PRTPO TECHNICAL ADVISORY COMMITTEE MEETING

January 19, 2023 | 10:00 – 11:30
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 September 15, 2022 (Attachment)*	ACTION
3.	10:10 – 10:20	**Potential Interest in 2023 TA Call for Projects** *PRTPO conducted a Transportation Alternatives call for projects in 2022 to award $516,000 for FY 2025-26. No proposals were received. This was attributed to the low funding levels. The furthest out PRTPO can program is four years, meaning there could be a little more than $1 million to program if we allocate funds through 2028. This discussion is to gage interest in conducting a call in 2023.*	DISCUSSION
4.	10:20 – 10:30	**Status of Federal Funding Swap Pilot Program** *This is an update on proposed legislation to establish a federal funding swap pilot program for rural counties. This was PRTPO's primary legislative priority this session, with a request that Clallam, Jefferson, and Mason Counties be included.*	DISCUSSION
5.	10:30 – 11:00	**Overview of Puget Sound to Pacific Trail Planning Proposal** *(Attachment)* *A major trail planning effort involving communities in Clallam, Jefferson, and Kitsap Counties is being organized by a multi-agency coalition of interests pursuing a federal planning grant. WSDOT is a co-applicant. This is a chance to hear what is being proposed, ask questions, and provide input to help inform the proposal. It is an information sharing opportunity on a proposed planning process potentially spanning multiple counties and involving numerous PRTPO members.*	PRESENTATION & DISCUSSION *Barb Trafton, Don Willott, Jeff Bohman – Puget Sound to Pacific Collaborative*
6.	11:00 – 11:10	**SFY 2024-25 Work Program Development** *(Attachment)* *In December the Board began discussions about the upcoming biennium work program that starts July 1. This is a chance for TAC members to offer insights that can help ensure the work program generates value for PRTPO members.*	DISCUSSION
7.	11:10 – 11:15	**Other PRTPO Updates** *(Attachment)* *These are quick updates on matters related to: 2022 Consolidated Grants (attached), the new UPWP Task 4 element, possibly more.*	BRIEFING
8.	11:15 – 11:30	**Member Roundtable – 2023 The Year Ahead!** *This is an opportunity to share recent activities of interest to other TAC members and for January, what you see on the horizon for 2023.*	ALL
	11:30	**Adjourn**	

Other Attachments
2023 Meeting Schedule

NEXT TAC MEETING – March 16, 2023

Join Zoom Meeting
https://us02web.zoom.us/j/83927184108?pwd=cm5ZVGEyeUJXQ21mZWFYVUkxY3RpUT09

Or by phone:
+1 253 215 8782 US (Tacoma). Meeting ID: 839 2718 4108 Pass Code: 4780

Peninsula Regional Transportation Planning Organization

TAC Meeting Summary, corrected

Meeting Location:

Remote Meeting via Zoom software per Washington Governors order #20-28-15 of the Open

Public Meetings Act and Public Records Act

September 15, 2022

Attendees

Technical Advisory Committee Members

Ken Gill – City of Shelton, TAC Chair
Steve Gray – Clallam County, TAC Vice Chair
Dick Taylor – Port of Shelton
Jayme Brooke – Jefferson Transit
Gary Abrams – Clallam Transit
Michael Bateman – City of Poulsbo
Melissa Mohr – Kitsap County
Amy Asher – Mason Transit
Ted Jackson – Port of Allyn
Wendy Clark-Getzin – Jamestown S'Klallam Tribe
Kobree Glaser – Mason County
Tracy Parker – Squaxin Island Tribe
George Mazur – WSDOT Olympic Region
Katie Cole – City of Sequim
Marty Allen – Skokomish Tribe
Jonathan Boehme – City of Port Angeles

Staff/Guests

Thera Black, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator

Welcome & Introductions

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

Approval of the September 15th 2022 TAC Agenda and the July 21st TAC Meeting Minutes (Consent Calendar)

The TAC approved, with a motion and seconded.

