PRTPO TECHNICAL ADVISORY COMMITTEE MEETING

March 17, 2022 | 10:00 – 11:45
Zoom Meeting – Login Below

1.	10:00 – 10:05	**Chair's Welcome and Introductions**	
2.	10:05 – 10:10	**Consent Calendar** • *Approval of Agenda* • *Approval of Minutes from January 20, 2022 (Attachment)*	ACTION
3.	10:10 – 10:30	**Discussion of SFY 2023 Potential Work Program Activities** *(Attachment)* *The TAC is asked to provide input on potential planning activities PRTPO might undertake in SFY 2023. This will go to the Board in April as a part of the SFY 2023 Unified Planning Work Program (UPWP) amendment package.*	DISCUSSION *Thera Black, PRTPO Coordinator*
4.	10:30 – 11:15	**2022 Construction Season Overview** *This is an opportunity to review WSDOT projects slated for the 2022 construction season, the schedule and duration of activities, and any other insights available now that will help local partners plan for traffic and operations needs ahead of time. The aim is to promote enhanced coordination and effective communications in the run up to the summer construction season.*	BRIEFING *Dennis Engel, WSDOT Planning Manager*
5.	11:15 – 11:20	**2022 Transportation Alternatives Call for Projects Underway** *PRTPO launched the 2022 call for Transportation Alternatives projects on March 1. Find materials on the Documents page at PRTPO.org. This is a chance to discuss any outstanding questions or other items of interest. The TAC will review proposals and make funding recommendations in May.*	DISCUSSION *Thera Black, PRTPO Coordinator*
6.	11:20 – 11:30	**Local Agency Grant Activities and Resources** *Grant season is here and 2022 is shaping up to be a big year for funding opportunities. Cities just submitted safety grants, transit agencies just submitted Regional Mobility Grants, and many more funding opportunities are on the horizon. While some grants pit member agencies against each other, the biggest competition is often everyone else in the state. This is a chance to talk about issues and opportunities agencies face, resources that could be helpful, and strategies for bringing home more money for Peninsula Region projects.*	DISCUSSION *All*
7.	11:30 – 11:45	**Member Roundtable** *This is an opportunity to share member activities of interest to others on the TAC.*	
	11:45	**Adjourn**	

NEXT TAC MEETING – MAY 19, 2022

Join Zoom Meeting
https://us02web.zoom.us/meeting/register/tZwvc-2tpzguGdPxYXpIWcqixXYQZtLXyeTk

Note: *We've added a registration step to the meeting login. If you click this link when ready to login on the 17th, you'll pop right into the meeting. As always, we'll have the meeting room open 15 minutes early. If you click the link before then, you'll get a login confirmation via email for video and dial-in options and a calendar link. Both approaches work. Thanks for your patience as we update our procedures a little bit.*

Peninsula Regional Transportation Planning Organization

TAC Meeting Summary

Meeting Location:

Remote Meeting via Zoom software per Washington Governors order #20-28-15 of the Open Public Meetings Act and Public Records Act

January 20, 2022

Attendees

Technical Advisory Committee Members

Bek Ashby – Port Orchard, PRTPO EB Chair
David Smith – Mason County, PRTPO TAC Vice Chair
Kobree Glaser – Mason County Alternate
Wendy Clark - Getzin – Jamestown S'Klallam Tribe, PRTPO TAC Chair
Dick Taylor – Port of Shelton
Steve Gray – Clallam County
Jayme Brooke – Jefferson Transit
Mike Oliver – Clallam Transit
Dennis Engel – WSDOT Olympic Region
Jeff Davidson – Kitsap Transit
Michael Bateman – City of Poulsbo
Melissa Mohr – Kitsap County
Amy Asher – Mason Transit
Jonathan Boehme – City of Port Angeles
Ted Jackson – Port of Allyn
Chris Hartman – Port of Port Angeles
Steve King – City of Port Townsend
Katie Cole – City of Sequim
Paul Hampton – City of Forks
Gary Abrams – Clallam Transit Alternate

Staff/Guests

Thera Black, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator
Catherine Kelley – Island County
James Sylvester – Island County
Meg Heppner – Island Transit
Kelly Reipma – Town of Coupeville
Heather Bickford – Island County
Melanie Vance – WSDOT Local Programs
Brittany Gordon – WSDOT Olympic Region
Theresa Turpin – WDSOT Olympic Region
Jodie Beall – WSDOT Local Programs

Welcome & Introductions

TAC Chair Wendy Clark-Getzin opened the meeting at 10:00 AM and initiated self-introductions.

Approval of the January 20th 2022 TAC Agenda and the November 18th TAC Meeting Minutes

The TAC approved, with a motion and seconded.

