. CCS provides services not just in Clallam, Jefferson, Kitsap, and Mason Counties but also Clark, Cowlitz, Grays Harbor, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum counties. CCS relies on volunteer drivers to provide its services, operating Monday through Saturday between 8:00 a.m. and 4:30 p.m. Volunteer drivers provide rides with their personal vehicles and for which they are reimbursed; passengers are not charged a fee to ride. CCS provides transportation for approximately 20 clients each week within the Peninsula region. The organization has an annual total budget of $1.2 million for transportation services.

Ecumenical Christian Helping Hands Organization (ECHHO)

The Ecumenical Christian Helping Hands Organization (ECCHO) is a private, non-profit transportation provider. ECHHO provides service to residents of Jefferson County with transportation to healthcare facilities in Jefferson, Clallam, Kitsap, Pierce, and King counties. ECHHO provides door-to-door services using volunteer drivers. Rides are available for the general public and no fees are charged to users. Two business days' notice is typically required for local trips while out-of-county trips require a longer lead time.

Kitsap Community Resources

Kitsap Community Resources is a private, non-profit agency which provides referrals for transportation and discount bus passes to the general public living within Kitsap County. A majority of referrals and discounted bus passes are distributed to residents of Bremerton.

Olympic Community Action Program

The Olympic Community Action Program (OlyCAP) is a community action agency providing work vans that transport riders between home and work. OlyCAP provides transportation to the general public in Clallam and Jefferson counties. Current programs include three vans serving specific job sites between Port Angeles and Forks. Users are not charged for this service. In FY 2021, OlyCAP provided nearly 1,400 rides, averaging 11-15 passengers per week. OlyCAP's annual transportation budget is $128,000. The three work vans are operated by volunteer drivers using a worker-driver vanpool model.

Coastal Community Action Program

The Coastal Community Action Program (Coastal CAP) is a regional non-profit working towards a variety of community-based initiatives relating to affordable housing, employment opportunities, health and nutrition, and transportation. Paratransit services are provided to residents of the five counties in Western Washington (Grays Harbor, Pacific, Lewis, Mason, Thurston). It operates three different transportation programs serving seniors, low-income residents, and people with disabilities.

Driven to Opportunity provides rides for qualified low income recipients and individuals with special needs in Mason County and connects them with jobs and services in Thurston County. Clients are picked up and connected with appropriate transit routes or transported directly to the client's destination. Employment-related travel can include job sites, childcare, job training, and/or job interviews. *Driven to Opportunity* also operates outside Mason Transit's regular hours of operation, enabling people to get to or from these destinations when transit is not running.

OTHER TRANSPORTATION SERVICES

Jamestown Healing Clinic

Jamestown Healing Clinic is a county government organization serving Clallam and East Jefferson County. The clinic will focus on serving low-income populations, people with mental disabilities, and opioid treatment patients. While the clinic is not yet open, it plans to provide transportation for patients needing access, with no fees to use the service. The clinic owns two passenger vans for this purpose.

The Patty Wagon Inc

The Patty Wagon, Inc. is a Non-Emergency Medical Transportation (NEMT) provider. It offers transportation to the general public primarily in Mason County, with occasional out-of-county trips for medical and other necessary appointments. Private rides are $5.00 for the first mile and $3.00 for every additional mile. Wheelchair users incur an additional fee. The Patty Wagon also has contracts

with other agencies, for which there is no fare or money exchanged. The Patty Wagon, Inc provided 26,000 trips in FY 2019 and 13,000 trips in FY 2021. It serves more than 20 passengers every week. Its operating budget in FY 2019 was $800,000 and in FY 2021 was $600,000. The Patty Wagon owns 12 vehicles.

SERVICES FOR VETERANS

While there are services available to veterans within the four counties, the majority of services are in Pierce and King Counties. While the VA offers numerous programs to assist veterans, specialized transportation services are typically provided by other organizations. Referrals are forwarded to public transit agencies and human service agencies that serve eligible veterans. The VA Travel Call Center helps to arrange transportation for qualified veterans for healthcare. In addition to providers in this inventory, transportation to medical centers is also provided by the Disabled American Veterans (DAV).

SUMMARY OF PROVIDER INPUT

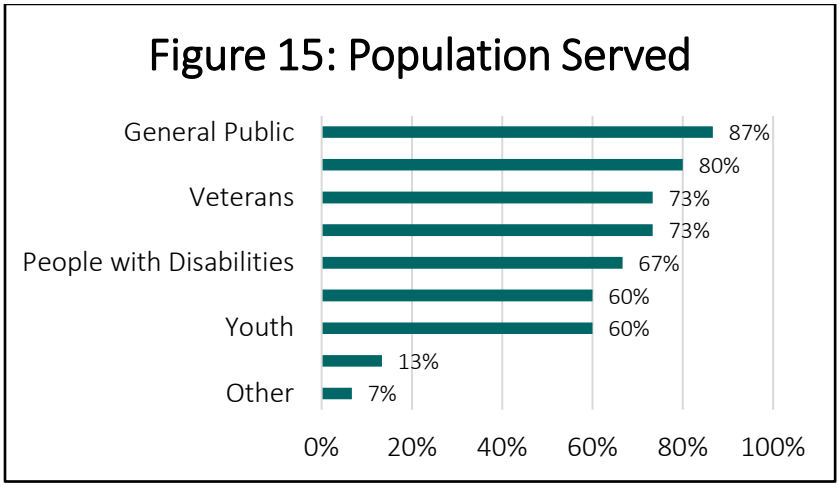
Transportation providers contributed information about their services and shared insights on unmet transportation needs. This section summarizes that input. Table 7 provides summary characteristics.

Table 7: Select Characteristics of Service Provider Inventory

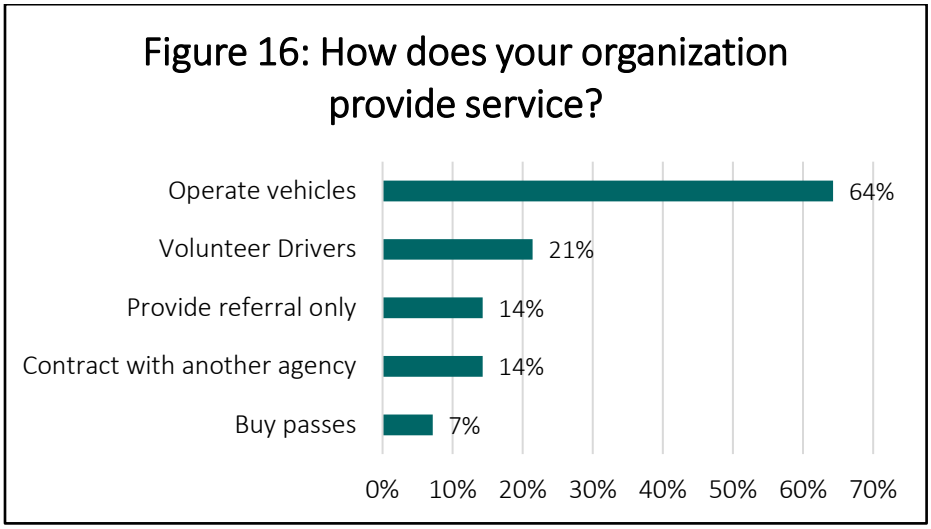
Provider	Populations Served	Annual Number of Passenger Trips FY 2019	Annual Number of Passenger Trips FY 2021	Number of Vehicles	Annual Operating Budget (FY 2021)
Catholic Community Services	Low-Income, Elderly, Veterans, People with Disabilities	-	-	Volunteer Drivers Only	$1.2 million
Clallam Transit	General Public	855,267	439,920	96	$11.2 million
Community Development Office - Skokomish Nation	Members of Skokomish Tribe	-	-	-	-
Ecumenical Christian Helping Hands Organization (ECHHO)	General Public	-	-	Volunteer Drivers Only	-
Jamestown Healing Clinic	Patients to medical appointments	-	-	2	-
Jamestown S'Klallam Tribe Transit	General Public	2,700	2,747	-	$100,000
Jefferson Transit	General Public	277,260	144,653	36	$4.9 million
Kitsap Community Resources (KCR)	General Public	-	-	-	-
Kitsap Transit	General Public	3,850,213	-	-	-
Lower Elwha Klallam Transit	General Public	666	441	1	$30,000
Mason Transit	General Public	460,339	178,877	49	$7,410,910
Olympic Community Action Program (OlyCAP)	General Public	-	1,396	3	$128,475
Skokomish Health Center	Patients to medical appointments	400	720	3	-
Squaxin Transit	Squaxin Tribal Members				
Sophie Trettevick Indian Health Center	Tribal community of Makah to medical appointments	-	-	-	-
The Patty Wagon, Inc	General Public	26,000	13,000	12	$600,000

Transportation Service Provider Characteristics

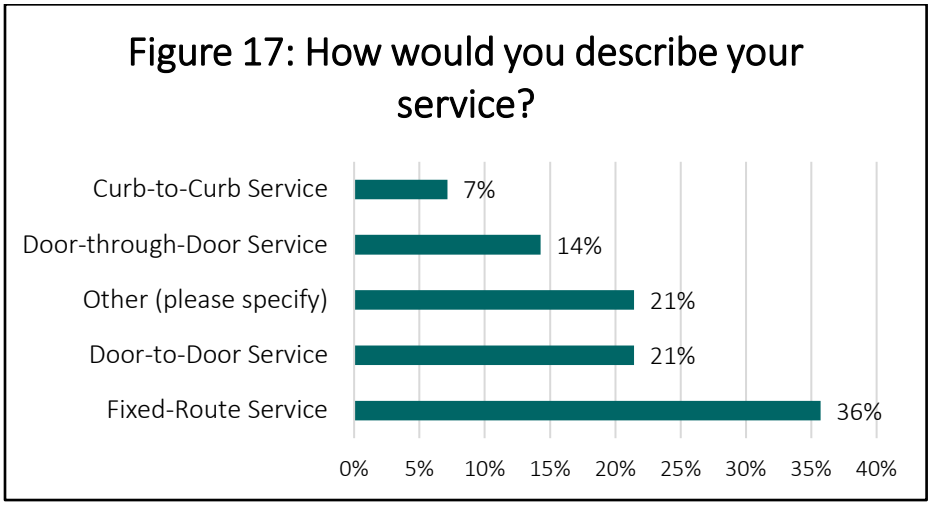
Most providers serve the general public, though several tailor their services to specific needs.



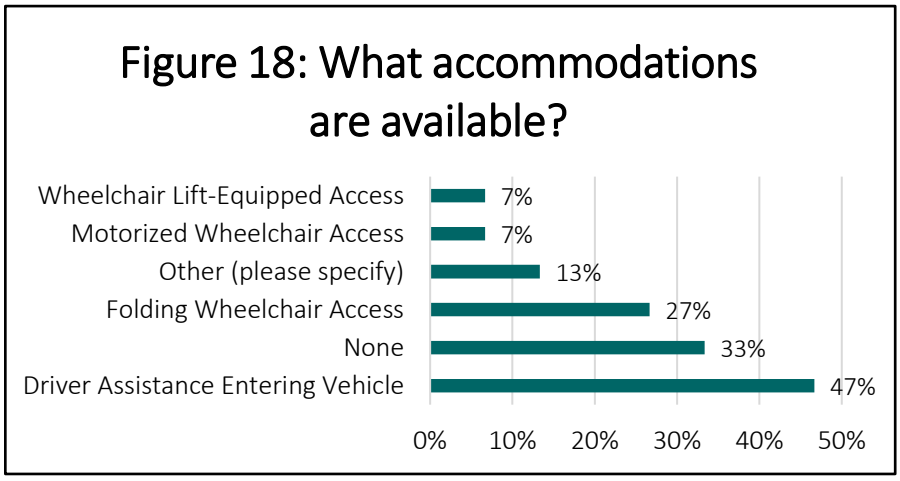
Most providers operate service using their own vehicles, with a few using volunteer drivers and their personal vehicles. A small amount of service is provided through the purchase bus passes for riders. Of the service providers that contract with another organizations for services, half contract directly for service, about one-third buy passes, and one-third contract with an operator.



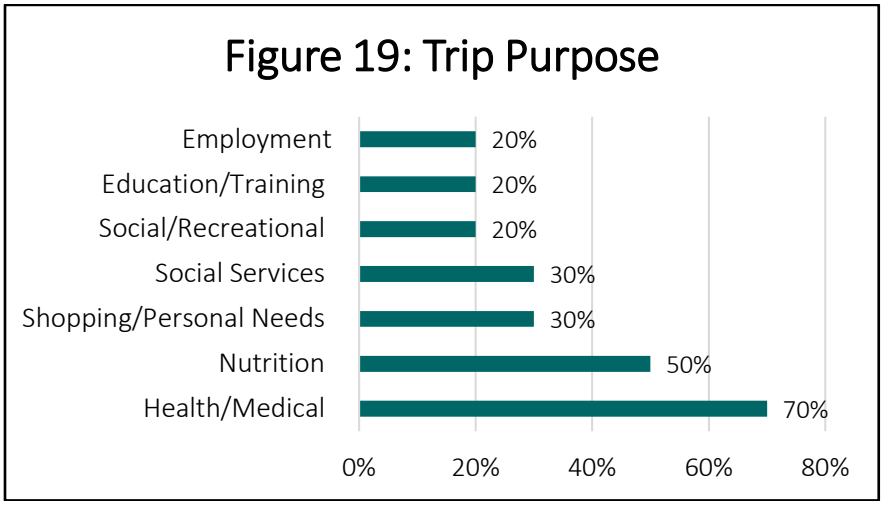
Most providers offer fixed-route or door-to-door service. Some specialized services include curb-to-curb and door-through-door service. “Other” service was attributed to the purchase of discounted bus passes for riders.



Almost half of service providers offer driver assistance for passengers entering the vehicle, while one third offer no special accommodations. About one quarter of providers can accommodate a folding wheelchair in their vehicles. Few providers have wheelchair equipped lifts or the ability to transport people in motorized wheelchairs. “Other” accommodations include medical language translation and folding walker storage.



