PRTPO TECHNICAL ADVISORY COMMITTEE MEETING

May 20, 2021 | 10:00 – 12:00

Remote meeting via Zoom
Login found on Agenda Page 2

10:00	**Chair's Welcome and Introductions**	
10:05 – 10:10	**Approval of Agenda** **Approval of Minutes from January 21, 2021 *(Attachment)***	ACTION *Chair Clark-Getzin*
10:10 – 10:30	**Draft SFY 2022-2023 Unified Planning Work Program *(Attachment)*** *The draft UPWP identifies work PRTPO will undertake over the 2022 and 2023 state fiscal years (July 1 – June 30). The Board considered the attached draft work program in April. The TAC is asked to help refine needs described in Appendix A and offer other suggestions on the work program before recommending the Board approve it in June.*	ACTION *PRTPO Coordinators*
10:30 – 11:00	**US Bike Route System Overview** *Over the next two meetings TAC members will discuss a proposal to designate the Olympic Discovery Trail as a part of the US Bike Route System, or USBRS. This first meeting provides members with an overview of the USBRS: what it is, why it matters, and how designations are made. This is important background for the TAC discussion in July about efforts related to the Olympic Discovery Trail and PRTPO's role in that decision.*	PRESENTATION *John Pope, USBRS Coordinator*
11:00 – 11:10	**Federal Funding Target Delivery – Check-in on TA and Other Programs *(Attachment)*** *This is an update from local agencies about progress in getting their Transportation Alternatives (TA) projects obligated by August 1st. There is important information attached about the status of other federally funded programs subject to August 1st obligation deadlines, too, including Safety, Bridge, and NHS funds. Agencies should check the status of their projects.*	BRIEFING *PRTPO Coordinators*
11:10 – 11:15	**Update on EV Inventory Work** *Supporting the region's capacity for electric vehicles is a 2040 Regional Transportation Plan follow-up activity. The Board authorized end-of-biennium funding for a small services contract to establish an inventory of existing EV resources and evaluate ways that PRTPO can support current and future efforts. This is an update on that effort.*	DISCUSSION *PRTPO Coordinators*
11:15 – 11:35	**Freight and Goods Transportation System Update *(Attachment)*** *Every two years WSDOT updates the Freight and Goods Transportation System (FGTS) classifications. This is important for several funding programs. The 2021 update is underway. Review and data updates are needed by cities, counties, and ports for a PRTPO submittal by June 30.*	DISCUSSION *PRTPO Coordinators*

11:35 – 11:40	**RTIP/STIP Update** *This is an update on STIP amendment deadlines and development of the new 2022-2027 RTIP.*	BRIEFING *PRTPO Coordinators*
11:40 – 11:55	**Member Updates**	DISCUSSION *All*
12:00	**ADJOURN**	

Other Information:
A video of the April 20th FHWA project delivery training session is posted on PRTPO's YouTube channel. The training slide deck, complete with all of its embedded links to resources and forms, is on PRTPO's website at PRTPO.org. Look on the Resources page.

Remote Zoom Meeting Information

PRTPO TAC Meeting – Zoom Login

Join Zoom Meeting

https://us02web.zoom.us/j/3608780353?pwd=MFQvOHpjdENsMjdCQ3BEdFBKSHcxUT09

Meeting ID: 360 878 0353

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Meeting ID: 360 878 0353

PENINSULA RTPO

PRTPO.org

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

An audio recording of the meeting is available upon request

January 21, 2021

Attendees

Technical Advisory Committee Member

Bek Ashby, Port Orchard and EB Chair
Wendy Clark-Getzin, Jefferson County and TAC Chair
Michael Bateman, City of Poulsbo
Jonathan Boehme, City of Port Angeles
Jayme Brooke, Jefferson Transit
Dennis Engel, WSDOT Olympic Region
Dick Taylor, Port of Shelton
Steve Gray, Clallam County Public Works
Steffani Lillie, Kitsap Transit
Melissa Mohr, Kitsap County
Annette Nesse, Jamestown S'Klallam Tribe
Mike Oliver, Clallam Transit
Chris Hartman, Port of Port Angeles
David Nakagawara, City of Sequim
Marty Allen, Skokomish Tribe
Jeff Davidson, Kitsap Transit
Mike Ringgenberg, Mason Transit
Ken Gill, City of Shelton
David Peterson, City of Port Townsend

Staff/Guests

Thera Black, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator
Elizabeth Safsten, WSDOT Public Transportation

Welcome & Introductions

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

Approval of the January 21st 2021 TAC Agenda and the November 19th TAC Meeting Minutes

The TAC approved, with a motion from member Taylor and seconded by member Mohr, the agenda and draft minutes from the November 19th meeting.