Election of Officers

Chair Clark – Getzin extended nominations for the Chair and Vice Chair of the TAC. Ken Gill of Shelton was previously nominated as the Chair and Steve Gray of Clallam County was nominated by Clark-Getzin. Steve accepted the Vice Chair nomination. Bek Ashby responded geographic representation was achieved with Ken and Steve. No other nominations entered the floor. The motion was stated for the 2022 – 2024 TAC officer slate. The motion was seconded..

The motion passed unanimously. Ken will be notified.

2022 Transportation Alternatives Process Materials

Thera Black presented the proposed Transportation Alternatives process and noted that the allocations should be up by about 10% based upon WSDOT communication to the PRTPO. This will allow for about $516,000 being available. She asked for feedback based on how many projects a member may submit. Member Jackson proposed that each applicant submit the highest priority project only. The TAC agreed.

Thera announced that WSDOT will allow for toll credits for the federal funding source. This may help some members but may reduce the amount of total projects awarded since no match would be required.

Should the TA applications still require a match? A question was asked about what toll credits are and how they work. Thera provided an overview of the toll credit program. Chair Clark-Getzin provided more detail on the program and member Davidson noted that toll credits need to be tracked and reported to WSDOT.

Member Asher asked about the risk of delay in using toll credits. It was noted that a concurrence letter from WSDOT was thought about but that WSDOT's Stephanie Tax indicated via email blanket approval. The 2022 WSDOT Local Programs correspondence also extends to CMAQ and STBG.

Member Boehme asked that applicants have the option of using local match and toll credits. A slight advantage should be given to those with a match.. Chair Clark – Getzin provided an overview of the discussion to ensure clarity.

The application form was reviewed and no objections were noted.

The Chair suggested that the staff collect and publish questions and answers received. It was asked if early obligation is an option. No certainty was offered from WSDOT.

The call for projects should be available by February 28th after the PRTPO Executive Board approves the process – all applicants are encouraged to submit draft applications to PRTPO staff to ensure eligibility, etc.

Rural Stormwater Resources and Pilot Program Opportunity

This agenda item was postponed.

Stormwater and NEPA Approval Changes in 2022

Thera provided an introduction of the agenda item to be presented by Melanie Vance of WSDOT. The presentation can be found at https://www.youtube.com/channel/UC7484WQRTyScK-uadpXeIEA

Member Updates

No updates provided

Adjourn

11:51 a.m.

DISCUSSION ITEM

To: PRTPO Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: March 10, 2022
Subject: **SFY 2023 Potential Work Program Activities**

REQUESTED ACTION:

No action is requested though input on potential planning opportunities is appreciated. This will be presented to the Board in April as a part of a SFY 2023 UPWP amendment package for review and adoption in June.

Overview

The Unified Planning Work Program (UPWP) is PRTPO's budget and work plan. It identifies how PRTPO will use the state funds it receives to accomplish its requirements as a Regional Transportation Planning Organization (RTPO) in accordance with RCW 47.80. The adopted SFY 2022-2023 UPWP can be found on PRTPO's website.

PRTPO receives an allocation of state RTPO funds each biennium. The 2022-2023 biennium amount is $274,322 to support all of PRTPO's two-year planning and administrative functions plus an additional $80,000 to complete an update of the Human Services Transportation Plan. PRTPO's UPWP Development Policy calls for review and amendment of the two-year UPWP at the mid-point, to make adjustments if needed to the Year 2 work program or budget.

In February the Executive Board kicked off the annual amendment process. The Board began early discussions of planning activities that might be accomplished in SFY 2023 to support the core program. The Chair requested input from the TAC on these and other potential topics to inform the Board discussion in April, when it receives a draft amendment package.

The rest of this memo provides an overview of the UPWP itself and then explores a small number of topics under consideration for SFY 2023. The TAC is asked to provide feedback on these or other topics the Board should consider when evaluating the draft UPWP amendment in April.

Orientation to the UPWP

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

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

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

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

Work Element 4 – Other PRTPO Activities includes those activities above and beyond the core program activities in Tasks 1-3. These are dependent on funding availability. The Executive Board identifies these activities throughout the biennium as funding and staff capacity allows.

In addition to budgeted activities, the adopted UPWP includes a small number of Unfunded Planning Needs in Appendix A that could be undertaken with additional outside resources. These were developed with input from the TAC when developing this UPWP a year ago.

There is regular and on-going coordination between the PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and the Executive Committee throughout the year in monitoring and managing the UPWP, but the Executive Board is responsible for adopting and amending the UPWP and setting the overall work program direction. TAC input to the Board's decision-making process helps ensure potential efforts have value to PRTPO members.

Planning Opportunities in SFY 2023

PRTPO's big planning effort throughout the rest of this fiscal year and into SFY 2023 will be the update of its 2019 Human Services Transportation Plan. There will not be capacity to pick up additional work until that is complete, so we are talking about activities that will get underway late in calendar year 2022 and must be completed by June 30, 2023.