2023-2028 RTIP

Presentation by Ed and approved by a unanimous vote of the TAC. Discussion about the AWC GIS and offered to present to the TAC

2023 Transportation Outlook

Thera briefed the TAC about the Legislative outreach to the State legislative body. The draft legislative briefing paper and list of projects was presented. Thera told the TAC about the process of the Executive Board Legislative workgroup which develops the paper and list of projects.

Chair Gill emphasized the importance of defederalizing projects to improve the ability for small communities to deliver projects. He noted that federal funds don't allow for a product warranty which increases risk in the federal projects.

There was further discussion about the federal funding process in Washington State and its impact on local jurisdictions.

The Executive Board position is that defederalizing transportation funding for small rural projects can improve project delivery efficiencies. Input from the TAC has helped shape the legislative folio promoting this issue and the project list.

Melissa Mohr asked about the legislature's ability to influence Hood Canal Bridge operations. Wendy Clark-Getzin explained the Bridge is a major issue that has come up before and was successfully addressed at the time through coordination. US Coast Guard rules govern the terms as to when WSDOT must open the bridge for recreational sailing vessels. She reviewed previous coordination efforts involving the Coast Guard, Senator Rolfes, and others that resulted in changes to the bridge closing schedule issued by the Coast Guard. Those improvements helped make travel between the two counties more reliable. It may be time to revisit those rules and see what additional coordination improvements can be made. Congestion from Hood Canal Bridge closures is felt as far away as Port Angeles.

Thera stated that the project list is still open for editing and additions until Monday the 19th.

Member Clark-Getzin asked about how the projects are displayed and that they are listed by legislative district. Thera explained they are sorted alphabetically by agency by legislative district. She is open to suggestions for how to better list the projects. Member Clark-Getzin highlighted the SR 112 project and its importance to the Region. Ms. Black reported that there should be funding opportunities coming that can increase the probability of the SR 112 being repaired to prevent shutdowns.

Members discussed with each other details of the various projects on the list. The importance of resilience and the capacity to respond to situations was highlighted. Equity issues associated with the Gorst congestion were also noted.

Human Services Transportation Plan / Consolidated Grants Update

An update was given on the Human Services Transportation Plan / Consolidated Grants process. The draft HSTP is available for review. The Plan will be brought before the Executive Board in October for adoption. The Consolidated Grants process comes right after that in November. This grant program funds specific kinds of transit projects such as van programs, rural transit routes, etc. The process is administered by Washington State Department of Transportation and the grant applications are prioritized by PRTPO and compete at the statewide level.

A walk-through of the HSTP project website was given (www.prtpo.org). This included the pdf draft document, public comment and survey tool, virtual presentation video, and story map.

Consolidated Grants project applications are due to WSDOT by October 27th. The PRTPO will then prioritize the projects and send the results back to WSDOT to be added to project scores at the

statewide level. The PRTPO Board must take action on project priorities at the December Board meeting to meet WSDOT's deadlines. The process will include input from an independent review committee, but the TAC will not have a review role in this year's application process due to timing issues.

The TAC had an extensive discussion about the make up of the scoring committee and the pairwise scoring method. They advised that having knowledge of transit operations/planning on the review committee is useful.

Other PRTPO Updates

An update on available funding opportunities was shared by PRTPO staff. There are many state and federal programs funding system needs right now. There is a green emphasis in many of the programs, and every program has equity criteria that particularly favor tribal, rural, and other small communities. Details of joint proposals to get Commerce grants for developing tribal electrification plans were described to the TAC. Information was also shared about the new cap and invest program that will launch in Washington State in January.

Member Roundtable

Steve Gray of Clallam County announced a RAISE grant application is being pursued to close the gaps in the trail network from the Bainbridge Ferry Terminal to La Push. He reported the Clallam County Commissioners had a work session scheduled to discuss this exciting opportunity and how to participate.