Consolidated Grants Ranking Recommendation

Chair Clark – Getzin opened the item looking for action on the recommendation of projects to the Executive Board. Thera noted the ranking committee members and thanked them for their time and support. Thera provided an overview of the process, role and background of the program which is administered by the WSDOT Public Transportation office. If approved by this TAC, PRTPO staff will provide public notice prior to the February Executive Board meeting.

A question was asked about the status of the 2018 four-year approved projects. Thera noted that those projects are safe and the projects ranked this year will add to that list of approved projects. Members Annette Nesse and Dick Taylor provided supporting statements for the process as led by PRTPO this year. Annette noted that smaller transit projects were able to secure ranking. Member Mohr expressed that the Pairwise system worked out effectively and it has the ability to compare projects of different scope. Dennis Engle of WSDOT further noted the processes effectiveness.

Moved by member Nesse and seconded by member Taylor. The motion passed and the item will be presented to the Executive Board in February.

Obligation Status Check-in for TAP Projects

Coordinator Thera Black asked about the obligation status of the 2020 approved TAP projects. There are four projects that have been awarded by the PRTPO in 2020. The TAP projects are federally funded through Federal Highway Administration funding passed through WSDOT. Clallam County gave an update of their Forks Multi-User Calaway River Trail Bridge & Olympic Discovery Trail Project connecting Forks to the Olympic Discovery Trail and to provide a river crossing. Clallam County reported that they are hoping to submit for obligation by May 2021. Chair Clark-Getzin explained the SR 19 Rhody Drive Bike-Ped Improvements project details. The TAC Chair noted the north segment of the project is in process of obligation. Further work is being done on the south segment with property owners. More work with WSDOT is progressing on the south segment to gain a pedestrian crossing on both sides of the bridge over the creek. Jonathan Bohme of Port Angeles provided an update for the Race Street Complete Street (tied with Forks/Calaway River Trail Bridge & ODT Project). The project as approved by the PRTPO Board is moving forward on design to 90% and ready to obligate by June 2021. One element of obligation is to transfer the funds to Western Federal Lands. The process takes some time for the transfer. Phase II of the project is under design at the moment. Member Nesse discussed the Olympic Discovery Trail - Tribal Land Adjacent to Old Blyn Highway Project (tied with West Railroad Ave - S 8th Street to Pacific Ct project). Ms. Nesse noted that the funding has been submitted to transfer the funds

to Western Federal Lands. Obligation should be complete once the transfer is complete. They are hoping for the design to be completed in 2021 and possible construction in 2022. The next update will be at the May TAC meeting. Thera let the project sponsors know that if there are problems with the projects to feel free to ask for help from Thera or Edward.

Statewide Obligation Authority Policy Review

Thera summarized the obligation authority policy and PRTPOs role. The policy is often referred to as the OA policy. Projects are obligated once WSDOT completes its process after local agencies submit their projects. Eligible counties, MPOs and RTPOs are assigned an obligation amount by WSDOT Headquarters. The eligible counties, MPOs and RTPOs must obligate the assigned amount. If the assigned target (amount) is not met then the State can sanction future funding. Thera presented that we are unlikely to miss our obligation amount as an RTPO but that each of the counties may or may not reach their obligation target. The PRTPO staff is open to helping members with their questions and concerns going forward.

Member Nesse asked where the sanctioned funds are placed. Are they then available for agencies to apply for the left over funds? Chair Clark-Getzin noted that the funds do not go back to the region where they are lost. There was also discussion of the OA Policy and the lack of rural input in the Policy. The funds are then reviewed by WSDOT on August 1st and become available to entities (counties) that have fully obligated their funds. And, there will be very little time to obligate the funds in the late summer. Advanced construction projects are those that are most likely to receive the remaining funding from the State. Often the funds are then used to fill gaps in large projects.

Chair Ashby illuminated that Commissioner Gelder of Kitsap County may have information as he was the chair of the Association of Washington Counties. A TAC member of a County noted that the counties were not consulted about the Policy. The intent of the Policy is to prevent Washington State from losing federal funds.

The Year Ahead

Thera provided an update of possible goals for the calendar year. She explained that we are trying to have WSDOT Local Programs provide a training session at the March TAC meeting. There was detail provided about an effort to help provide flexibility with federal funding for small and rural jurisdictions to reduce the burden of using federal funding. The TAC will be informed but less involved in these efforts. The upcoming UPWP process is being started and the new UPWP will be a two year program to align better with the State fiscal calendar. Member Gill provided support for the need for training from Local Programs at WSDOT. Other staff members are welcome to attend. Some discussion followed concerning Western Federal Lands processes. A question was asked about what is different in the WFL process/requirements. This would be helpful in the training.