The most common trips being provided are for healthcare and medical services, and for nutrition services. Every provider offers services from Monday through Friday, while about one third provide services on Saturdays and a few provide transportation on Sundays. Most providers do not charge users a fee.



Other than public transit agencies, most providers made no major capital purchases in the past two years, most do not use a route or scheduling software program, and most do not use automatic vehicle location. Most providers use cell phones for communication with drivers.

COVID-19 Impacts

All providers note that the pandemic impacted their service in some way. A decline in ridership was seen across the region and most providers reduced service in response. Providers report that demand has been steadily increasing but is still below pre-pandemic levels. One provider adapted to provide contactless services to their clientele via prescription pick up and grocery drop off. Labor shortages have been exacerbated by the pandemic for transit and non-profit providers alike. There is a pronounced shortage of operators and volunteer drivers that preclude the restoration of some services as demand returns. Non-profit providers that rely on volunteers were particularly hard hit since seniors tend to make up the base of their volunteer drivers. At the same time, people who once booked shared rides shifted to single-passenger travel, further compounding the situation. Public transportation providers report a demand for increased services that they cannot fulfill because of a shortage of operators. Service providers reported that throughout the pandemic they adapted services and hours to accommodate rapidly changing and uncertain conditions. This practice continues today.

Unmet Transportation Needs

Service providers shared insights on service requests they were unable to accommodate. Most reported receiving requests outside their portfolio of service. Unmet transportation needs are discussed in more detail in the following chapter.

Coordination

There is currently cooperation and coordination occurring amongst transportation providers within the region. The four regional public transit systems coordinate schedules to support transfers between their routes and, in some cases, for transfers between demand-response services. Mason Transit coordinates with human service agencies to provide the connections to human service programs and Kitsap Transit provides vans for use by human service agencies for client transportation. All transit agencies provide coordinated connections with transit operators outside the region including Grays Harbor Transit, Intercity Transit, and Washington State Ferries.

Transportation providers across the region indicated there would be value in periodic meetings in the future to enhance communication and coordination between organizations.

Chapter 4

UNMET TRANSPORTATION NEEDS AND GAPS IN SERVICE

INTRODUCTION

Gaps in service and other barriers contribute to unmet transportation needs that confound travel by people who do not drive due to age, ability, or income. Understanding these unmet transportation needs helps in identifying and evaluating potential strategies to enhance service and eliminate gaps and barriers.

NEEDS IDENTIFIED IN 2019 HSTP

The 2019 Human Service Transportation Plan identified a number of unmet transportation needs and barriers to accessing services. The following gaps and barriers provide a starting point for unmet needs in this update:

Accessibility Barriers

- Cannot get to/from the nearest transit service
- Existing transit facilities are uncomfortable or not well-suited for specific mobility needs (including lack of restroom facilities to support long trips that take multiple hours)
- Lack of knowledge about transit services, schedules, how to ride the bus, or get transit information
- Lack of knowledge about non-profit and private sector transportation services, how to schedule or coordinate rides, or get information on ride services or funding assistance
- Many businesses and education/training programs operate outside traditional weekday 9-5 hours so availability of transportation services is more limited
- US 101 and other busy facilities create pedestrian barriers that must be crossed to get to or from transit stops

Transportation Services Constraints

- Existing transit service does not run frequently enough
- Hours and/or days of transportation services are too limited
- Travel requiring transfers between different systems is harder to schedule and can make a long trip longer for the client
- Complementary ADA paratransit service boundaries are defined by fixed-route services which can't cover the whole region, leaving many areas unserved

Complex Trip-Making

- Long-distance travel entails cross-system and/or intermodal coordination that can add prohibitive complexity or barriers to service
- Scheduled transportation services require advance planning and limit spontaneity or change of plans
- Rural destinations outside of major activity centers and off the main highways are hard to get to
- Many specialized medical and veterans' services require travel to Seattle- or Tacoma-area facilities, often via ferry
- Eligibility requirements vary for different kinds of transportation services

Other Problems

- Owning, maintaining, and operating a personal vehicle is expensive household cost for many people
- Funding is not available for the type of service vehicles needed
- Funding to adequately support State of Good Repair vehicle replacement needs is unpredictable
- Funding to establish and sustain new on-going transportation service is limited
- Complex reimbursement framework for NEMT trips limits access for some clients
- There is a shortage of operators / drivers for transit and other transportation services
- Rural areas are expensive to serve with effective, efficient transit service
- People who rely on transit or other mobility services are especially vulnerable during and after a catastrophic event (e.g. flood, landslide, earthquake, fire)

COMMUNITY SURVEY

A community survey questionnaire was distributed to community members by transportation providers and human service agencies. PRTPO recognizes that reaching these population groups is best done by the service providers who work with them most directly. Participation by agencies serving the target population groups enhanced the ability to reach these individuals and obtain input. A total of 65 responses were received. Complete results are presented in Appendix B.

Since outreach was directed towards the three targeted population groups, their demographics as a group differ from that of the region as a whole:

- A majority (86 percent) of those participating in the survey had some sort of physical, cognitive, sensory, or mental/behavioral disability making it hard for them to travel, compared to 15 percent of the region's population with one or more disabilities.
- Seniors accounted for almost half the respondents (47 percent) compared to 22 percent of the region's population.

- Of those who responded, a large share (45 percent) live in a home with zero vehicles compared to five percent of the total population.

People shared insights about the challenges they face trying to use specialized mobility services and the unmet transportation needs they have:

- Over half (54 percent) indicated there are times when they need a ride, but one is not available.
- Over a third (38 percent) noted the hours and/or days of service are too limited.
- About one quarter (27 percent) feel that available transit service is not frequent enough.
- About one quarter (23 percent) indicated they cannot get to or from the nearest transit service.
- When asked an open-ended question about what other major transportation barriers respondents face when trying to get around, a range of concerns related to technology, safety, current service routes, and schedules were mentioned.

STAKEHOLDER MEETING

PRTPO hosted a meeting of eighteen representatives from public transit agencies, human transportation providers, and human service agencies on April 20, 2022. The purpose of this meeting was to provide an overview of the plan update, solicit support from the providers in distributing the community survey and in compiling the inventory of services, and identify unmet transportation needs their clients face to augment understanding of barriers and gaps. The following needs were discussed by providers:

- Remote areas in the region have limited transportation service which makes it hard to get to a job or services if a person does not drive. Maintaining a private automobile for transportation is too costly for many residents.
- Seniors often need to go out of the four counties for medical appointments. There are connections to the ferries but very limited service that transports people across the water to their final destination and back. This kind of service that was previously provided by volunteer drivers has been constrained these last two years due to the pandemic, leaving few options for people who cannot transport themselves.
- Where out-of-region services are available, such as provided by ECCHO, they are very time consuming services to provide, typically relegating one volunteer driver to one trip over a very long day.
- There is a real need for more specialized transportation service to the Seattle-Tacoma area.
- Many service vehicles in the region are aging and need to be replaced. Safety and reliability in a highly rural region require funding for regular vehicle replacements.
- There are challenges in obtaining appropriate vehicles, particularly smaller vehicles suitable for the types of service many of the smaller providers offer. Not every service needs a lift-equipped vehicle, which is also a more complex vehicle for small programs to operate and maintain.

- While there is increasingly funding to acquire battery-electric vehicles, usage will be limited because of the travel distances in a rural region, the lack of charging stations in rural areas, and the logistics of charging while also operating a service.
- There is a need for improved coordination among the transportation providers. Paratransit coordination between counties does not work well.
- Some systems operated with zero-fare service during the pandemic. Jefferson Transit has made zero-fare service permanent and others are looking at zero fares for some of their trips.
- Better transportation is needed for veterans to access Veterans Administration medical facilities in Pierce County.
- Transportation to dialysis is a growing need. Dialysis trips take a long time due to the nature of the treatment and are difficult to coordinate among service providers.
- Social services are often located some distance away from good transit service. There is a need for better coordination of land use and development decisions to ensure important social services are located on accessible transit routes whenever possible, within activity centers.
- It is often difficult to reach the most vulnerable population because of poor roads, snow, road closures, and other conditions. Landslides and washouts are common throughout the region and can add many miles to a detour route that might be in place for weeks or even months.
- A single point of information for users would be good, such as a single phone number, user app, and website.

TRANSPORTATION PROVIDER INPUT

As part of the transportation provider inventory, participants were asked to provide information about unmet transportation needs in the region. These included general unmet transportation needs their clients face and specific needs that the providers are unable to meet.

General Unmet Transportation Needs

A number of providers indicated service requests include long-distance, out-of-county travel. While some transit service connections are possible between counties, these connections often do not meet individual client needs due to location, time of day, or incompatible types of connecting service such as demand-response service. Improved coordination could make for a more seamless transportation system for more system users.

- Access to and from medical facilities was identified as a key need including specialized transportation home for patients being discharged from regional hospitals.
- Many areas in this highly rural region are impractical to serve with regular or even limited transit service, resulting in geographic gaps without any transit service for the general public or HSTP targeted population groups.
- Concerns about lack of vehicles and aging vehicle fleets were expressed, primarily for human service transportation providers other than transit agencies, which adhere to their FTA-required Transit Asset Management Plans.

Specific Unmet Transportation Needs

A majority of providers indicated that they receive requests for transportation which they are unable to meet. The greatest reasons they are unable to meet specific requests is a lack of drivers and/or not enough vehicles. Other requests are not met because it is for transportation outside the area the provider serves.

- Public transportation services provide connections to adjacent counties, but connections are not made for demand-response service.
- Requests for service from seniors who do not drive are met to a large extent by human service transportation programs, but not all needs are being met.
- Providers identified a need for communication and information sharing with clients. Many individuals are eligible for transportation services but are not aware of services available to them and do not take advantage of opportunities which they may have.

SERVICE GAPS

Service gaps are typically recognized in three categories:

- Geographic gaps are areas without any service provided.
- Market gaps or eligibility gaps are areas with service for specific agency clients based on eligibility but lack service for those not eligible under the program.
- Temporal gaps occur when there are times of the day without service.

The same issues and gaps in service recognized in the 2019 HSTP have been identified in this plan update. Stakeholders spoke of gaps and concerns they face.

- There are clear geographical gaps in service. Residents living in low-density or remote areas lack basic service and regional connections.
- Lack of drivers leads to gaps in service, whether geographic or temporal. This concern was magnified during the COVID-19 pandemic with a loss of volunteer drivers who fell into vulnerable population groups. This occurred at the same time demand for personal transportation services increased as clients who used to take coordinated group rides switched to single-passenger trips. A shortage of paid drivers also leads to gaps in transit service; this challenge is being experienced locally as well as nationally.
- Lack of vehicles and an aging vehicle fleet will lead to gaps in service as vehicles are no longer available to meet specific needs. Lack of accessible vehicles was mentioned as a specific barrier to meeting transportation needs.
- Lack of information about available resources continues to be a major gap for people to access transportation services. Clients often find it difficult to connect with the right agency to meet their specific transportation requirements.
- There are days or times of day when service is limited or unavailable.

Chapter 5

REGIONAL MOBILITY STRATEGIES

INTRODUCTION

This chapter identifies potential mobility strategies suitable for the Peninsula Region. Potential strategies to meet human services transportation needs are presented here under the following four general categories: Maintain Existing Transportation Services, Enhance or Expand Transportation Services, Increase Awareness of Available Mobility Resources, and Increase Cooperation and Coordination Among Transportation Providers. These four categories of strategies address mobility challenges that people with special needs face, either directly with specific services or indirectly through increased efficiencies, access to information, or improved coordination. Strategies accommodate the range of projects that service providers have sought funding for through WSDOT's Consolidated Grants program while leaving the door open for new and emerging opportunities.

REGIONAL COORDINATION STRATEGIES

I. Maintain Existing Transportation Services

This includes measures that keep existing transit, tribal transit, non-profit, and private for-profit services operating in a safe and reliable way. This category includes activities such as:

- Maintain and replace vehicles to ensure State of Good Repair and asset management standards.
- Maintain transportation infrastructure and facilities to support State of Good Repair, asset management, and ADA standards.
- Recruit and retain volunteer drivers and/or paid operators to maintain existing service levels.
- Promote location-efficiency and accessibility when siting new facilities that serve seniors, people with disabilities, or those with low income.
- Sustain shared-cost programs for human and social service providers that enhance flexible mobility options for clientele who are seniors, people with disabilities, veterans, or people with low income.

II. Enhance or Expand Transportation Services

This includes measures that increase the availability or duration of mobility services, reduce the need to travel altogether, or which introduce new programs to address identified unmet needs. This category includes activities such as:

- Increase hours of service operation to start earlier in the day and/or run later at night.
- Increase days of service operation to include weekends.
- Increase the operating frequency of existing service.
- Expand services into new or underserved areas.

- Recruit and retain volunteer drivers and/or paid operators to expand service levels.
- Enhance or introduce “first mile/last mile” service connections.
- Expand opportunities for efficient “single-seat” cross-county or long-distance travel for people who don’t drive.
- Improve traveler amenities to accommodate special mobility needs (e.g. shelters, restrooms, seating, Wi-Fi, lighting).
- Deploy zero-emissions mobility options that address underserved needs of seniors, people with disabilities, people with low incomes, or tribal communities.
- Reduce the need to travel by increasing broadband access enabling telehealth, remote work, and distance-based learning opportunities.
- Reduce travel cost as a barrier to accessing services.
- Improve Non-Emergency Medical Transport (NEMT) services for patients discharged from hospitals or other care facilities.

III. Increase Public Awareness of Available Transportation Resources

This includes measures that reduce or eliminate uncertainty and confusion about mobility services or that increase traveler confidence in how to use the services available to them. This category includes activities such as:

- Develop and deploy travel training programs for seniors, people with disabilities, and people with low-income.
- Promote existing 2-1-1 call center resources and ensure service provider information is current.
- Develop and promote coordinated online resources and information brochures that inform and educate about all mobility resources available in the region.
- Target outreach to seniors, people with disabilities, and people with low-come about the array of long-distance, “one-seat” travel options currently available.
- Educate human services providers to increase their awareness of travel options available to their clients.
- Establish a consolidated call center for traveler information and trip reservations.