Ken Gill announced that City of Shelton was awarded $1.3 million in funding from the Systemic Pedestrian Safety Improvements program for two projects, one downtown and one on SR 3. The match requirement was waived. Construction is expected in summer 2025.

Jonathan Boehme announced that the City of Port Angeles received $1.2 million from Systemic Pedestrian Safety Improvements to improve pedestrian safety at 1st and Front Street. Match requirement for this project was also waived. Member Clark-Getzin noted that there is a tribal version of this program.

Adjourn

11:50 a.m.

DISCUSSION ITEM

To: Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: January 12, 2023
Subject: **Overview of Puget Sound to Pacific Trail Planning Proposal**

REQUESTED ACTION:

No action is requested. This is a presentation and discussion on a planning project just getting underway that will potentially involve numerous PRTPO members.

Background

Efforts are underway in Clallam, Jefferson, and Kitsap Counties to fund a coordinated trail planning effort that will identify gaps in the Sound to Olympics Trail and the Olympic Discovery Trail and propose projects and funding strategies to address those gaps. This "Puget Sound to Pacific" (PS2P) coalition intends to pursue a federal RAISE planning grant to complete this work and position projects for future funding. Some project needs are already known. Other gaps entail gnarly issues that need additional planning resources for evaluation, engagement, and scoping.

Some TAC members in these three counties may already be involved in this organizational effort. WSDOT will be a co-applicant. Others across the three counties are in the process of assessing this planning opportunity to determine if they will sign on as co-applicants, Lead Applicant, or participate in some other way. Bainbridge Island requested an opportunity for a TAC briefing to discuss this project with everyone since this effort will potentially involve several PRTPO member organizations. This regional forum is an efficient means of sharing information widely and getting input from a range of perspectives.

The attached flyer distributed by Commissioner Gelder to potential Kitsap project partners ahead of an organizational meeting on January 12th is representative of the information being used to organize across the three counties. It provides a high-level overview of the proposed project and the RAISE planning grant intended to fund this work. Mr. Steve Durrant was hired to lead the RAISE grant application effort on behalf of the PS2P Collaborative but is unable to attend Thursday's TAC meeting. Representatives from the original three non-profit organizations will attend in his stead to discuss this project with TAC members. They will present to the TAC details about the conceptual project, the organizing efforts currently underway and status of co-applicants, and field any questions you have about the project, the application process, project administration and coordination, or anything else. Bring your questions and ideas. They want to hear them. This discussion is an opportunity for them to share the same information with all of you and to tap your collective insights and perspectives as they work to scope a useful and compelling proposal for this highly competitive funding source. Proposals are due at the end of February for this round of RAISE funding.

Attachment:

Orientation to the Puget Sound to Pacific Trail RAISE Planning Grant Proposal

For More Information:

Steve Durrant, Project Director – Puget Sound to Pacific Collaborative | scdurrant@mac.com | 503.984.1995

For All Potential Co-Applicants: A Puget Sound to Pacific (PS2P) RAISE* Grant Update
12/15/22

1. A memorandum of understanding between the three partnering nonprofits - Bainbridge Island Parks & Trails Foundation (BIPTF), North Kitsap Trails Association, & Peninsula Trails Coalition - has been signed by each organization represented in the PS2P Collaborative.

2. BIPTF, on behalf of the three nonprofits and their formal Board approvals of this project, has employed Steve Durrant, Fellow in the American Society of Landscape Architects with a career focus on multi-modal transportation featuring shared-use trails, who had been serving as an expert advocate volunteer with the coalition nonprofits. Steve is serving as a temporary staff member in the role of Director of the RAISE Grant project.

3. A consulting contract for preparation of the grant application has signed between BIPTF as the lead nonprofit, and MIG, the selected consultant.

