PRTPO Quick Start Guide

Here are a few resources and some background to help familiarize you with the Peninsula Regional Transportation Planning Organization and the work PRTPO does. It will be helpful as you settle in.

Website: PRTPO.org

- ***Meetings*** tab has agenda packets, video links, and access to meeting archives
- ***Documents*** tab is the place to go for PRTPO products for review or download
- ***Resources*** tab provides links to relevant regional resources including the **EV Data Portal** and Featured Presentations on **PRTPO's YouTube channel**

Transportation Outlook describes priority transportation issues and opportunities facing the region, and is updated by the Executive Board each year. Developed as an educational resource for PRTPO's twelve ex officio legislative members, this snapshot is also useful in explaining PRTPO priorities to colleagues and stakeholders. PRTPO convenes an annual Legislative Forum as a part of its regularly scheduled December meeting.

SFY 2026-2027 Unified Planning Work Program (UPWP) is PRTPO's work plan. It aligns with the biennium and covers two years. The new biennium began July 1st. PRTPO's work program relies solely on state RTPO funding and totals $137,000 a year for all expenses, plus occasional supplementals for specific work directed by WSDOT. The Executive Board plays an active role in directing PRTPO's work program.

PRTPO Resource Manual provides one-stop access to a wide range of PRTPO information – organization and membership, contacts and schedules, bylaws and operating procedures, financials, documents, regulatory policy, contracts, and more. It is hyperlinked for ease of use and can function as a stand-alone desktop reference. It is produced in June and updated at the end of the calendar year, for archival purposes.

Underway in 2025

PRTPO launched an update of the **Regional Transportation Plan** (RTP) in July 2023 and adopted it in June 2025. It is the first RTP update since PRTPO became a self-governing entity in July 2019. This update converted the RTP to a "perpetual" online format, replacing much of the static content with dynamic data and elements. It added a new Strategic Regional Agenda & Action Plan focused on issues of concern to this region and specific measures that PRTPO itself can take to move the needle on some of the most intractable issues. Another important aim of the update was to help pre-position member projects for upcoming grants and earmarks. To that end, PRTPO adopted a new RTP Project List in October 2024, and will refresh it each October as a part of the TIP development process.

PRTPO will begin a regular update to its **Human Services Transportation Plan** late in 2025. The HSTP is an important factor behind the ability of tribes, transit agencies, non-profit service providers, and other rural agencies to obtain Consolidated Grant funds from WSDOT for special needs and rural transportation services.

Your PRTPO Coordinator

Thera Black is the PRTPO Coordinator and your regional transportation planning resource. She is available to answer questions, bounce ideas, or track down information (within reason). PRTPO enjoys about 0.4 FTE staff support to complete its work, and knowing what members need helps to allocate that time effectively. Do not hesitate to reach out or direct staff to contact her for assistance with regional matters.

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

Logistics

The Executive Board and Technical Advisory Committee (TAC) each meet bi-monthly on alternating months. The TAC begins its annual meetings in January and the Board in February. The 2025 schedule is attached. All PRTPO meetings are remote. Executive Board and TAC meetings are conducted via Zoom Meeting. The PRTPO Coordinator sets up and hosts these meetings and is a good resource if there are questions about the format. Meetings "open" 15 minutes before the scheduled start to support early login and member socializing.

Agenda packets are distributed one week ahead of meetings. They are added to Outlook calendar appointments and can also be downloaded from the PRTPO.org *Meetings* tab. PRTPO maintains a General Information contact list and uses that to notify others about upcoming meetings with a link to agenda packets.

Useful PRTPO Context

PRTPO was designated a Regional Transportation Planning Organization in 1990 as a part of the same sweeping legislative agenda that established the Growth Management Act. As such PRTPO must comply with provisions of RCW 47.80 and fulfill certain responsibilities as directed by the state. PRTPO is not federally recognized.

From 1990 to 2019, PRTPO was staffed and administered by WSDOT Olympic Region. In July 2019, PRTPO began operating for the first time as a fully independent RTPO responsible for setting its own direction and carrying out its own work. The 27 members of PRTPO include Clallam, Jefferson, Kitsap, and Mason Counties, their nine cities and four transit agencies, four ports, and five of the region's ten tribes as well as WSDOT Olympic Region.

The Executive Board is responsible for directing the work program and provides direction on activities and priority interests. The Technical Advisory Committee gets into more staff-level technical work. The TAC often provides feedback or recommendations to the Board on potential work program activities or decisions the Board is weighing. An Executive Committee made up of the Executive Board Chair, Vice-Chair, and Secretary with input from the Lead Planning Agency and Fiscal Agent ensures work program coordination between the Board's bi-monthly meetings.

Core RTPO functions for rural regions include maintenance of a long-range regional transportation plan, developing and updating a short-range Human Services Transportation Plan that supports WSDOT funding decisions, maintaining a Regional Transportation Improvement Program, and carrying out a coordinated regional planning work program that meets the region's needs. PRTPO is also responsible for selecting projects to receive Transportation Alternatives funding, and prioritizing Consolidated Grant projects for WSDOT. It completed both of those activities in 2024 and so will not do either in 2025. PRTPO is often called on to provide input to other statewide processes, too.