IV. Increase Cooperation and Coordination Among Transportation Providers

This category includes measures that enhance the ability of different organizations to coordinate with each other in the delivery of services to improve overall efficiency and quality of service. This category includes activities such as:

- Expand opportunities for communication between transportation service providers and referral agencies.

- Support on-going communication and coordination between public, tribal, non-profit, and for-profit transportation service providers.
- Enhance the capacity for coordinated scheduling, reservations, and dispatch services among providers.
- Support vehicle sharing and maintenance agreements between service providers where feasible.
- Enhance emergency transportation planning and coordination for people with special mobility needs.
- Expand coordination with tribal transit providers and tribal health systems.
- Coordinate public and specialized transportation services with veterans' transportation programs.
- Investigate and reduce potential duplication of services or consolidate services for improved efficiency.

RELATIONSHIP OF STRATEGIES TO CONSOLIDATED GRANTS

Service providers will pursue funding from various sources for projects that implement the strategies in this HSTP. One prominent funding opportunity is the WSDOT Consolidated Grants program, conducted every two years. A call for projects is underway in late 2022.

Strategies included in this HSTP will be used to evaluate proposals that WSDOT receives from service providers in the Peninsula region. Projects will be evaluated to ensure their consistency with the strategies in this plan and to determine priority ranking. PRTPO uses an independent advisory group to assist with its evaluation process. The PRTPO Executive Board makes the final determination on project ranking.

PRTPO will forward its priority rankings to WSDOT and amend this HSTP to include in the Appendix the selected projects and a summary of the prioritization process. It is anticipated that this HSTP will be used to evaluate two rounds of Consolidated Grants applications before it is updated again.

Appendix A

TRANSPORTATION
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TRANSPORTATION PROVIDER QUESTIONNAIRE

The Peninsula Regional Transportation Planning Organization (PRTPO) is preparing an update to the Human Services Transportation Plan. As part of this planning process, an inventory of existing public, tribal, non-profit, and for-profit or NEMT transportation programs is being undertaken. This survey is designed to gather information about transportation resources and services specific to meeting human services transportation needs in the study area.

Please complete this survey online here: https://www.surveymonkey.com/r/prtpo_inventory. Please send other requested documentation, such as service area shapefile and 2021 NTD submissions, by email (see below). If you have any issues accessing or completing the survey, please reach out to:

Rebecca Martin, Transportation Planner
LSC Transportation Consultants, Inc.
(719) 627-5760
Rebecca@LSCTrans.com

Please complete the questionnaire by Friday, May 13, 2022. If you have any questions, please feel free to contact Rebecca by phone or e-mail. We will review your survey responses and will contact you to clarify any responses and obtain more information, if necessary.

Thank you in advance for your help!

GENERAL INFORMATION

Organization Name: _____

Contact Person: _____

Contact Person's Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

1. **Which of the following best describes your organization?** *(Please indicate only one.)*
   - □ Municipal Government
   - □ County Government
   - □ State Government
   - □ Other (*please specify*): _____
   - □ Private For-Profit Transportation Co.
   - □ Private Nonprofit Transportation Co.
   - □ Tribal Government

2. **What population segments does your organization serve?** *(Please indicate all that apply.)*
   - □ General Public
   - □ Elderly
   - □ Youth
   - □ Veterans
   - □ Unemployed
   - □ Low Income
   - □ People with Mental Disabilities
   - □ People with Physical Disabilities
   - □ People with Sensory Disabilities (Vision, hearing)
   - □ Other (*please specify*): _____

3. **Where does your service operate?** *(e.g., communities/counties in which it operates)*

   _____

   If you have a shapefile or map of your service area, please email it to Rebecca Martin at rebecca@lsctrans.com.

UNMET TRANSPORTATION NEEDS & COORDINATION

4. **Please describe any transportation needs that you feel are currently not met or will become a need in the future that current service cannot accommodate.**

   _____

   _____

5. **Have you received transportation requests that your agency was unable to accommodate?**
   □ No □ Yes – Please identify the reason you were unable to provide the service:

   _____

   _____

6. **Please describe the existing coordinated transportation arrangements with other transportation providers that you have.**

   _____

   _____

7. **Please describe the existing coordinated transportation arrangements with other human services agencies that you have.**

_____

_____

8. **Do you think there would be value in periodic meetings of human services transportation providers to enhance communication and coordination between organizations in the future?**
   □ Yes □ No

9. How has COVID-19 changed demand for service and your ability to deliver service? How close to pre-COVID levels of service are your current operations? What lingering changes are you planning for?

_____

_____

The following questions should be answered by all agencies other than the public transit systems. Public Transit Agencies, please provide your NTD 2021 submissions, to include ridership, financials (expenses and revenue), and operational data (revenue hours and miles by mode).

TRANSPORTATION SERVICE PROVISION

How does your agency provide transportation service? *(Check all that apply)*

□ Operate vehicles □ Contract with another agency
□ Provide referral only □ Volunteer Drivers
□ Other (*Please specify*) _____

10. **If you contract for service, indicate whether you purchase passes or contract directly for service. Please list the operators you use.**
    □ Buy passes □ Contract with another agency
    □ Contract with operator: (*Please specify operator*) _____

11. **How would you describe your service?** *(Check one that best applies)*
    □ Door-through-Door Service □ Door-to-Door Service □ Curb-to-Curb Service
    □ Subscription Service □ Fixed-Route Service □ Shuttle Service
    □ Circulator Service □ Other (*Please specify*) _____

12. **What accommodations are available?** *(Check all that apply)*
    □ Driver Assistance Entering Vehicle □ Folding Wheelchair Access
    □ Motorized Wheelchair Access □ Wheelchair Lift-Equipped Access
    □ Other (*Please specify*) _____

13. **For which of the following trip purposes does your organization provide transportation services?** *(Please indicate all that apply.)*
    - □ Health/Medical (e.g., trips to doctor, clinic, drug store, treatment center)
    - □ Nutrition (e.g., trips to a congregate meal site, food bank)
    - □ Social/Recreational (e.g., trips to friends/relatives, trips to cultural or athletic events)
    - □ Education/Training (e.g., trips to training centers, schools, etc.)
    - □ Employment (e.g., trips to job interview sites and places of employment)
    - □ Shopping/Personal Needs (e.g., trips to the mall, barber, beauty salons, etc.)
    - □ Social Services (e.g., trips to social service agencies, adult daycare, etc.)
    - □ Other (*Please specify*) _____

14. **What days are your transportation services operated?** *(Please indicate all that apply.)*
    □ Monday □ Tuesday □ Wednesday □ Thursday □ Friday
    □ Saturday □ Sunday

15. **What are the hours of operation for the transportation service?**
    _____

16. **Do you charge fees to the users of your service?** □ No □ Yes
    If yes, please specify your rates/fare structure. Indicate if you provide waivers or trip passes for any trips or passengers: _____

LEVEL OF SERVICE

17. **How many passenger trips did you provide in:**
    Calendar or Fiscal year 2019? _____
    Calendar or Fiscal year 2021? _____

18. **How many individual passengers do you serve in a typical week? This includes trips provided by volunteer drivers.**
    □ 1-5 passengers □ 6-10 passengers □ 11-15 passengers
    □ 16-20 passengers □ More than 20 passengers

19. **How many service hours of transportation service did you operate in:**
    Calendar or Fiscal year 2019? _____
    Calendar or Fiscal year 2021? _____

20. **How many service miles of transportation service did you operate in:**
    Calendar or Fiscal year 2019? _____
    Calendar or Fiscal year 2021? _____

FUNDING & EXPENSES

21. **What was your annual budget for operating transportation service in:**
    Fiscal year 2019? _____
    Fiscal year 2021? _____

22. What are your sources of funding? For each source listed, please indicate the amount.

WSDOT Consolidated Grants funding: _____

Local Sources: _____

Fares: _____

Other (please specify each source):

_____

VEHICLES, EQUIPMENT, AND TECHNOLOGY

23. If you own or lease vehicles, how many vehicles do you use to operate the service? _____

24. Please include a list of your vehicle fleet: (i.e.: type of vehicle, make/model, age, number of seats, mileage, wheelchair accessible (Y/N), active/spare, etc.). Do not include volunteers' personal vehicles.

_____

_____

25. Did you make any transportation capital purchases in the last two years?

□ No □ Yes – What types of vehicles/equipment were purchased, what was the cost, and what were the funding sources?

_____

26. Do you use route/scheduling software? □ Yes □ No

If yes, what is the name of the software? _____

If no, what do you use to schedule drivers and trips? _____

27. Do your vehicles have Automatic Vehicle Location (AVL)? □ Yes □ No

28. What type of equipment do you use for communications? *(Please indicate all that apply.)*

□ Radios □ Cell phones □ Tablets □ Other (*Please specify*) _____

COMMENTS

29. Comments – Please use the space below to provide any additional comments.

_____

_____

Thank you!

Appendix B

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Appendix B
PRTPO Online Community Survey Results

In May 2022, a community survey was held to better understand specialized transportation needs within the study area and the potential gaps/needs for transportation within the community. The target populations are difficult to reach through typical approaches, so the effort was completed with the assistance of transportation providers and human service organizations. Typically, the number of responses is relatively low. A total of 65 people responded to the survey either online or using paper surveys. This number of responses should not be considered statistically representative but rather gives additional insight to the transportation needs based on the individuals who did respond. The number of responses is too low to evaluate different segments with any meaningful relationships. Results by question are presented below.

Q1. How Often Survey Respondents use Transportation Services (63 responses): Respondents were asked to record how often they use transportation services. Over 60 percent of respondents indicated they used transportation services at least once a week. 3-5 days per week had the highest response rate (21 responses, or 33 percent), with the lowest response rate being 6-7 days per week (just 3 responses, or 5 percent).

Q1: How Often Survey Respondents use Transportation Services

How Often?	Responses	
1-2 days/week	24%	15
3-5 days/week	33%	21
6-7 days/week	5%	3
1-3 days/month	13%	8
Less than once/month	17%	11
Never	8%	5
Total Responses		63

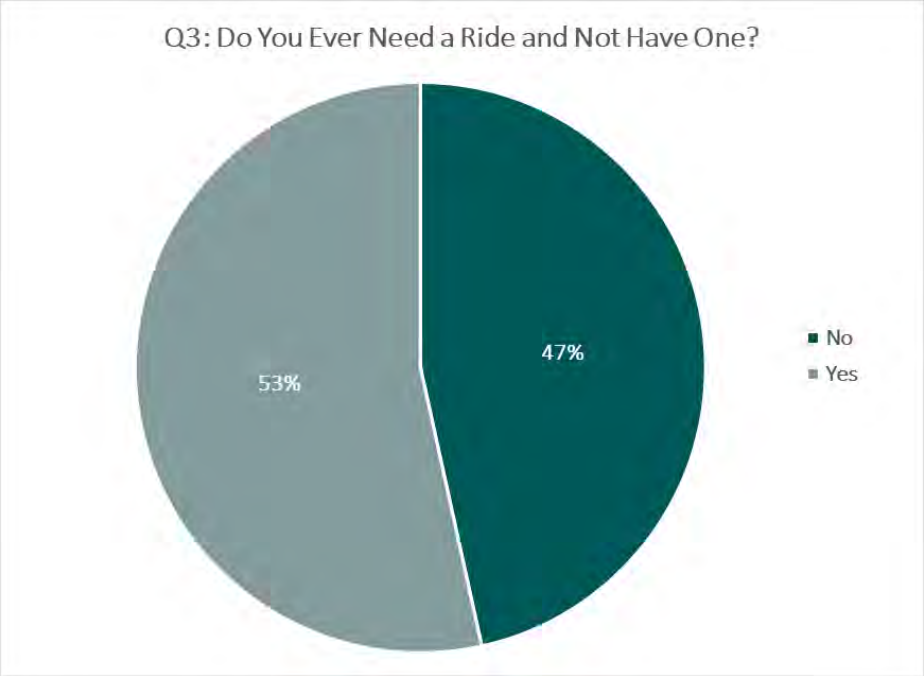
Q2. Which types of transportation does anyone in your household currently use? (139 responses): Respondents were asked to record what types of transportation anyone in their household used. A significant number of people listed multiple types of transportation. As such, the number of responses was much greater than how many total surveys were returned. A total of 65 Survey Respondents returned surveys with a total of 139 responses. Transit was the most common type of transportation being used with 27 percent of respondents indicating they or someone in their family used it. The least common mode of transportation was to borrow a vehicle. Almost 5 percent of respondents indicated they used non-auto modes of transportation.

Q2: Type of Transportation used in Survey Respondents Household

Type of Transportation	Responses	
Transit	27%	37
Your personal vehicle	19%	26
Ride with a friend/relative	14%	20
Walk	14%	19
Other (please specify)[1]	14%	19
Bike	6%	9
Carpool/Vanpool	4%	6
Taxi/Uber/Lyft	1%	2
Borrow a vehicle	1%	1
Total Responses		139
Total Passengers Responding to Survey Question		62
Total Non-Auto		65
Percent Non-Auto		47%

Note 1: The majority of the "Other" response indicates Kitsap Transit Vanlink

Q3. Do you ever need a ride and not have one? (59 responses): To identify potential reasons why transportation services are needed, Survey respondents were asked if they ever needed a ride and did not have one. Over half of the survey respondents (53 percent) indicated there were times they needed a ride and did not have one.



Three follow up questions were then presented to survey respondents:
3A – If yes, to where?
3B – For each trip purpose, which days of the week do you need a ride?
3C – For each trip purpose, which times of the day do you need a ride?

Q3A. Trip Destination (78 responses): Respondents were asked to identify where they would go if transportation services were available when they needed it to be. A significant number of people listed multiple purposes; for instance, someone may have used one provider to go shopping and then go to work later. Medical/Dental was the most common trip purpose, followed by shopping, multipurpose, and recreation/ social.