4. The RAISE Notice of Funding Opportunity (NOFO) was issued as of the November 30th as expected, 2 months earlier than recent years. The grant applications are due February 28th, also earlier than previous years. **We plan to proceed with an application in this round and propose that all interested partners in this Grant application express their intention to participate by December 31, 2022. Please contact Steve Durrant at RAISE@biparksfoundation.org with your jurisdiction's project lead contact information.**

5. As in previous rounds, the RAISE application provides two tracks: Planning and Capital. Planning grants can include planning and design elements. Capital include acquisition of right-of-way and project construction. We plan to pursue a planning grant to address the many gaps in the Sound to Olympics Trail and the Olympic Discovery Trail. These projects will include alignment alternatives studies to refine and decide specific alignments, type, size and location studies to address bridge and other barriers, engineering and design of projects and environmental compliance documentation.

6. The application planning process will also collect and prepare a preliminary evaluation of capital projects to help advance those for possible future grant applications.

7. All jurisdictions including Counties, Cities and Tribes are invited and highly encouraged to join this grant effort. The PS2P Nonprofit Collaborative is covering the cost and management of the grant application so you can focus on gathering details of desired planning and design projects aligned with the PS2P concept. Each entity submitting projects to the grant will need to be co-applicants in this grant. The Washington State Department of Transportation has agreed to be a co-applicant. Together we aim to identify a submitting agency from among the co-applicants. Requirements and responsibilities of Co-Applicants are listed below.

Requirements and responsibilities of Co-Applicants:

Funding. $750 million shall be awarded to rural projects. Minimum grant award is $1 million. Grants may not be greater than $25 million.

Cost Sharing or Matching. The PS2P Project is located in an area considered Rural where cost sharing is not required by the RAISE grant program. The program is prohibited from considering cost share as a selection criterion or a competitiveness factor.

Eligibility. Eligible Applicants for RAISE grants are: States; a unit of local government; a public agency; a public authority with a transportation function, including a port authority; a federally recognized Indian Tribe or a consortium of such Indian Tribes; a transit agency; and a multijurisdictional group of entities.

Multiple jurisdictions may submit a joint application and should identify a Lead Applicant as the primary point of contact and also identify the primary recipient of the award. Joint applications should include a description of the roles and responsibilities of each applicant.

Grant funds are disbursed as reimbursement for expenses incurred by the recipient during the grant period (funds spent before the grant will not be reimbursed).

The costs to the applicants of grant administration are a reimbursable expense.

Roles & Responsibilities. The Lead Applicant must have the authority to receive Federal financial assistance; they have the legal authority to complete the Project; they have the capacity, including institutional, managerial, and financial capacity, to comply with its obligations under this agreement; and non-eligible project costs listed in the application are committed to fund the Project.

Co-applicants must meet the same eligibility requirements as the Lead Applicant

Project Administration

Staff and administrative costs of Lead and Co-Applicants may be reimbursable by the grant

- Lead Applicant
    - will enter into a project agreement with DOT
    - will serve as a pass-through entity for grant funds
    - will submit quarterly progress reports
- Co-Applicants
    - will define the scope, schedule and eligible costs for conducting their own sub-components of the project
    - will staff sub-component tasks
    - will incur sub-component costs and apply for reimbursement through the Lead Applicant

Project Delivery

Staff costs of Lead and Co-Applicants may be reimbursable by the grant

Applicants will be responsible for

- Assigning or hiring staff capable of conducting the planning activity or directing consultants
- Conducting or directing required public engagement

* ***R****ebuilding* ***A****merican* ***I****nfrastructure with* ***S****ustainability and* ***E****quity (RAISE funding opportunity is issued by the US Department of Transportation. It is the successor program to previous federal TIGER and BUILD programs).*

DISCUSSION ITEM

To: Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: January 12, 2023
Subject: **SFY 2024-25 Work Program Development**

REQUESTED ACTION:

No action is requested. Input from the TAC will inform options presented to the Board for consideration.

Background

The Unified Planning Work Program, or UPWP, describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it. PRTPO is about to begin the final quarter of its SFY 2022-23 UPWP, which concludes June 30, 2023. This discussion kicks off the scoping for the SFY 2024-25 UPWP which goes into effect July 1, 2023.