In SFY 2020-2021, PRTPO had over $75,000 for several Board initiatives that will have lasting value: a new PRTPO website; GIS technical services; an overhaul of PRTPO's outdated Public Participation and Title VI Plans; a strong legislative collaboration process and spin-off work to increase federal funding flexibility for local agencies; and development of an EV resources portal to support stakeholders around the region.

We expect there to be a smaller but similar opportunity in SFY 2023 for the Board to identify one or more priority pursuits to accomplish by the end of the biennium on June 30, 2023. Early ballpark estimates are $10,000 - $20,000, which we'll be able to refine once the 3rd quarter closes.

We are working now to develop a short list of potential activities to include in the draft amendment package. Clarifying the Board's intent now will expedite the process later to initiate one or more new activities in the UPWP framework. It will also help PRTPO rapidly respond to end-of-biennium funding or other opportunities that may emerge in spring of 2023.

As we briefed the Board in February, it is worth considering activities PRTPO is uniquely suited to carry out, such as convening and facilitating regional stakeholders around a topic or opportunity, or assembling and disseminating information. Conducting in-depth planning processes or studies entails more staff capacity and time than PRTPO has available. Hiring consultants adds degrees of complexity and cost that make those kinds of projects harder to accommodate within the constraints of PRTPO's small work program.

Following are five concepts for initial consideration by the TAC. They are derived from prior discussions, the list of Unfunded Needs in the current UPWP, and work underway. Each can be scaled for a meaningful process, product, and/or outcome with a budget in the planning range of $5,000 - $15,000. Each can be done in-house, with PRTPO in the role of regional convener or assembling existing resources to support local efforts. Depending on its funding capacity and scoping details, PRTPO would be able to accomplish at most a couple of these, not all of them. Understanding what interest and value the TAC places in these activities will help the Board weigh its options when directing the work program.

a. **Increase Resilience of Regional Transportation System.** This was one of two measures that emerged from public engagement around the 2040 Regional Transportation Plan and which PRTPO identified as a priority follow-up measure (increasing EV readiness was the other and is underway). Work could focus on the infrastructure aspects of resiliency or possibly on the human vulnerability aspects such as the HSTP is exploring, though in an emergency response context. The North Olympic Development Council is undertaking work right now in Clallam and Jefferson Counties that could be complementary to resilience planning activities.

b. **Strategies to Increase Rural Intercity Bus Service in the Peninsula Region.** This concept is identified as an Unfunded Need in the current UPWP. It would bring together the region's key transit and tribal partners along with stakeholders in Grays Harbor and Thurston Counties to assess challenges and opportunities for greater coordination, and suitable follow-up strategies that can improve convenience of long-distance intercity bus service in the Peninsula Region.

c. **Peninsula Region Safety Planning Resources.** This concept is identified as an Unfunded Need in the current UPWP. It would establish an inventory of safety planning and design resources, best practices, and other information into a resource portal that supports members' work and interagency collaboration. It would be multimodal in its scope. The EV Resource Portal on PRTPO's website is a potential model for what this could be.

d. **Innovations in Rural Transit Service Delivery.** Another Unfunded Need identified in the UPWP, 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 and then work with transit partners to determine if any merit a closer look for possible applicability in the Peninsula region and what follow-up measures would be needed for that assessment.

e. **HSTP Follow-up Activity.** The HSTP update currently underway will identify strategies that can support the coordinated delivery of special needs transportation services and connect more people to the human services available to them. Typically, these are projects that agencies pursue with grant funding from WSDOT, but the update may identify opportunities for low-level coordination support that PRTPO can undertake on behalf of its members and special needs mobility partners. One such example might be bringing partners together to explore the feasibility of a regional one-click/one-call center that could help pre-position project sponsors for a future round of Consolidated Grants funding.

The TAC is asked to consider which of these, if any, would have value for PRTPO and its members if there are resources to support this work. Are there other opportunities the Board should consider if it has $5,000 - $15,000 to direct towards a specific activity?

Detailed scopes will not be developed at this time, but the UPWP will identify those activities most likely to move forward as funding and resources allow. Inclusion in the UPWP now will enable the Board to identify which measure(s) to pursue as its funding capacity is clearer, helping it to efficiently manage the work program. The Board will review project-specific scopes before any activity proceeds.

Next Steps

PRTPO Coordinators, Lead Planning Agency, Fiscal Agent, and Executive Committee members will refine the budget and develop a draft SFY 2023 UPWP Amendment for the Board to review and refine in April. It will include additional activities vetted by the TAC for Board consideration. A final draft amendment package will be submitted to WSDOT for review in late April. It will be presented to the Board for adoption in June and go into effect on July 1, 2022.

For More Information:
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