Q3A: Trip Destination

Trip Destination		Responses
Medical / Dental	22%	17
Shopping	21%	16
Multipurpose	21%	16
Recreation / Social	19%	15
Work	9%	7
Personal Business	4%	3
School / College	3%	2
Other	3%	2
Total Responses		78
Total Passengers Responding to Survey Question		33

Q3B. Trip Purpose by Day of Week (440 responses): Respondents were asked to mark all reasons they used transportation services by day of week. Monday had the most responses (81) followed by Friday (74) and Wednesday (73). Sunday had the least responses (33). Those with a trip purpose of "work" was the most common trip purpose with a total of 98 responses. The next most common trip purposes were recreation/social (64 responses), medical/dental (63 responses), and shopping (62 responses).

Q3B: For each trip purpose, which days of the week do you need a ride?

	Day of Week							
Trip Purpose	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Work	22	15	20	17	17	4	3	98
Medical/Dental	9	14	15	11	11	2	1	63
School/College	4	3	4	4	4	3	2	24
Shopping	8	10	7	9	8	13	7	62
Recreation/Social	11	5	8	5	15	11	9	64
Multipurpose	8	9	7	8	7	7	6	52
Personal Business	14	8	8	9	8	4	3	54
Other	5	3	4	2	4	3	2	23
Total	**81**	**67**	**73**	**65**	**74**	**47**	**33**	**440**
Percentage by Trip Purpose								
Work	27%	22%	27%	26%	23%	9%	9%	22%
Medical/Dental	11%	21%	21%	17%	15%	4%	3%	14%
School/College	5%	4%	5%	6%	5%	6%	6%	5%
Shopping	10%	15%	10%	14%	11%	28%	21%	14%
Recreation/Social	14%	7%	11%	8%	20%	23%	27%	15%
Multipurpose	10%	13%	10%	12%	9%	15%	18%	12%
Personal Business	17%	12%	11%	14%	11%	9%	9%	12%
Other	6%	4%	5%	3%	5%	6%	6%	5%
Percentage by Day	**18%**	**15%**	**17%**	**15%**	**17%**	**11%**	**8%**	**100%**

Q3C. Trip Purpose by Time of Day (278 responses): Respondents were asked to mark all reasons they used transportation services by time of day. The morning (6AM-noon) and afternoon (noon-6PM) were the most common times of day people indicated they needed a ride with 96 responses and 97 responses respectively. Early Morning (before 6AM) was the least common time people indicated they needed a ride with only 12 responses.

Q3C: For each trip purpose, what time of day do you need a ride?

	Time of Day					
Trip Purpose	Early (before 6 AM)	Morning (6 AM-noon)	Afternoon (noon-6 PM)	Evening (6 PM-9 PM)	Late Night (After 9 PM)	Total
Work	2	20	18	6	2	48
Medical/Dental	4	19	15	3	1	42
School/College	0	4	4	1	1	10
Shopping	0	16	19	7	1	43
Recreation/Social	2	12	18	18	9	59
Multipurpose	1	12	11	9	6	39
Personal Business	2	9	9	4	3	27
Other	1	4	3	2	0	10
Total	**12**	**96**	**97**	**50**	**23**	**278**
Percentage by Trip Purpose						
Work	17%	21%	19%	12%	9%	17%
Medical/Dental	33%	20%	15%	6%	4%	15%
School/College	0%	4%	4%	2%	4%	4%
Shopping	0%	17%	20%	14%	4%	15%
Recreation/Social	17%	13%	19%	36%	39%	21%
Multipurpose	8%	13%	11%	18%	26%	14%
Personal Business	17%	9%	9%	8%	13%	10%
Other	8%	4%	3%	4%	0%	4%
Percentage by Time	**4%**	**35%**	**35%**	**18%**	**8%**	**100%**

Q4. Home Zip Code (56 responses): Respondents were asked to record their home zip code. The areas of Bremerton, Port Angeles, and Sequim had the highest number of respondents.

Q5. Disabilities (108 responses): A majority (67 percent) of those participating in the survey had some sort of physical, cognitive, sensory, or mental/behavioral type of disability making it hard for them to travel. As there are 89 responses indicating a certain disability but only 38 respondents marking they had a disability, this shows that many of the respondents suffer from multiple disabilities.

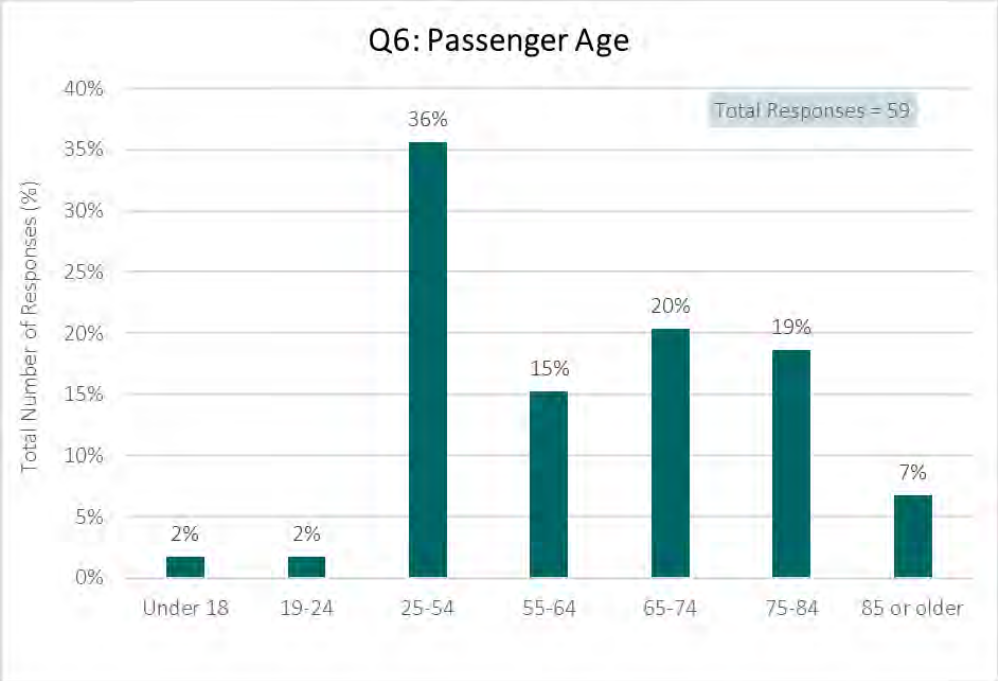
Q4: Home Zip Code

City		Responses
Bremerton	47%	18
Port Angeles	26%	10
Sequim	21%	8
Shelton	18%	7
Bainbridge Island	5%	2
Port Townsend	5%	2
Aberdeen	5%	2
Belfair	5%	2
Hansville	3%	1
Port Orchard	3%	1
Poulsbo	3%	1
Silverdale	3%	1
Olympia	3%	1
Total Responses		38

Q5: Do you have a disability that makes it hard for you to travel?

Disability?		Responses
No	18%	19
Yes - Physical	32%	35
Yes - Cognitive or Intellectual	18%	19
Yes - Sensory (Hearing/Vision/Etc.)	16%	17
Yes - Mental or Behavioral	11%	12
Yes - Other (please specify)	6%	6
Total Responses		108
Total Passengers Responding to Survey Question		57
Passengers with a Disability	67%	38

<u>Q6. Passenger Age (59 responses):</u> Survey respondents were asked to provide their age. 36 percent of respondents were between the ages of 25 and 54. Almost half (46 percent) of survey participants were ages 65 and older. Only 4 percent of respondents were under the age of 24.

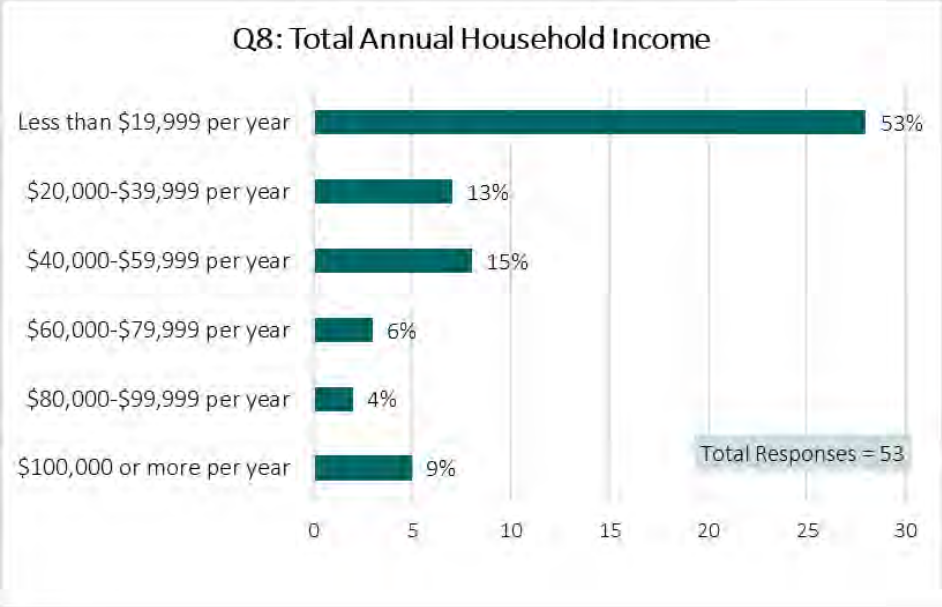


Q7. Employment Status (90 responses): Survey respondents were asked to provide their employment status. A total of 90 responses were provided by 58 Survey respondents. Disabled and employed part-time were the most common responses with 23 percent each. The next highest response was from those who were retired who made up 21 percent.

Q7: What is Your Employment Status?

Employment Status?	Responses	
Employed Full-Time	14%	13
Employed Part-Time	23%	21
Student - College	6%	5
Student - High School	7%	6
Retired	21%	19
Unemployed	6%	5
Disabled	23%	21
Total Responses		90
Total Passengers Responding to Survey Question		58

Q8. Annual Household Income (53 responses): Survey respondents were asked to provide their household's annual income. Over half (53 percent) indicated they made less than $20,000 a year. 28 percent of respondents made between $20,000 and $59,999 a year. Only 19 percent of respondents made more than $60,000 a year.



Q9. Persons per Household (56 responses): Survey respondents were asked to provide the number of people in their household. Almost half (48 percent) indicated they resided alone. 21 percent of individuals stated they lived with one other person. 30 percent of Survey respondents stated they resided with at least two other individuals.

Q9: What is the Size of Your Household?

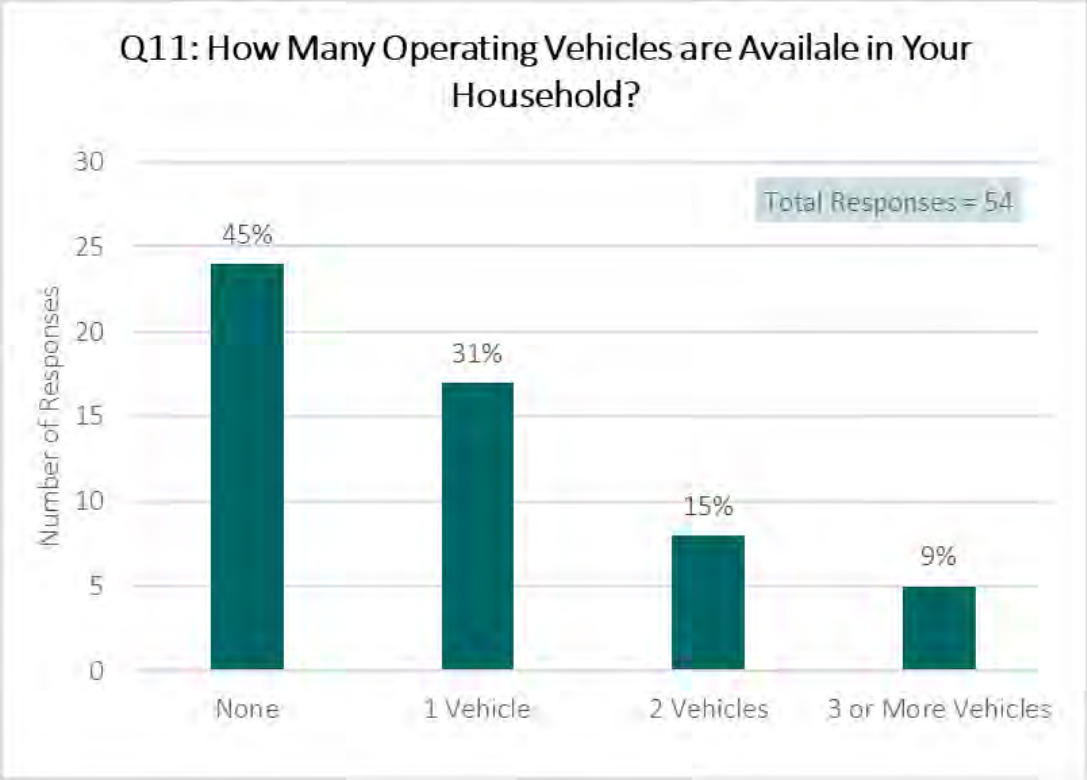
Household Size	Responses	
1	48%	27
2	21%	12
3 or More	30%	17
Total Responses		56

Q10. Valid Driver's License (58 responses):
Survey respondents were asked to provide the number of people in their household who possessed a valid driver's license. 43 percent responded that nobody in their household possessed a valid driver's license. 29 percent responded that 1 person in their household had a valid driver's license and 28 percent said that 2 or more people in their household had a valid driver's license.

Q10: How Many in Your Household have a Valid Driver's License?

Driver's License?	Responses	
None	43%	25
1	29%	17
2 or More	28%	16
Total Responses		58

Q11. Available Operating Vehicles (54 responses): Survey respondents were asked to provide the number of operating vehicles that were available in their household. 45 percent did not have an available vehicle. 31 percent of respondents had 1 vehicle for the household, 15 percent had 2 vehicles, and 9 percent had 3 or more vehicles available for use.



Q12: Which Transportation Services do You Use?