PRTPO receives about $275,000 per biennium from WSDOT to support its work and administrative overhead expenses. We have not yet received updated budget guidance from WSDOT but are planning for a comparable level of funding as we received this biennium.

Before starting to draft that UPWP we want to hear from members about how the evolution of PRTPO's work program is coming along and the kinds of activities members find beneficial. This will help us know what activities to emphasize in the next UPWP and which ones we might be able to minimize, within the requirements of RCW 47.80.

Work Program Considerations

While PRTPO must satisfy a myriad of state requirements, the Board strives to meet those requirements in ways that add value to its members. Over the last couple of years that has included learning opportunities with guest speakers on a variety of topics, development of online resources to support regional and local information needs, development of PRTPO policy positions and targeted communications for its annual *Transportation Outlook* legislative priorities, distribution of grant funding opportunities, and convening regional stakeholders in both formal and informal settings to promote better coordination and communication across agencies and sectors.

We are looking for insights from each of you about those aspects of PRTPO's work program and TAC activities that you have found particularly valuable and would like more of if possible, and which aspects have less value for you and your agency departments that might be reduced if possible. This will help us define a work program that not only satisfies PRTPO's compliance requirements but makes your participation in regional activities worthwhile for you and your organization.

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

2022
CONSOLIDATED GRANTS
PROJECTS

PENINSULA
RTPO

On December 16, 2022 the PRTPO Executive Board approved the following ranking of Consolidated Grants proposals under review by WSDOT:

'A' Ranked Projects (7)

Clallam Transit	Paratransit Services – Clallam County
ECHHO	Jefferson County Volunteer Driver Program
Jamestown S'Klallam Tribe	Sustain Route 50 Service to Blyn
Jefferson Transit	East Jefferson Operating Assistance
Jefferson Transit	West Jefferson Operating Assistance
Makah Tribe	Makah Transit Operations
Mason Transit	Sustain Dial-a-Ride Services in Mason County

'B' Ranked Projects (5)

Jamestown S'Klallam Tribe	Electric Shuttle Bus for Healing Clinic
Kitsap Transit	Paratransit (ACCESS) Bus Purchase
Mason Transit	Replace Three 35' Buses Past Their Useful Life
Squaxin Island Tribe	Operating Assistance for Squaxin Transit
Squaxin Island Tribe	Squaxin Transit Capital Equipment

'C' Ranked Projects (3)

Jamestown S'Klallam Tribe	CTR Study and Plan for Tribe's Employees
Coastal CAP	Thurston-Mason ADA Van Replacement
Coastal CAP	Thurston-Mason Driven to Opportunity

Project applications with links to online videos can be found **here** on PRTPO's website. Briefing memos for the HSTP amendment and Consolidated Grants decisions are attached.

The PRTPO Executive Board approved Resolution 22-04 amending PRTPO's 2022 Human Services Transportation Plan to include these projects as presented.

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRTPO Coordinator
Date: December 9, 2022
Subject: **Amend Consolidated Grants Projects into Human Services Transportation Plan**

REQUESTED ACTION:

Approve Resolution 04-2022 amending the 2022 Human Services Transportation Plan to include Consolidated Grants projects as recommended to WSDOT.

Background

In October PRTPO adopted the 2022 Human Services Transportation Plan (HSTP), completing a regular update of this long-standing regional plan that focuses on the mobility needs of people who do not drive due to age, disability, or income. That adoption concluded the almost year-long update effort and enabled PRTPO to meet WSDOT's December 1st deadline for an approved plan. It was done so with the understanding that the HSTP would need to be amended the following meeting, in December, to incorporate the Consolidated Projects PRTPO will recommend to WSDOT.

This amendment will add the fifteen projects PRTPO reviewed and ranked for Consolidated Grants into the Human Services Transportation Plan, as required by WSDOT and the Federal Transit Administration (FTA). This is an important step that satisfies an FTA requirement for WSDOT and some grant recipients. When the Board approved Consolidated Grants rankings in 2021, those projects were amended into the 2019 HSTP in a similar way.