Discussion followed about the upcoming GIS possibilities and the EV strategy efforts to address comments from the RTP. Chair Clark-Getzin asked about efforts regarding the upcoming climate change issues.

RTIP/STIP Update

Next amendment for the STIP is due by February 19th. Please submit RTIP and STIP amendments to Edward Coviello at edwardc@kitsaptransit.com .

Member Updates and Adjourn

Chair Clark-Getzin closed the meeting at 11:35 AM.

ACTION ITEM

To: PRTPO Technical Advisory Committee
From: Edward Coviello and Thera Black, PRTPO Coordinators
Date: May 13, 2021
Subject: **Draft SFY 2022-2023 Unified Planning Work Program**

REQUESTED ACTION:

Recommend approval to the Executive Board of the SFY 2022-2023 Unified Planning Work Program.

Overview

The Unified Planning Work Program (UPWP) is the work plan and budget for PRTPO. It describes what work PRTPO will undertake to fulfill its responsibilities as a Regional Transportation Planning Organization and the budget to accomplish it.

The UPWP is based on the state fiscal year. This draft is for the two-year biennium and covers the period from July 1, 2021 through June 30, 2023. The UPWP can be amended any time during this period to accommodate changes in budget or work program activities as directed by the Board.

Draft UPWP

PRTPO's work program is funded by state RTPO planning funds. As anticipated, the level of state RTPO funding decreases next biennium by about $30,200 from current funding levels. However, the state allocated $80,000 in supplemental funding to PRTPO to support a required update to the 2019 Human Services Transportation Plan (HSTP) in this next biennium, so the overall net effect is an increase in annual budget amounts in the draft UPWP relative to the current biennium.

This draft UPWP proposes that $60,000 of that one-time supplemental HSTP funding be directed to the four transit agencies for engagement with the human services transportation community. These are the tribal transit, non-profit and for-profit service providers, and others who help meet the mobility needs of the region's most vulnerable residents. Clallam Transit, Jefferson Transit, Kitsap Transit, and Mason Transit each play central roles with these service providers and help extend coordination between transit districts. As proposed, details of this coordinated engagement will be scoped with the transit agencies and the Board as a part of developing HSTP work program activities in the new biennium. There is general support for this approach from the transit agencies.

Work Elements 1 – 3 address all activities to meet PRTPO's requirements under RCW 47.80. Work Element 4 is reserved for additional activities beyond the core program that are identified by the Board. This draft budget does not identify any activities in Work Element 4 at this time due to budget constraints. It is anticipated that efficiencies realized in delivering some of the products associated with the core program will free up resources for Board-identified activities. Those will be amended into the UPWP in accordance with established policy as those opportunities arise.

The UPWP presents an opportunity for PRTPO to identify additional unfunded regional planning projects, studies, or data collection efforts. These unfunded needs provide a foundation for future funding requests, including end-of-biennium funding in two years or possible grant opportunities. These are included in Appendix A.

Appendix A

When the draft was presented to the Board for its first read in April, Appendix A was unchanged from the previous UPWP pending our discussion with the TAC in May. In their discussion, Board members identified several activities they felt would benefit the region if additional resources become available. We have crafted those ideas into the draft work program activities included in this draft.

The aim, where possible, is to identify fairly small, quick turnaround projects that are good candidates for pop-up funding opportunities. Incremental steps have a better chance of getting funding than big conceptual strategies at this point and lay the groundwork for larger and more complex activities to compete for the grants or other funding resources they will need. This enables us to better understand the issues, scope strategies, and present a compelling funding proposal when the opportunity arises.

TAC members are asked to look carefully at the list of unfunded needs in Appendix A. Are the ideas clear and do they resonate as something useful to the region or its members? Are we missing anything, or have we included anything that seems inappropriate for inclusion?

TAC members are the first to see this draft list. Your feedback and insights will help ensure we include useful activities and products in this section and describe them appropriately.

WSDOT Review

WSDOT met with the Executive Committee and Lead Agencies on April 27 to review the draft UPWP. Changes made to the Board's review draft a result of that WSDOT meeting are included here in Track Change mode for the TAC's benefit.

Next Steps

The final draft UPWP will be presented to the Board for review and approval in June. That final UPWP will be transmitted to WSDOT and will go into effect on July 1.