Transit Service		Responses
Kitsap Transit	29%	24
Paratransit Services	21%	17
Clallam Transit System	16%	13
Mason Transit Authority	11%	9
Jefferson Transit	9%	7
Squaxin Island Tribe	6%	5
Greyhound Lines	5%	4
Olympic Bus Lines	2%	2
Skokomish Indian Tribe	1%	1
Jamestown S'Klallam Tribe	0%	0
Lower Elwha Klallam Tribe	0%	0
Makah Tribe	0%	0
Suquamish Tribe	0%	0
Total Responses		82
Total Passengers Responding to Survey Question		52

Q12. Transportation Services (82 responses): Survey respondents were asked to record all the various transportation services they used. The most common response was Kitsap Transit with 29 percent. The next most used service was Paratransit Services with 21 percent, followed by the Clallam Transit System with 16 percent. The Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Tribe, and Suquamish Tribe did not have any participants in this survey.

Q13: Why do you Use Transportation

Primary Reason		Responses
Unable to drive	46%	23
Cannot afford car and/or gas	18%	9
No driver's license	10%	5
More convenient	6%	3
Avoid traffic	4%	2
Other (please specify)	16%	8
Total Responses		50

Q13. Why do you Use Transportation Services (50 responses): Survey respondents were asked to record the primary reason they used transportation services. The most common response was they were unable to drive (46 percent of respondents). Not being able to afford a car and or gas was the second most common reason, with 18 percent. 16 percent of respondents indicated "other" as a reason. Other reasons included safety concerns with driving and transit being better for the environment.

Q14. Trip Purpose (57 responses): Respondents were asked to identify the purpose of their travel the day they completed the survey. The most common response was to go to work, with 33 percent. The second most common response was medical/dental (26 percent), followed by shopping (14 percent). The "other" response was by someone that transported clients.

Q14: Trip Purpose

Trip Purpose	Responses	
Work	33%	19
Medical / Dental	26%	15
Shopping	14%	8
Recreation / Social	9%	5
Multipurpose	9%	5
Personal Business	5%	3
School / College	2%	1
Other (please specify)	2%	1
Total Responses		57

Q15. Transit Issues (90 responses): Respondents were asked to identify issues that prevent them from using transportation services. 69 percent of respondents had some sort of issue with transportation services in the region. The most common reason was that the hours and or days were too limited.

Q15: What are the Issues with Transportation Services?

Transit Service	Responses	
Doesn't apply (no issues deter me from using transit or other transportation services available to me)	20%	18
Hours and/or days of service are too limited	20%	18
Service doesn't run frequently enough	14%	13
Can't get to/from the nearest transit service	12%	11
Lack of knowledge about services, schedules, how to ride, or how to get information on scheduling or options	11%	10
Trips requiring transfers are complicated or take too long	7%	6
Lack of access to transit stops for pedestrians	4%	4
Existing transit facilities are uncomfortable or unsuitable for specific mobility needs	2%	2
I live outside ADA service boundaries	1%	1
Other (please specify)	8%	7
Total Responses		90
Total Passengers Responding to Survey Question		59
Number of Passengers with Transit Issues	69%	41

The next common reasons were that the service does not run frequently enough and that they can't get to/from the nearest transit service. Another significant issue was there was limited information on the transit schedules and how to receive that information.

Q16. Additional Responses: Many individuals took the time to voice other comments. One of the most prevalent concerns was that transit takes too long and with multiple transfers it is very difficult to get home if one of the transfers has a delay. There is no guarantee they will be able to find another ride if one bus gets delayed. Other concerns brought up were that many stops are too far away from their intended destination and some people would like transit services available during hours it does not currently run. The following includes all comments received::

- A lack of suitable infrastructure (bus lanes, bike lanes, etc.) can make transit inconsistent in denser areas, such as downtown Port Angeles.
- As emphasized in #3, there exists many cultural evening events I would very much wish to attend, but have no means to seek transportation other than imposing on an acquaintance. Also the paratransit "5 minute rule". 5 min is nothing it should be at least 7 or 8 minutes to be practical.
- Computer program makes scheduling VERY difficult to get needed times I require.
- Dropping off & getting on are no different from other city transit services, i.e., not at corners, not at lights.

- I appreciate the bus stop at Park View Villa
- I appreciate the good service. They are all good drivers and are nice. We need paratransit in Sequim. Lets continue on
- I know it can feel concerning in the general public w drug use and mental health issues. I know many of these people are harmless but it begs to question why our government doesn't train up mental health psychologists and properly tend to this nationwide issue.
- I need dr trips to Silverdale bus doesn't go there allergy shots & soon need to see nerve dr. no other drs available for this service. My daughter works and isn't always available my son's car transports dogs & I'm very allergic to them.
- I take paratransit bus because I don't drive and do not have a license, I also have a disability.
- If I go to Sequim or PA walmart I have to take 2 buses going and two buses coming home and have to walk from 101 into Walmart it's just too hard on m to try to connect buses
- it's a mile from my house to the nearest bus
- More education on service animals, would like to be able to travel to more places, like silverdale
- No bus stop in my area.
- no transit service available on the weekends - means unable to attend community events on weekends, farmers' markets; evening activities. Age and sensory challenges that make safe driving an ever increasing risk make precautionary choices a diminishing enjoyment of life requirement.
- Please consider adding an optional "curbside pickup" stop to the Clallam Connect service. Curbside pickup is here to stay and I would be more than happy to pay for an additional "stay on the bus" stop to grab 4 ten pound bags of groceries on my way home.
- Please provide late night transit service. Especially on Friday nights & Saturday nights between Shelton & Olympia.
- Some drivers aren't kind, and get me to work late!
- Strait Shot leaves the ferry terminal regardless of connections. No Guaranteed Ride Home options. Kitsap Transit has connections with ferry terminals regardless of marine delays. Abandoning passengers is a barrier and will keep passengers from traveling on transit.
- there are no buses in evening or on the weekends
- Transit takes so long with multiple transfers that it's not really practical.

Appendix C

TRANSPORTATION
CONSULTANTS, INC.

Appendix C
PRTPO Draft HSTP Public Review

Peninsula RTPO conducted its public review of the draft HSTP from September 7 – September 28, 2022.

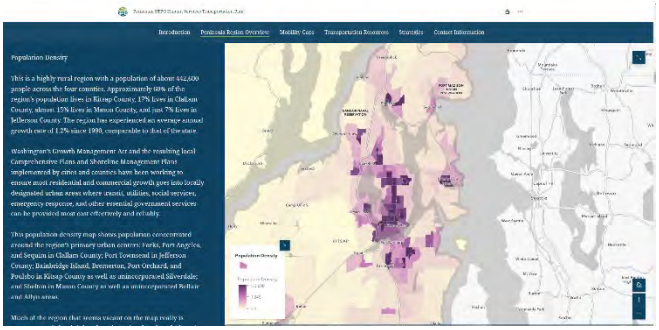
PRTPO pushed out a major notification through all of its distribution lists on September 7th announcing the release of the draft plan and promoting the online resources. PRTPO conducted a second mass distribution on September 26th.

PRTPO published notice of the review in its designated papers of record: the Kitsap Sun, the Peninsula Daily News, the Port Townsend and Jefferson County Leader, the Sequim Gazette, and the Shelton-Mason County Journal.

PRTPO conducted its public review virtually in light of the large geography and dispersed population associated with the four-county planning area as well as on-going health concerns associated with the pandemic. To support effective online learning and engagement, PRTPO developed an array of online tools to make the plan accessible to the general public. This includes an interactive StoryMap offering plan content in a reader-friendly format with easily customizable mapping tools, an online video presentation providing an overview of the plan, and a short poll with questions about specific elements of the draft plan. A summary of responses to the community poll follows.







(Top) Promotional flyer distributed to announce the draft HSTP.

(Above, right) PRTPO established a dedicated page on its website for the Human Services Transportation Plan, offering an array of resources to support the review process and facilitate future engagement opportunities. PRTPO will maintain this resource as a part of its on-going planning activities.

(Above, left) An interactive StoryMap provides viewers with reader-friendly content and the ability to zoom into block-group level data for population characteristics. PRTPO received several favorable comments on this document format and will leave the StoryMap online beyond the schedule of the update process to support the information needs of regional service providers and community members.

Responses to Draft HSTP Community Poll

From September 7-28, an online community poll was held in conjunction with the draft Human Services Transportation Plan public review process. During this time, the public and stakeholders were asked to review the plan, watch a recorded workshop presentation, and participate in a brief online poll. A total of five people participated in the poll itself, though not all comments on the draft came through the poll. This appendix includes a brief summary of their responses, followed by a copy of the polling tool itself.

Q1. What is your zip code?

The community poll was completed by people living in the following zip code areas: Union, Skokomish Nation, Port Angeles, Port Townsend, and Tacoma.

Q2. Do you rely on transit and/or specialized transportation services to meet some or all of your travel needs?

Only one person responded affirmatively, however, responses to Q7 – Q9 suggest that all but one respondent uses transit and other specialized services.

Q3. Do you have friends or family members who rely on transit and/or specialized transportation services to meet some or all of their travel needs?

Two of the participants indicated they have friends and/or family members who rely on transit to meet some or all of their travel needs.

Q4. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for you and those you care about?

All respondents placed a high priority on transit and other specialized services, with more than half (60 percent) ranking the availability of transit and specialized transportation as a 5 (very important), followed by 40 percent ranking it at a 4.

Q5. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for others in your community?

100 percent of respondents ranked community access to transit and specialized transportation as very important (5). This corresponds with findings elsewhere that people value the role of transit in their communities even if they themselves do not use it.

Q6. Do any of the following apply to you? *(Are you 65 years of age or older?, Do you have one or more disabilities?, Are you considered low income?)*

Two respondents identified with two or more of these categories.

Q7. Which of these public transit providers, if any, do you use?

Three respondents indicated that they use Mason Transit Authority, followed by one respondent that uses Clallam Transit System. Only one respondent indicated that they do not use transit.

Q8. Which of these tribal transit providers, if any, do you use?

One respondent indicated that they use Squaxin Island Tribe – Squaxin Transit.

Q9. Which of these social service providers, if any, do you use?

Two participants mentioned using The Patty Wagon.

Q10. In your opinion, what are the biggest challenges to overcome in making sure everyone can get where they need to go if they don't drive?

The respondents shared the following:

- Service Constraints. The bus doesn't always run where/when I need it to.
- To-from pick up point, including safe highway crossings to get to bus stops. No service days (Sundays)
- Vertical curbs, lack of sidewalks, and rapid rectangular flashers.
- Start with loops so people can move to places they actually use/ need- the routes are terrible and unusable

Q11: Is there anything else you would like to add on the topic of mobility challenges?

When asked whether they would like to add anything else, participants provided the following information:

- I'm worried to see some folks cross busy highways with no cross walks to get to bus stops on Hwy 101 in Clallam!
- Because of our demographics this Shelton City Engineer needs to focus improvements described above near transit hubs and stops.
- PT is not accessible for me and I assume for many others with more serious needs.

Q12. What do you think are the best ways to help people get where they need to go if they don't drive?

Respondents offered the following feedback:

- Knowing what is available and when.
- Using technology to enhance public awareness
- Expanding existing services by coordinating all transit services in the service area. Rural and City working together
- Safe sidewalks
- Maps online
- Trained neighborhood volunteers linked to the neighborhood preparedness- make it more localized and individual volunteer concierges- most disabled/ handicapped people have hand coordination, eyesight as well as mobility limitations- make it easier person by person.

Q13. How would you rank these four strategies in terms of their importance in supporting the mobility needs of people who don't drive? (1 - not very important to 5 - very important).

On the issue of ranking strategies, participants shared the following:

- *Maintain Existing Transportation Services:* This strategy received all 5's, making it the most important strategy amongst respondents.
- *Enhance or Expand Transportation Services:* This was the only strategy to receive a rank of 2 from one participant.

- *Increase Public Awareness of Available Transportation Resources:* Increasing public awareness was moderately important to participants.
- *Increase Cooperation and Coordination Among Transportation Providers:* Increasing cooperation was very important to four out of five participants.

Q14. Please explain briefly why you ranked them as you did.

Respondents offered the following explanations:

- You have to keep what is currently in place and not take it away from those that need it. We need more services so that is easier to travel, but there is often too much information scattered all over so it is hard to be aware of what is available. Coordination may help that issue.
- The reason: supporting the importance of Transit
- Maintenance of existing services is vital, although if enhancement is tailoring (e.g. microtransit) or emission reducing (hydrogen buses) then that is equally important. Public awareness opps have greatly improved, but I have been unaware of how these intertwine (e.g. Jefferson Transit from Clallam)
- MTA does a good job/great website of how to get from point A to B. They need drivers.
- 3 for enhancement because I'm not sure we need more $$ before we really analyze the whole system e.g. we're still using 1950s technology and much has changed- e.g. maybe smaller electric vehicles - maybe cheaper to provide taxi- ride share buses that are almost always 50% empty- maybe bringing library books to smaller service pick ups then having people have to ride a bus 3x to check out a book and return it -- I'd like to see a public audit of what works, what could be done cheaper rather than move to enhance/ expand/ increased funding.

Q15. Is there anything else you would like to add on the topic of coordination strategies?

- Linking to community resources
- Maps that show various agency routes that are available to all (e.g. where do I find info to leap from Clallam Transit to Jefferson to get between counties)
- Good job on the Storymap.
- I'd like to see priority sites/ runs get focus- every location is NOT equal in priority, use, or need. . . more loop runs. And think of how hard it is for limited access to get to the stop bus and get home from there- the streets are so dangerous I don't feel safe/ inclined to walk to a bus stop!! and the buses don't go where I want/ need to go

Q16. On a scale of 1 (not familiar at all) to 5 (very familiar) please tell us how familiar you are with these terms: Mobility Barrier, Accessibility, Unmet Transportation Needs.

Respondents were most familiar with Accessibility and Unmet Transportation Needs.

Q17. What do each of these terms mean to you?

Two respondents provided more detail as to their understanding of the terms introduced in Question 16 and used throughout the draft plan.