The recently adopted HSTP anticipated this amendment, including an unpopulated Appendix D to host the 2022 Consolidated Grants projects. PRTPO will amend the HSTP again in two years to incorporate the next round of Consolidated Grants projects.

Public notice of the proposed amendment was posted on November 30th. No comments have been received to date. Comments received as of December 15th will be provided verbally to the Board.

Attachments

- *Resolution 04-2022 2022 Amending PRTPO 2022 Human Services Transportation Plan*

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 04-2022

Amending 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 adopted in October 2022 its updated 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, local agency, tribal, and non-profit organization project proposals that support HSTP strategies are being considered for statewide Consolidated Grants funding by the Washington State Department of Transportation (WSDOT); and

WHEREAS, It is necessary for projects to be included in an adopted Human Services Transportation Plan as a condition of Consolidated Grants funding eligibility; and

WHEREAS, PRTPO has conducted an evaluation and ranking of the fifteen project proposals WSDOT received from across the Peninsula Region and found them to be consistent with the HSTP and supportive of its strategies, and meriting funding support from WSDOT; and

WHEREAS, PRTPO invited public comment on its proposal to amend these projects into the HSTP.

.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 amended to include the fifteen projects PRTPO has ranked and recommended to WSDOT for Consolidated Grants funding.

APPROVED, this 16th day of December, 2022.

ATTEST:

_____

Bek Ashby, Chair

ATTEST:

_____

Randy Neatherlin, Vice-Chair

ACTION ITEM

To: PRTPO Executive Board
From: Thera Black, PRPTO Coordinator
Date: December 9, 2022
Subject: 2022 Consolidated Grants Review and Ranking

Requested Action:

Approve the rank assignment of Consolidated Grants applications recommended by the Review Panel for submittal to WSDOT.

Summary:

In October the Executive Board approved a process for reviewing and ranking applications for WSDOT's Consolidated Grants program. This ranking process supports local and tribal grant applications vying for funding through the biennial statewide competitive program. Consolidated Grants fund projects that support the kinds of strategies PRTPO adopted in its 2022 Human Services Transportation Plan in October. PRTPO is responsible for recommending to WSDOT the priority array of projects within the established Consolidated Grants ranking framework.

The 2022 process was modeled on previous processes but highly compressed to accommodate WSDOT's schedule. It retained the important role of an independent Consolidated Grants Review Panel tasked with evaluating each project in detail and working together to develop a rank recommendation to the Executive Board. Details of that process follow.

The Consolidated Grants Review Panel forwards the following consensus ranking recommendation to the Executive Board. Projects are sorted alphabetically by project sponsor in each rank category. No additional priority is implied.

Consolidated Grants Review Panel Recommendation

(7) A Ranked Projects	
Clallam Transit	Paratransit Services - Clallam County
ECHHO	Jefferson County Volunteer Driver Program
Jamestown S'Klallam Tribe	Sustain Rte 50 Service to Blyn
Jefferson Transit	East Jefferson Operating Assistance
Jefferson Transit	West Jefferson Operating Assistance
Makah Tribe	Makah Transit Operations
Mason Transit	Sustain Dial-a-Ride Services in Mason County

(5) B Ranked Projects	
Jamestown S'Klallam Tribe	Electric Shuttle Bus for Healing Clinic
Kitsap Transit	Paratransit (ACCESS) Bus Purchase
Mason Transit	Replace Three 35' Buses
Squaxin Island Tribe	Operating Assistance for Squaxin Transit
Squaxin Island Tribe	Squaxin Transit Capital Equipment

(3) C Ranked Projects	
Jamestown S'Klallam Tribe	CTR Study and Plan for Tribe's Employees
Coastal CAP	Thurston-Mason ADA Van Replacement
Coastal CAP	Thurston-Mason Driven to Opportunity

WSDOT uses a ranking system for Consolidated Grants that relies on letter grades to assign priority with "A" ranked projects being the highest priority followed by "B" and then "C" rank projects. WSDOT confers points to projects in accordance with their rank. Each region is allotted a certain number of rank "slots" by WSDOT. PRTPO is allotted a total of (7) each of A, B, and C slots overall though in any funding cycle only some of those will be available due to four-year awards that spill over into the next funding cycle. Few regions have as many rank slots as PRTPO. That is particularly true in 2022 as PRTPO has available all seven of its "A" slots as well as five "B" and all seven "C" slots.