Funding for PRTPO's Unified Planning Work Program (UPWP) is appropriated by the Legislature and comes through WSDOT each biennium. PRTPO receives no other regular revenue for its planning program. For that reason, PRTPO Executive Board members joined with those from other regions across the state to ask that the Legislature increase the base RTPO funding to a more reasonable level sufficient to fund one full-time position. PRTPO's designated Lead Planning Agency is Kitsap Transit who is responsible for ensuring PRTPO has the staff and administrative support it needs to carry out its budgeted work. The designated Fiscal Agent is Jefferson Transit, who is solely responsible for accounting and auditing functions for PRTPO.

Note that Kitsap County agencies are part of the rural PRTPO as well as the highly urban Puget Sound Regional Council (PSRC). Kitsap County is the only county in WA included like this in two different regions. Occasionally it is excluded from PRTPO activities as a result of this dual RTPO membership, such as TA funding competition or RTIP development.

Glossary of Useful Acronyms and Terms

While every effort is made to minimize jargon and unnecessary acronyms, they are endemic to transportation planning. On the next page are most of the recurring acronyms specific to regional transportation planning that you will come across in your work with PRTPO.

PRTPO Glossary of Frequently Used Acronyms

EB	**Executive Board**
	The Executive Board is the governing and decision-making body for the PRTPO.
EV	**Electric Vehicle**
	Includes battery-electric and fuel cell-electric. EV infrastructure typically refers to charging facilities.
FFY	**Federal Fiscal Year**
	The Federal Fiscal Year runs from October 1 - September 30.
FHWA	**Federal Highway Administration**
	FHWA is the roads/bridges/highways/sidewalks & trails side of the US Dept. of Transportation
FTA	**Federal Transit Administration**
	FTA is the transit and special needs mobility side of the US Dept. of Transportation
GMA	**Growth Management Act**
	1990 state legislation shaping most local and regional planning work in Washington.
HSTP	**Human Services Transportation Plan**
	Mandatory plan focused on special mobility needs of vulnerable populations.
MPO	**Metropolitan Planning Organization**
	Federally designated regional planning agency for major metropolitan areas. PRTPO is not an MPO.
PRTPO	**Peninsula Regional Transportation Planning Organization**
	State-designated rural RTPO for the Clallam-Jefferson-Kitsap-Mason County region.
RCW	**Revised Code of Washington**
	RCW 47.80 is the legislative framework within which PRTPO operates.
RTP	**Regional Transportation Plan**
	Long-range strategic policy plan for the region. PRTPO's current RTP is for 2040 planning horizon.
RTPO	**Regional Transportation Planning Organization**
	State-designated planning organizations for defined regions, established 1990. PRTPO is an RTPO.
SFY	**State Fiscal Year**
	The State Fiscal Year runs from July 1 - June 30. It is the basis for PRTPO's work program.
STBG	**Surface Transportation Block Group**
	Federal transportation funds for local projects. STBG funds are administered by PRTPO's rural counties.
TA	**Transportation Alternatives**
	Federal transportation funds programmed by PRTPO for non-motorized, other local priorities.
TAC	**Technical Advisory Committee**
	PRTPO advisory body to the Executive Board with representatives from member agencies.
TIP	**Transportation Improvement Program**
	A multi-year programming document developed by local agencies. See also RTIP and STIP.
RTIP	**Regional Transportation Improvement Program**
	Compiled from local TIPs, this is adopted by PRTPO and provides input to the STIP.
STIP	**State Transportation Improvement Program**
	The STIP is compiled from RTIPs across the state and serves important roles for federal funding.
UPWP	**Unified Planning Work Program**
	The UPWP describes the transportation planning work and budget for RTPOs and MPOs.
WSDOT	**Washington State Department of Transportation**
	WSDOT is an important partner on a variety of levels. PRTPO is part of the WSDOT Olympic Region.
WSTC	**Washington State Transportation Commission**
	The Commission provides the statewide policy framework that PRTPO must be consistent with.
WTP	**Washington Transportation Plan**
	The Commission's WTP 2040 and Beyond and WSDOT's WTP 2035 - Part II are WA's long-range plans.

PRTPO 2025 MEETING SCHEDULES

PRTPO.org

EXECUTIVE BOARD 2025 Meeting Schedule

February 21
April 18
June 20
August 15
October 17
December 19

The Executive Board meets on the 3rd Friday of alternating months from 10:00 – 12:00, beginning in February

TECHNICAL ADVISORY COMMITTEE 2025 Meeting Schedule

January 16
March 20
May 15
July 17
September 18
November 20

The TAC meets on the 3rd Thursday of alternating months from 10:00 – 12:00, beginning in January

The PRTPO Executive Board and TAC meet virtually via Zoom. The public is invited to listen or watch those meetings remotely. Pursuant to the Open Public Meetings Act, Kitsap Transit's Conference Room at 60 Washington Avenue #200, Bremerton, will also be available for in-person public attendance to watch Executive Board meetings via Zoom.

Agenda packets are sent out one week before Board and TAC meetings, at which time they are also available for download from the Meetings page of the PRTPO website.

Broadening our communication outreach.

Do you know someone who would benefit from occasional updates on PRTPO activities? Let us know. Several members have identified staff and other colleagues to receive updates when we send out information. If you want us to add someone to PRTPO's general information list, please send us a name and email address. They will receive the Executive Board and the TAC agenda packets without calendar appointments, as well as other periodic updates or opportunities.

Your PRTPO Coordinator:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org