Mobility Barriers:

- Extra challenge to get from one place to the next ranging from lack of car to being wheelchair bound

- Barriers to walking, getting to a site, safety concerns and movement/ including connections like unreasonable times of departure and arrival.

Accessibility:

- Ability to access something as you are (e.g. does one need a sidewalk ramp to get to sidewalk, or need materials in a different language)
- Ability to physically get to sites, use services, and get back home. height, surfaces, protection from risks e.g. ongoing traffic or incomplete sidewalks, knowledge of how to use

Unmet Transportation Needs

- a need for transportation (to store, doctor, fun) that is not met by current situation.
- a trait that has been identified as needed but not effectively responded to.

Q18. Do you know where to get information about transit and other specialized transportation services available to you or those you care for?

Two out of the five participants do not know how to get information about transit but did not accept an offer for follow-up support.

Summary Conclusions

While only five participants responded to the online community poll, PRTPO obtained useful information that validated the needs, gaps, and strategies included in the plan. Responses also provided useful insights into the terminology often used by government agencies to describe issues and opportunities. When weighing strategies, respondents favored measures that support existing transportation services before pursuing expansion and enhancement of those services. This includes support for on-going programs as well as measures to increase public familiarity with existing services and to improve coordination between those services.

These summary conclusions are in alignment with other comments PRTPO received directly from people who reviewed the draft plan but did not complete the poll.

No new needs or barriers were identified during the public review of the draft HSTP. Two additional private providers were identified (Rocket Transportation and The Dungeness Line were both added) and several additional activity centers were added to the StoryMap. The only modification made to strategies as a result of comments received was to clarify that maintaining existing services in a state of good repair includes meeting established ADA standards associated with those facilities.

PRTPO received a total of 18 comments on the draft plan from six people commenting directly plus five responses to the community poll. Demographics were not obtained from the people who commented directly. Of those who completed the poll, two of the five were over 65 and were either disabled or low-income individuals.

PRTPO HSTP Community Poll for Draft HSTP

The following narrative and questions were used in the community poll for the draft plan review.

Welcome!

The Human Services Transportation Plan (HSTP) is concerned with mobility for people who don't drive, either due to age, disability, or income. People who cannot drive must rely on transit and an array of other specialized services to meet their daily needs. Sometimes the services available don't meet the needs. Gaps in service and other barriers can make it hard for people who don't drive to get where they need to be, when they need to be there.

The HSTP identifies key problems people face if they don't drive and recommends strategies that can address those gaps and barriers. We need your help in assessing if we've included the right strategies or if we missed anything important. *Let's get started!*

1. What is your zip code?

Often people don't think about how they would get around without a car unless something happens to them or someone they care about. These questions help us understand how people relate to the kinds of services the HSTP addresses.

2. Do you rely on transit and/or specialized transportation services to meet some or all of your travel needs? Y/N

3. Do you have friends or family members who rely on transit and/or specialized transportation services to meet some or all of their travel needs? Y/N

4. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for you and those you care about?

5. On a scale from 1 (not important) to 5 (very important), how important is it to you that transit and other specialized transportation services are available for others in your community?

Chapter 2 of this plan talks about key factors that can make it difficult or impossible for people to drive.

6. Do any of the following apply to you? (check all that apply)

Are you 65 years of age or older?
Do you have one or more disabilities?
Are you considered low income?

Chapter 3 of this plan summarizes the service providers and inventory of services available to people who don't drive.

7. Which of these public transit providers, if any, do you use? *Check all that apply.*

☐ Clallam Transit System

- [ ] Jefferson Transit Authority
- [ ] Kitsap Transit
- [ ] Mason Transit Authority
- [ ] I never ride transit.

8. Which of these tribal transit providers, if any, do you use *Check all that apply.*

- [ ] Jamestown S'Klallam Tribe Transit Service
- [ ] Lower Elwha Klallam Tribe Shuttle
- [ ] Makah Public Transit System
- [ ] Makah - Sophie Trettevick Indian Health Center Transportation Services
- [ ] Skokomish Nation – Transportation Services
- [ ] Skokomish Health Center Transportation Services
- [ ] Squaxin Island Tribe – Squaxin Transit
- [ ] I don't use tribal transit services
- [ ] Other (please specify)

9. Which of these social service providers, if any, do you use? *Check all that apply.*

- [ ] Catholic Community Services
- [ ] Ecumenical Christian Helping Hands Organization (ECHHO)
- [ ] Kitsap Community Resources
- [ ] Olympic Community Action Program (OlyCAP)
- [ ] Coastal Community Action Program (Coastal Cap)
- [ ] Jamestown Healing Clinic
- [ ] The Patty Wagon Inc
- [ ] I don't use any of these services.
- [ ] Other (please specify)

Chapter 4 of this plan identifies barriers and challenges that people who don't drive face when trying to get around. The following barrier categories have been identified in the plan:

1. Service constraints - Sometimes people need to travel early in the day or late at night, or on weekends when there is little or no service. Or maybe they live outside of any service area.

2. Accessibility Barriers - Sometimes infrastructure isn't in place that enables people who don't drive to use the services available to them, such as benches or shelters or restrooms. Or they can't get to or from the pick-up point.

3. Complex Trip-making - Some people have difficulty finding information about the services available to them or they find the process of scheduling trips to be too confusing, especially if it is a long trip that involves transfers.

4. Other Problems - It is expensive to own and operate a car, and expensive to run transit and other specialized transportation programs. Staffing shortages make matters worse. And people who don't drive are especially vulnerable in an emergency.

10. In your opinion, what are the biggest challenges to overcome in making sure everyone can get where they need to go if they don't drive?

11. Is there anything else you would like to add on the topic of mobility challenges?

Chapter 5 of this plan identifies strategies that can help people who don't drive to get around better.

12. What do you think are the best ways to help people get where they need to go if they don't drive?

13. It takes a mix of activities across all four strategies to meet mobility needs of people who don't drive due to age, ability, or income.

How would you rank these four strategies in terms of their importance in supporting the mobility needs of people who don't drive? (1 - not very important to 5 - very important).

Maintain Existing Transportation Services
Enhance or Expand Transportation Services
Increase Public Awareness of Available Transportation Resources
Increase Cooperation and Coordination Among Transportation Providers

14. Please explain briefly why you ranked them as you did.

15. Is there anything else you would like to add on the topic of coordination strategies?

The HSTP talks about transit and transportation concepts that many people may not have heard before.

16. On a scale of 1 (not familiar at all) to 5 (very familiar) please tell us how familiar you are with these terms:

Mobility Barrier
Accessibility
Unmet Transportation Need

17. What do each of these terms mean to you?

Mobility Barrier
Accessibility
Unmet Transportation Need

18. Do you know where to get information about transit and other specialized transportation services available to you or those you care for?

19. Would you like to be contacted about transit and other specialized transportation services available to you or someone you care for?

20. How can we reach you?

Thank you!
Thank you for participating in our Community Poll. Be sure to take a look at the draft document and Storymap, if you haven't already, and watch our virtual HSTP presentation on the project webpage.

If you have questions about PRTPO or the Human Services Transportation Plan, or want to be added to PRTPO's distribution list, please contact Thera Black at TheraB@PeninsulaRTPO.org

ATTACHMENT F

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: Launch 2022 Consolidated Grants Prioritization Process

Requested Action

Approve the proposed process for establishing Consolidated Grants regional priorities for WSDOT.

Overview

Every two years WSDOT identifies priority transit and special needs projects to receive funding in a statewide Consolidated Grants call for projects. This is funding for strategies that help implement the region's Human Services Transportation Plan (HSTP). PRTPO last completed this process in February 2021. This process will be informed by the HSTP that PRTPO is expected to adopt in October.

The WSDOT 2023 Consolidated Grants call for projects is currently underway, with applications due to the state by October 27th. As a part of its scoring criteria, WSDOT relies on Regional Transportation Planning Organizations like PRTPO to evaluate and prioritize projects submitted by applicants in each region. This prioritization confers additional points to each project's overall score in the statewide competitive process and can make the difference between a project being funded or not.

To meet WSDOT's deadline for prioritization results, PRTPO must take action in December on funding priorities. The rest of this report outlines the proposed approach for conducting the project review and prioritization with a thorough but efficient process that will enable Board action on December 16th.

Proposed Approach

The 2022 prioritization process builds on PRTPO's long history of Consolidated Grants project evaluations. It will entail an independent review panel made up of representatives from around the region who are somewhat familiar with the nature of transit and special needs transportation and who have no projects in the running this year. Members of this panel will conduct a detailed review of each proposal independently and then participate in a joint work session to collectively assess and prioritize the projects. They will then forward their panel recommendation on funding priorities to the Executive Board, for action in December. This schedule does not allow time for review and recommendation by the Technical Advisory Committee, but it does meet WSDOT's deadlines.

Following is more detail on specific elements of the process.

Consolidated Grants Review Panel We will convene a five-person panel that includes representation from a transit agency, a human services transportation provider, a tribe, plus two other members from the Board. If all four transit agencies in the region have projects in the running, as happened two years ago, we will enlist support from a neighboring transit agency. Intercity Transit, in Olympia, supported PRTPO with this two years ago.

Application Review Materials Applicants will record a three-minute presentation about their projects to augment information in their applications. PRTPO staff will support them in this endeavor. They will also help develop a one-page summary of their applications with PRTPO staff. The Review Panel will receive for each proposal a copy of the

application submitted to WSDOT, the one-page project summary, and a link to the video presentation. These are the application review materials that panel members will be asked to review prior to the evaluation and prioritization work session.

Evaluation and Prioritization Work Session for Panel This meeting will kick off with an opportunity for the Review Panel to clarify with project proponents any outstanding questions about the applications that may have come up in their individual reviews. They will then assess each project, using the Pairwise forced-choice evaluation tool used in previous processes. We will not know until about November 1st how many applications will be reviewed in this process, but assuming 12-15 projects we can expect this evaluation will take at least two hours to complete. The evaluation will generate an initial ranking of projects. The Review Panel will consider the preliminary ranking and determine if any adjustments are warranted before formally documenting their recommendation to the Board on funding priorities.

Public Comment Public comment will be invited on the projects, their proposed ranking, and their potential inclusion in the Human Services Transportation Plan.

Review and Action Items In December the Board will receive the recommendation from the Review Panel along with the review materials for each proposal, and any comments received during the public review period. The Board will consider the Panel's recommendation before making its own final determination of regional funding priorities. Board action will include a recommendation to WSDOT on Consolidated Grants priorities as well as an amendment to the 2022 HSTP to amend these projects into that plan, which is needed to satisfy compliance with this funding program.

Regional Ranking Slots WSDOT's regional prioritization element of this funding program includes a specified number of "slots" for project rankings. Each region is assigned a set number of "A," "B," and "C" slots with corresponding points for each. This funding cycle promises to be highly competitive for projects from the Peninsula region. That is because in this cycle PRTPO is eligible to submit seven (7) "A" projects, five (5) "B" projects, and seven (7) "C" projects, for a total of 19 possible projects to receive regional bonus points in the statewide process. That means the top twelve projects on PRTPO's list are highly likely to be funded while good projects with a "C" ranking should also be competitive against other projects in the state with these additional points. PRTPO has more ranking slots available in 2022 than any other region in the state.

Next Steps:

Upon Board approval of the evaluation and prioritization process for Consolidated Grants, we will reach out to stakeholders engaged in developing the HSTP update to notify them of the process and invite them to start scheduling their video presentations as soon as they're ready instead of waiting until after November 1st. We will also begin recruiting members of the Review Panel and scheduling their work session. The Review Panel's work must be complete by December 7th to meet the Board's schedule.

Attachment:

PRTPO's 2021 Consolidated Grants Priority Ranking Memo to WSDOT

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

To: WSDOT Public Transportation Division
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: February 24, 2021
Subject: Consolidated Grants Ranking

This memo conveys recommendations of the PRTPO Executive Board regarding the priority ranking of Consolidated Grants applications from within the Peninsula Region. On February 19, 2021, the Board confirmed the following project rankings and letter assignments.

PRTPO CY 2021 Consolidated Grants Ranking Recommendation
PRTPO Ranking Panel Recommendation, January 7, 2021
Endorsed by Technical Advisory Committee, January 21, 2021

PROJECTS	PRTPO Ranking	PRTPO Assign
ECHHO - ECHHO Service	1	A
CoastalCAP - Operations	2	A
CoastalCAP - Capital Project	3	B
Clallam Transit - Rt 16 Rural/Tribal	4	B
Clallam Transit - *Strait Shot*	5	B
Mason Transit - Vehicle Replacement	6	B
Clallam Transit - Coach Replacement	7	C
Jefferson Transit - Cutaway Replacement	8	C
Kitsap Transit - Battery-Electric Bus	9	C

All these projects are consistent with and support the strategies outlined in the 2019 Human Services Transportation Plan. The Executive Board amended them by reference into the HSTP.

If you have any questions or need additional information on the evaluation and ranking process, please contact either of us.

Thank you for supporting these important projects.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

ATTACHMENT G

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: **Transportation Outlook 2023 – Final Draft Legislative Folio**

REQUESTED ACTION:

Approve the final draft version of the *Transportation Outlook 2023* legislative folio for distribution to PRTPO legislators and other stakeholders.

Overview

In August the Executive Board reviewed and commented on draft content for PRTPO's Transportation Outlook 2023, the region's annual legislative outreach piece. In September members submitted projects for inclusion on the regional project list and the TAC reviewed draft materials. A final review was conducted by the Legislative Work Group and the Executive Committee.

Attached to this memo is a final draft of the 2023 Transportation Outlook communications piece for Board review and approval. It will be shared with the region's legislators and aides as well as other stakeholders with an interest in PRTPO's regional priorities.

Legislative Forum
Work is underway to schedule PRTPO's annual legislative forum. This will be a virtual event, preferably the week of November 14-18. The date will be scheduled around the availability of current legislators sitting on the House and Senate Transportation Committees. As of this writing that includes Representative Chapman (24th), Senator Randall (26th), Senator Sheldon (35th), and Representative Griffey (35th). All legislators in the four-county region will be invited and will receive a copy of PRTPO's final *Transportation Outlook 2023.*

PRTPO will again prepare an overview presentation to frame the regional issues for discussion in the forum. The presentation and the folio itself also provide useful content for various other PRTPO communications besides legislative engagement throughout the year.