Process Recap:

WSDOT received fifteen applications from project sponsors across the four-county region that needed to be reviewed and ranked. PRTPO convened an independent Review Panel to support that work. Panel members included:

Marty Allen, Skokomish Tribe

Ted Jackson, Port of Allyn

Melissa Mohr, Kitsap County

Robin Rettew, WSDOT Public Transportation Division (retired

Others planned to participate but had to cancel for personal reasons.

Review Panel members generously gave many hours of their time to this process, working through a lot of material in the short time available and participating in a thoughtful, collegial evaluation process. PRTPO could not have completed this work without them. We are grateful for their time and service.

Review Panel members received application packets for each project. They reviewed them independently and watched short presentations the applicants made. All applications can be found **here** on PRTPO's website and presentations are **here** on PRTPO's YouTube channel. Upon completing their independent reviews, Panel members each submitted to the Coordinator a Survey Monkey poll with their own preliminary assessment of project rankings. Those initial rankings were combined to create a composite average score for each project which was used to establish a preliminary assessment of project ranking. This provided a starting point for Panel members to begin their joint review and evaluation.

A work session was conducted on December 6th via Zoom. It was attended by the Review Panel members as well as applicants. Chair Ashby also attended. During the first part of the work session Panel members asked applicants questions about their projects that had come up during their reviews, in order to ensure a complete and full understanding of each proposal and the program or services supported. Most of the applicants attended the work session and responded to Panel member questions.

With a more complete understanding of each proposal, Panel members evaluated results of the preliminary ranking generated from their initial reviews. They identified those projects where there was unanimous agreement on the preliminary rankings and those projects that merited further discussion before a final determination could be made. Members worked through each of the flagged projects, turning again to applicants when necessary for additional insights and sharing their perspectives on strengths and weaknesses of proposals. Upon completion they reassessed and confirmed the rankings, quickly reaching the consensus recommendation presented to the Board.

Coordinator's Note:

Panel members had questions about two of the fifteen projects that were outside the scope of their review and remained unresolved at the end of the work session. These are the two Coastal CAP projects, one of which is a capital project and the other which is an operating project. The Coastal CAP project manager was unable to attend.

While there were several questions about the projects, the fundamental concern pertains to the lack of a local match offered by the applicant and whether WSDOT will determine them to be fatally flawed as a result. The applicant is new to grant writing. The Review Panel ranked these two projects with the understanding that WSDOT may allow Coastal CAP to correct its application, in which case these two projects will receive a C ranking. If WSDOT determines the projects are fatally flawed, then they will not proceed further.

For More Information:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

PRTPO 2023 MEETING SCHEDULE

PRTPO.org

EXECUTIVE BOARD 2023 Meeting Schedule

February 17
April 21
June 16
August 18
October 20
December 15

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

TECHNICAL ADVISORY COMMITTEE 2023 Meeting Schedule

January 19
March 16
May 18
July 20
September 21
November 16

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

Note: The PRTPO Executive Board meets virtually via Zoom webinar. 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.

The TAC will continue to meet via Zoom.

Agenda packets are sent out one week before meetings, at which time they are also available for download from the Meetings page of the PRTPO website. Note that the webinar format of Executive Board meetings eliminates our ability to attach agenda packets to calendar appointments.

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 Coordinators:

Thera Black | 360.878.0353 | TheraB@PeninsulaRTPO.org

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com