Members are asked to review and approve the final *Transportation Outlook 2023* and to discuss ideas for the forum presentation and legislative conversation.

Attachment:
Final Draft Transportation Outlook 2023 Legislative Folio

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

PRTPO Members

Clallam County

Jefferson County

Kitsap County

Mason County

Bainbridge Island

Bremerton

Forks

Port Angeles

Port Orchard

Port Townsend

Poulsbo

Sequim

Shelton

Clallam Transit

Jefferson Transit

Kitsap Transit

Mason Transit

Port of Allyn

Port of Bremerton

Port of Port Angeles

Port of Shelton

WSDOT Olympic Region

Jamestown S'Klallam Tribe

Lower Elwha Klallam Tribe

Makah Nation

Skokomish Tribe

Squaxin Island Tribe

www.PRTPO.org

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

Thank you for all you accomplished in 2022 to improve transportation funding and policy direction for our local partners. This annual collaboration with you, our legislative delegation, supports the work of our partners who build, operate, maintain, and manage all aspects of our transportation system and keep our communities moving. We value your partnership.

We look to 2023 with anticipation for what lies ahead and a sober dose of reality. Our major accomplishments this past year were just the next few steps on the challenging road before us, but they were important steps in the right direction.

We appreciate your support for completion of our remaining *Connecting WA* projects and timely delivery and coordination of the new *Move Ahead WA* investment package. These will have benefits throughout the region. And increased taxing authority for Transportation Benefit Districts is a welcome addition to the funding toolbox available to local agencies. It offers much-needed discretionary transportation revenue to take care of hard-to-fund essentials like the upkeep of neighborhood roads.

Your on-going efforts to increase the fairness and sustainability of transportation revenues helps our local partners working to assemble the complicated revenue packages necessary to finance big projects. It can take 10-20 years for a big project to go from plan to construction, whether it is a street realignment, ferry terminal upgrades, transit fleet transitions, or completion of the Olympic Discovery Trail. Our local partners must stack multiple revenue sources, each with their own constraints and timelines, and juggle the many different revenue requirements to deliver projects as efficiently as they can over a decade or longer.

One way to do more with existing revenue is by de-federalizing small local projects, swapping federal "STBG funds" for state funds. A pilot program to evaluate the merits of this federal funding exchange is included in the JTC's Federal Funding Work Group recommendation to the Governor. PRTPO urges you to support this program and join us in requesting that Clallam, Jefferson, and Mason Counties be included in this pilot program. The experience of these three counties and their local partners will be an asset in standing up an equitable funding swap program and documenting the financial and project delivery benefits for local agencies and the traveling public. Our members can demonstrate the value of this pragmatic funding exchange for rural counties across the state and the benefits this will have for Washington State.

PRTPO urges you to support this federal funding swap pilot program and request that Clallam, Jefferson, and Mason Counties be included

DRAFT

PRTPO and its members continue to look for ways to increase the resiliency of our rural, tribal, and small urban communities, reducing system disruptions and increasing the ability to respond and recover when disruptions do occur. Transportation and access are the foundation of rural resilience.

Your efforts to **make broadband access universal** is one such measure that not only addresses gaps in coverage but contributes to a more resilient region. Our communities have responded to these recent opportunities and are working to close service gaps and expand access to 21st century opportunities. We encourage your continued support for broadband while our partners work to connect every community in the region to high-speed internet.

Other regional resiliency needs will entail a combination of measures and innovative partnerships. A priority for PRTPO and its members is to **make Hood Canal Bridge operations more efficient and reduce disruptions** on both sides of this critical lifeline connection between the Kitsap and Olympic Peninsulas. Impacts of bridge closures are felt from Silverdale to Port Angeles. Closures directly impact commerce, emergency services, and transit in addition to the tens of thousands of passenger vehicles traveling this corridor every day. The reasons for bridge closures must be commensurate with the impacts those closures cause. Improvements will take coordination and collaboration among diverse stakeholders. Working together, we can improve system performance today and create greater capacity to recover from unexpected disruptions in the future with a mix of investments and coordination. ***It's time to start this discussion.***

Finally, we are grateful for the increased opportunities your efforts have produced to expand electric vehicle infrastructure into our rural and tribal communities. This is an important equity consideration where **rural economies of scale can't compete with metro areas and interstate corridors for EV infrastructure**. Impacts of these investments in our under-served communities will have far-reaching benefits and help ensure our rural, tribal, and small urban communities and businesses are on equal footing with access to the same funding resources for decarbonizing transportation and reducing fossil fuel dependency as their more urban counterparts. Continued support for funding criteria that recognize EV infrastructure needs of tribal and other rural communities will help our partners making the transition to a greener and more resilient transportation future.

Thank you for your on-going interest and support. We look forward to working with you this next year to improve mobility throughout the Peninsula region and keep travel safe and reliable.

DRAFT

Peninsula RTPO Key Contacts
www.PRTPO.org

Chair	Bek Ashby	bashby@portorchardwa.gov	360.731.0778
Vice-Chair	Randy Neatherlin	randyn@co.mason.wa.us	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

Transportation Outlook 2023 **DRAFT 2023 List**
Peninsula RTPO Transportation Investment Priorities

Project	Agency	LD#	PRTPO Priority Project Characteristics: Multiple Modes	Shovel-ready	Economic Chokepoint	System Preservation	Improve Safety	Special Needs Mobility	Increase Resiliency	Connecting WA	Reduces Enviro/GHG Impacts	Included in Local TIP	Total Cost	Already Secured
Johns Prairie Road and SR 3 Intersection Improvements *Reconstruct skewed, sub-standard major T-intersection to modern standards, realigning, grading, and channelizing for safety & efficiency*	Mason County	35	*		*		*	*	*			*	$15 M - $20 M	$0
SR 3 and North Bay Road Intersection Improvements *Design & construct modern intersection that benefits multiple modes of travel, improves economic chokepoint, and improves safety & resiliency*	Mason County	35	*		*		*	*	*				$5 M - $10 M	$0
SR 108/Old Olympic Highway Safety Project *Install (2) compact roundabouts at US 101/SR 108 ramp terminals and construct non-motorized pathway with 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*	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*	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
Elwha River Bridge Replacement *Replace deficient 1926 bridge with new structure designed to current standards with secured funding in an efficient and timely manner*	WSDOT / Clallam County	24	*	*		*			*			*	$30.3 M	$30.3 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, Olympic National Park coastal trailheads*	Clallam County	24	*				*		*			*	$21 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
Olympic Discovery Trail - Larry Scott Trail - US101 S Discovery Bay *Construct accessible 10.12 mile segment of the ODT and Pacific NW National Scenic Trail systems (East Olympic Peninsula)*	Jefferson County	24	*				*		*			*	$15.6 M	$3.8 M
Peabody Creek/Lincoln Street Culvert Repair *Critical culvert repair to minimize potential for collapse and property damage, and improve fish passage*	Port Angeles	24	*			*	*	*	*		*	*	$ 3.9 M	$0.6 M
SR 112 Repair and Repaving Project - Clallam Bay to Neah Bay *Complete repairs and repaving of 23 mile state highway from Clallam Bay to Neah Bay, the only road access to the Makah Nation*	Makah Nation / WSDOT	24	*	*		*	*		*				$30 M	$0
N Sequim Avenue Sidewalk and Bike Lane Project *Improve N Sequim Ave from US 101 thru Sequim with urban sidewalk & bike facilities, lighting, turn lanes, stormwater & RAB upgrades*	Sequim / WSDOT	24	*	*			*	*				*	$4.2 M	$2.0 M
SR 104 Kingston Congestion Mitigation *Construct SR 104 realignment from Main Street and congestion/safety improvements*	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	*		*		*		*	*		*	$32.0 M	$25.0 M
PRTPO PRIORITY FREIGHT PROJECTS FOR FMSIB/LEGISLATIVE FUNDING PACKAGE														
SR 117 Truck Route at US 101 Interchange Improvement *Enable full directionality at interchange, reconfiguring interchange to improve efficient freight access and overall safety*	Port Angeles	24	*		*		*		*			*	$ 7.8 M	$0.26 M
US 101 Intersection Improvements - Knapp Road to Old Gardiner *Analyze & design (3) intersection improvements for safety and efficiency for trucks and recreational vehicles in commercial/recreation center*	Jamestown S'Klallam Tribe	24	*		*		*		*			*	$ 0.40 M	$0.04 M
Yarr Bridge Replacement *Replace the Yarr Bridge before weight restrictions force long detours on the only corridor between Chimacum and US 101 at Quilcene*	Jefferson County	24	*		*	*			*			*	$ 3.5 M	$0
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 infrastructure, trails and pathways, sidewalks, airport runways, port terminals, and technology. Existing revenues are insufficient or unreliable for maintaining State of Good Repair.*														

ATTACHMENT H

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: **Approval of *Connecting Communities* Project List**

REQUESTED ACTION:

Approve PRTPO's list of bicycle and pedestrian projects to be considered for the *Move Ahead Washington – Connecting Communities* funding program.

Background

In early October PRTPO received a request from WSDOT for stand-alone bicycle and pedestrian projects from local and tribal governments to be considered for a new *Move Ahead WA* funding program called "Connecting Communities." In order to participate, PRTPO's list of projects was due to WSDOT on October 12th, the following week. After conferring with the Chair and Executive Committee, and in light of the short response time, PRTPO staff responded to the request and is now pursuing Board approval of the list.

Following is background on the program. A list of projects submitted by PRTPO is attached.

Connecting Communities

This is a new five-year, $50 million funding program included in the overall *Move Ahead WA* funding package approved by the legislature in March and spelled out in the Climate Commitment Act Allocations in SSB 5974. Climate Commitment Act funding is intended to reduce transportation sector carbon emissions. *Connecting Communities* funding, described in Section 417, is for non-motorized projects that mitigate issues presented by highways and large roadway facilities that make it hard to safely or comfortably walk or bike on those facilities. It is separate from other bicycle and pedestrian grant programs. As with most state funding programs under the Climate Commitment Act, a minimum of 35% - 40% of funds is to go to projects in underserved or disadvantaged or adversely impacted communities. In this context, this includes tribes and other rural communities throughout the Peninsula region as well as select populations in more urban places.

The bill specifies that WSDOT is to develop an annual list of *Connecting Communities* funding priorities for the legislature. The first $10 million list of priority projects is due to the legislature on December 1, 2022. This was inadvertently missed during the rollout of several new funding programs this year. That is why WSDOT approached RTPOs for a list of projects so late in the process and with so little guidance. WSDOT is in a bind this year and assured they will conduct a more robust process next year.

WSDOT asked RTPOs and MPOs to provide them with a list of bike and pedestrian projects from tribes and local agencies that are already included in adopted plans or TIPs. It was necessary that projects be stand-alone bike or pedestrian projects and that they have already gone through some kind of public review process, which is why they must come from an adopted plan or TIP. No other guidance was offered in terms of project scale or match requirements.

WSDOT will prioritize the projects it receives using criteria spelled out in the legislation. Criteria relate to access (e.g. transit, community center, commercial center, etc); population characteristics (e.g. income, race, health disparities, other vulnerability indicators); proximity to tribal lands; and crash history. WSDOT expects to complete its internal process by early November and will consult with sponsors of their top priority projects for additional project details.

PRTPO Project List

PRTPO staff reached out to all members of the Technical Advisory Committee on October 5th, providing similar background as in this memo and requesting input on potential project candidates. Project information was needed by noon on October 12th to meet the WSDOT deadline. This was an extremely short window for agencies to respond in. It is almost certain that other eligible projects were not included simply due to the hyper-compressed turnaround time. We appreciate the effort our partners across the region made to help with this request under these circumstances.

PRTPO submitted 14 projects from all four counties in the region. Some will be familiar to members, including a couple from PRTPO's legislative folio. The list includes trail projects, bike facilities, sidewalks, and ADA improvements. Funding requests range from $150,000 to $4.7 million.

The list was submitted to WSDOT October 12th. Any insights or feedback received as the Board's meeting will be conveyed verbally.

Next Steps

PRTPO staff will notify WSDOT of the Board's action, to reiterate regional support for these projects. We will stand by to help respond to information requests that come up during WSDOT's review and prioritization process.

Attachments

- *PRTPO Move Ahead WA – Connecting Communities Candidate Projects*

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

PRTPO *Move Ahead WA - Connecting Communities* Candidate Projects

Priority bicycle and pedestrian projects from tribes, cities, and counties in the Peninsula Region

PRTPO Contact: Thera Black, PRTPO Coordinator | TheraB@PeninsulaRTPO.org | 360.878.0353

Project	Agency	Legislative District	Description	Project Funding			Project Contact	Contact Email
				Total Cost	Already Secured	Funding Request		
Sheridan/19th Intersection Improvements	Port Townsend	24	Expand Highway Safety Improvement Program project to rebuild highly congested multi-modal intersection with innovative ADA and bike safety features serving adjacent elementary school.	$383,000	$233,000	$150,000	Laura Parsons	lparsons@cityofpt.us
4th Avenue Sidewalks	Poulsbo	23	Installation of missing sidewalk on west side of 4th Avenue from Iverson to Torval Canyon	$ 300,000	$0	$300,000	Michael Bateman	mbateman@cityofpoulsbo.com
Bond Road Sidewalk Gap Closing	Poulsbo	23	Construction of new sidewalk on west side of Bond Road, 1st Avenue to SR305	$ 550,000	$0	$550,000	Michael Bateman	mbateman@cityofpoulsbo.com
Railroad Crossing Closures to Improve Non-Motorized Safety	Shelton	35	Remove abandoned railroad crossings at SR-3, S 7th Street, and Hulbert Rd East, eliminating these hazards for safe bicycle and pedstrian travel as part of a bigger rails-to-trails effort.	$678,409	$5,000	$673,409	Ken Gill	ken.gill@sheltonwa.gov
Sheridan Street Pedestrian and Bikeway Improvements (10th to 15th Street)	Port Townsend	24	Complete gaps in sidewalk and bikeway facilities, serving school, low income neighborhoods, and hospital.	$700,000	$0	$700,000	Laura Parsons	lparsons@cityofpt.us
Longhouse Market Trail & Bus Stop	Jamestown S'Klallam Tribe	24	Trail on south side of US 101 connecting Tribe's North and South Campus to Longhouse Market and Justice Center. The trail is a feeder route to Olympic Discovery Trail from Resort Loop Road.	$1,000,000	$0	$1,000,000	Wendy Clark-Getzin	wclark@jamestowntribe.org
Olympic Discovery Trail - Forks Calawah River Park to Sitkum-Sol Doc Rd (aka "A" Road)	Clallam County	24	Construct prefabricated steel bridge over the Calawah River and build a ~ 1 mile new segment of the Olympic Discovery Trail from the new bridge crossing to Sitkum-Sol Duc Rd near US 101	$2,500,000	$1,500,000	$1,000,000	Steve Gray	steve.gray@clallamcountywa.gov
Dungeness River Bridge Truss - Olympic Discovery Trail	Jamestown S'Klallam Tribe	24	Preserve and rehabilitate historic railroad bridge on the Olympic Discovery Trail, on tribal lands	$1,280,150	$80,150	$1,200,000	Wendy Clark-Getzin	wclark@jamestowntribe.org
SR 19 Chimacum Rhody Drive Ped-Bike Improvements	Jefferson County	24	Construct pedestrian and bicycle facilities along SR 19 from HJ Carroll County Park to the Chimacum Crossroads	$1,800,000	$300,000	$1,400,000	Eric Kuzma	ekuzma@co.jefferson.wa.us
Shelton Historic Railroad Trail Project	Shelton	35	Convert a segment of abandoned rail line to an accessible pedestrian and bike facility with ADA accessible crosswalks connecting residential areas and schools with downtown Shelton	$ 1,798,076	$ -	$1,798,076	Mark Ziegler	mark.ziegler@sheltonwa.gov
SR 20 Pedestrian Walkway	Port Townsend	24	Construct elevated walkway over ravine addressing 800 ft gap along a popular, heavily used route for cyclists and pedestrians. Pre-design completed.	$2,200,000	$0	$2,200,000	Laura Parsons	lparsons@cityofpt.us
N Sequim Avenue Sidewalk and Bike Lane Project	Sequim / WSDOT	24	Improve N Sequim Ave from US 101 thru Sequim with urban sidewalk & bike facilities, lighting, & RAB upgrades for non-motorized travel	$4,247,474	$2,031,205	$2,216,269	Katie Cole	kcole@sequimwa.gov
Discovery Road Sidewalk, Bike Lane & Shared-Use Path	Port Townsend	24	Create connection between elementary and middle school with bike and pedestrian facilities. Supports adjacent multi-generational housing development.	$2,518,000	$0	$2,518,000	Laura Parsons	lparsons@cityofpt.us
Little Boston RD Pedestrian Trail	Port Gamble S'Klallam Tribe Kingston	23	Design & Construct .8 mile pedestrian trail along Little Boston RD. Extending existing trail to Tribal Center. Proposed 3 bridges crossing creeks.	$ 6,500,000	$ 1,800,000	$4,700,000	Mike Rorem	mrorem@pgst.nsn.us

ATTACHMENT I

DISCUSSION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: **SFY 2023 Board-directed Work Program Activities**

REQUESTED ACTION:

No action is requested. This will come back to the Board in December for final direction and action.

Background

In June the Executive Board approved an amendment to the SFY 2022-2023 Unified Planning Work Program (UPWP), recalibrating the budget at the mid-point of the biennium. That amendment directed $10,000 to one or more work program activities in Task 4, to be determined later by the Board. Potential activities identified in the UPWP amendment for Task 4 include:

- Increase resilience of regional transportation system
- Strategies to increase rural intercity bus service in the Peninsula Region
- Innovations in rural transit service delivery
- One-Click/One-Call coordination activities

This is a discussion about which of those activities the Board wants to pursue. This is for work to be done before the end of June 2023.

Following is brief context for each work program opportunity.

a. **Increase Resilience of Regional Transportation System.** This would identify and assess measures that increase the capacity of communities across the region to effectively respond, recover, and adapt to big transportation system disruptions. Such measures might include route redundancy via innovative backroads strategies, closer coordination with existing resiliency emergency planning efforts, and other opportunities for collaboration. Work might focus on a particular need, such as emergency evacuation needs of people who don't drive. Or it could focus on long-term transportation energy resiliency as a part of energy futures efforts shaping up around the region. Instead of a narrow focus, it might be valuable to compile a comprehensive inventory of all the various emergency coordination groups and response plans from the four-county region to see if there are gaps when looking at coordination through a regional transportation lens. If this is an area of interest to the Board, discussion now will help clarify primary areas of interest. Increasing resilience of the regional transportation system is one of two follow-up areas in the Board's response to public comments generated by the 2040 Regional Transportation Plan. The other, increase EV readiness in the region, is underway.

b. **Strategies to Increase Rural Intercity Bus Service in the Peninsula Region.** This would bring together the region's public and tribal transit partners to assess opportunities for improved coordination and suitable next steps, with the aim of making long-distance intercity bus travel in the Peninsula Region and beyond more convenient for more people. Given the geography and proximity of other tribal communities and job centers outside the region, such coordination would likely include Grays Harbor Transit and Intercity Transit in some capacity. The process and outcomes should be beneficial to the transit partners in obtaining implementation funding from state and federal sources. Outcomes are likely to support one or more strategies in the 2022 Human Services Transportation Plan (HSTP) that PRTPO is expected to adopt in October.

c. **Innovations in Rural Transit Service Delivery.** This would assemble the latest research and best practices into a synopsis on the innovative use of technology or service models being applied in rural settings. The aim is to support PRTPO's transit partners in their efforts at expanding access to rural transit service throughout the Peninsula Region. Such an effort should involve the region's transit partners in identifying particular areas of inquiry likely to be most useful for this region. A broad synopsis might be most useful, or agencies may benefit more from technical resources on specific topics, such as emerging hydrogen production and transmission options for fuel-cell electric buses or innovations in first-mile/last-mile connections. The aim is to obtain information and create a useful resource for transit providers that few if any have time to compile for themselves.

d. **One-Click/One-Call Coordination Activities.** This would engage human services transportation partners around the region in the first steps of scoping what a regional One-Click/One-Call dispatch center might entail and the benefits it might provide in the efficient delivery of coordinated transportation services for people with special needs. Such a center may or may not be practical in a region such as this. A scoping process would help answer that question and start building the partnerships needed to move it forward if a centralized dispatch center is feasible. This base level coordination and assessment would help pre-position this initiative for a future funding opportunity by an appropriate program sponsor (e.g. 2024-25 Consolidated Grants). This coordination activity is identified as a strategy in the 2022 HSTP.

These are all high-level concepts that would need to be scoped before the Board can approve specific new work program activities. This discussion is intended to identify which of these measures to scope. Staff will return in December with a more refined scope of work for one or more of these activities for Board review and approval.

All four measures have potential value to the region and its members. All four are scalable, in that work can be tailored to accommodate the resources available. However, trying to do too many things will stretch those limited resources to the point that not much is accomplished on anything. The Board will be able to tackle meaningful work on one, possibly two of these by June. Where should the focus go?

Board members are encouraged to discuss what they would like to get out of these potential work program opportunities and identify one or two priority areas for staff to scope, for Board consideration in December.

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

ATTACHMENT J

INFORMATION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: October 14, 2022
Subject: **PRTPO Coordinator's Report**

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

Information of Interest

FUNDING

There has been a deluge of funding opportunities raining down on tribes and local agencies in the last few months. Two programs still on the streets but closing soon include:

- **Tribal Funding Opportunity: DERA.** The EPA's Diesel Emissions Reduction Act program will fund projects that reduce or eliminate diesel emissions. Eligible projects include vehicle and marine vessel replacements or retrofits, engine conversions, and other measures to reduce diesel emissions. $7 million is specifically set aside for tribal governments and no match is required. Get much more information on the tribal DERA program, eligible project types, sample application content, and more here. ***Project applications are due October 26, 2022.***

- **Consolidated Grants 2022.** WSDOT's 2022 Consolidated Grants call for projects will close soon. Eligible applicants include transit agencies, tribes, nonprofits, and local jurisdictions. This is the funding program that requires consistency with PRTPO's Human Services Transportation Plan. Some part of the project score will be determined by a PRTPO evaluation and ranking process in November and December. ***Consolidated Grants applications are due to WSDOT by October 27th.***

- ***Good news!*** Two project teams from the Peninsula region were encouraged by Department of Commerce to submit the more detailed Phase 2 application for an **Electrification of Transportation Systems Grant.** This is a planning grant to develop transportation electrification plans to guide future implementation investments. Phase 1 applications – basically letters of interest – were due September 15th. *Two projects from the Peninsula region were invited to submit the more detailed Phase 2 application.* Both are partnership projects with tribes as the lead applicants. One is from the Jamestown S'Klallam Tribe in partnership with Sequim, Clallam PUD, and likely Port Angeles. The other is from the Squaxin Island Tribe in partnership with the Skokomish Tribe, Mason Transit, Mason County, and Port of Allyn in collaboration with Mason County PUD1 and PUD3 with support from the WSU Green Transportation Program. Both teams face a heavy lift - the Phase 2 application is complicated - but these are exactly the kinds of collaboration projects that Commerce wants to fund. PRTPO will provide letters of support for both.

- **Active and Upcoming Federal NOFOs.** There is a steady stream of funding opportunities through USDOT coming out of the Bipartisan Infrastructure Law, more than can be tracked here efficiently. You can find a portal with links to the various Notices of Funding Opportunity currently on the streets as well as those coming up in the next few months here.

- **Funding Opportunities on the Horizon.** Local Programs announced the timing of several funding programs of potential interest to cities and counties. All are federal, and all are eligible for 100% federal funding (see note below)

    - County Safety Program – call for projects is expected in late October, with about $35 million to award
    - NHS Asset Management Program – Expect call for projects in November 2022, with about $100 million in federal funding available
    - Local Bridge Program – Expect call for projects in Spring 2023

EV READINESS

- **Clean Fuel Standard Credits.** On January 1st a new program goes into effect in WA state meant to curb carbon pollution from transportation via emissions credits. The Clean Fuel Standard is a significant program based largely on California's cap-and-trade program (with some important differences) whereby emissions credits are generated by clean energy projects and purchased by industrial sectors to offset their excessive carbon emissions. This is a very significant, very complicated new program rolling out in coordination with the Climate Commitment Act, cap-and-invest, and other programs. It has implications for project development and funding opportunities. The window for getting up to speed is narrow. We are providing what resources we can to members working to understand and take advantage of this program. If you have received a briefing or obtained materials you found particularly helpful, we can make them available to others on the PRTPO website.
    - PRTPO convened a Clean Fuel Standards 101 learning session in August for its EV Infrastructure Exchange group, as a part of the 2040 RTP follow-up work the Executive Board authorized to increase the EV readiness of the region. Find materials from the learning session and a link to the meeting video under the PRTPO Presentation Resources.

OTHER NEWS YOU CAN USE

- **Energy Futures Conference –** For PRTPO members in Clallam and Jefferson Counties, the North Olympic Development Council, in partnership with Pacific Northwest National Labs, is convening an Energy Futures Conference on November 3-4. It will bring together people from a wide variety of sectors to learn about critical energy needs on the Olympic Peninsula, explore solutions, and identify opportunities for broader collaboration. Attendees are expected to include local governments, Tribal nations, public utilities, and economic development agencies. Transportation and its overlap with other community interests is an important area of focus. See the link above for more information on the conference and registration information. Please contact Karen Affeld at NODC with any questions.

- **ADA Transition Plans.** Since 1994 local agencies have been required to have ADA Transition Plans in place but there has been little regulatory follow-up ensuring compliance. That is changing. In the near future, local agencies will need to have a compliant transition plan to be eligible to receive federal funds. Local Programs will start asking questions about this on future funding applications, though approval of plans will remain with the WSDOT Office of Equal Opportunity. For more information contact WSDOTADA@wsdot.wa.gov .

- **100% Federal Funding for Select Programs.** WSDOT is allowing 100% federal funding on new project Phase authorizations for the following programs: FHWA Local Bridge Program; City and County Safety Program (HSIP); NHS Asset Management; and Railway-Highway Crossing program. Per Local Programs, local agencies awarded funding through these programs that are ready to submit and move forward are not required to provide local match for eligible federal obligations through September 25, 2026.

- **Stormwater Manual Update.** As expected earlier this year, the National Marine Fisheries Service has updated its stormwater requirements. Projects that generate any stormwater that runs into marine waters, the Columbia River, or the Snake River should expect form ESA consultations. NEPA cannot be approved until this process is complete. This means that right-of-way and construction phases of projects will take much longer to obligate due to the extended NEPA completion timeline. WSDOT hopes to have a new position on board by Spring 2023 to help local agencies with their biological assessments. *This should be factored into project delivery schedules to avoid unexpected setbacks.*

- **New Local Programs Manager at Olympic Region.** John Ho is the new Local Programs manager for our region. He replaces Bryan Dias, who recently retired. John's email is HoJohn@wsdot.wa.gov and his phone is 360.357.2631.

Other PRTPO Meetings Since the Executive Board's August Meeting

- Technical Advisory Committee, September 15th – TAC members forwarded a recommendation for Board approval of the 2023-2028 Regional TIP and provided feedback on the draft 2023 Transportation Outlook folio and development of the project list. They received a briefing on the HSTP and subsequent Consolidated Grants process and updates on a variety of other topics.

- Executive Committee, October 6th - EC members received an update from WSDOT on a big I-5 study effort getting underway, approved submittal of a project list for the *Connecting Communities* funding program, reviewed the final draft 2023 Transportation Outlook folio and provided guidance on the annual legislative forum, discussed the process for completing Consolidated Grants review and prioritization. They set the Board's August agenda.

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