Attachment:

Draft SFY 2022-2023 UPWP for the Peninsula Region

For More Information:
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Edward Coviello | 360. 360.824.4919 | EdwardC@KitsapTransit.com

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2022-2023
(July 1, 2021 – June 30, 2023)

DRAFT FOR APPENDIX A – TAC DEVELOPMENT
May 20, 2021

DRAFT

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PRTPO 2021 Officers

Bek Ashby, Chair
City of Port Orchard

Randy Neatherlin, Vice-Chair
Mason County

Tammi Rubert, Secretary
Jefferson Transit

www.PRTPO.org

BACKGROUND

The Unified Planning Work Program (UPWP) describes how state funds will be used for regional transportation planning purposes. As the Regional Transportation Planning Organization (RTPO), Peninsula RTPO receives state funds to support a continuous, cooperative, and comprehensive regional transportation planning process across the four-county Peninsula region. This section describes state laws that govern the activities of RTPOs and provides a brief overview of the region. The next section describes the work PRTPO intends to accomplish in SFY 2022 and 2023.

Regional Transportation Planning Organization Responsibilities

RTPOs were established in 1990 as part of a new statewide focus at that time on coordinated planning and growth management. Regional transportation planning coordinated with local land use and transportation planning and decision-making is an important tenet of the Growth Management Act. The Legislature directly appropriates funding for RTPOs to carry out the regional transportation planning program.

Statutory requirements for RTPOs are found in RCW 47.80 and WAC 468.86. Those provisions establish clear roles for Regional Transportation Planning Organizations which are carried out in the work programs they conduct:

- Develop and maintain a minimum 20-year regional transportation plan that reflects locally adopted land use plans and growth strategies, and which considers all modes of travel and all system users. The long-range plan must be consistent with statewide transportation goals in RCW 47.04.280. It must include strategies for achieving the plan's vision and goals and identify funding resources to carry out the recommended strategies.

- Develop and maintain a Coordinated Human Services Transportation Plan that supports mobility needs of the region's population that have special transportation needs. This is updated every four years and serves as the foundation for Consolidated Grants funding recommendations.

- Maintain consistency between local comprehensive plans and the regional transportation plan, and between the regional plan and countywide planning policies. This includes consistency between local, regional, and state level system performance or other level of service standards. It builds on and strengthens on-going coordination and collaboration between the region's transportation partners.

- Produce a six-year Regional Transportation Improvement Program (RTIP) based on those developed by local jurisdictions, transit agencies, and WSDOT.

- Identify projects to receive Transportation Alternatives program funding, and prioritize Consolidated Grants funding candidates that support coordinated human transportation services.

- Collaborate with local, regional, state, federal, and tribal partners as appropriate to support efforts that benefit the regional and statewide multimodal transportation system.

- Create opportunities for public education and engagement in developing and carrying out a regional transportation program.

- Ensure coordination and consultation with Indian tribes.

It is up to each RTPO to determine the right approach and balance of activities to fulfill its requirements in ways that make sense for their region and circumstances.

State Emphasis Areas

In addition to statutory requirements, PRTPO's work program also includes annual emphasis areas identified by WSDOT. These include opportunities to participate in statewide planning activities WSDOT will undertake over this next year that are likely to be of interest to PRTPO and with benefit to the region and its members.

Planning activities WSDOT will undertake in SFY 2022 and 2023 include:

☐ Highway System Plan Update
☐ Multimodal Investment Strategy

More planning activities are likely to be added during this work program horizon.

Additionally, WSDOT recommends a review and update if warranted of the Federal Functional Classification (FFC) of the region's roadway system.

UPWP Development Process

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

Schedule and major milestones for PRTPO's SFY 2022-2023 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2022-2023 UPWP	February 19, 2021
Executive Committee Review of Draft UPWP	April 1, 2021
Executive Board Review of Draft UPWP	April 16, 2021
WSDOT Review of Draft UPWP	April 27, 2021
Executive Board Adoption of SFY 2022-2023 UPWP	June 18, 2021

UPWP Amendment Process: An amendment to the adopted UPWP is warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may need to be amended.

a. A substantial redirection of the work program within the existing budget in response to factors that were not anticipated in the current work program and which should not wait for a subsequent UPWP.
b. An increase in work program funding for additional activities within the current SFY.

In either case, the Executive Board would consider the need for an amendment and take formal action to approve any substantive change before forwarding the amended UPWP to WSDOT for approval.

Description of the Region

Regional transportation planning activities described in this UPWP are for the four-county Peninsula region that includes all of Clallam, Jefferson, Kitsap, and Mason Counties. The map in Figure 1 illustrates the Peninsula region with its geographic complexities and significant proximities.

Figure 1: Map of the Peninsula Region



The Peninsula region had a 2020 population of 446,810 people. About 32 percent of the region's population lives in incorporated jurisdictions, with the other 68 percent living in unincorporated rural areas. The region's largest city is Bremerton (pop. 41,750); the smallest is Forks (pop. 3,680).

Ten Indian Tribes have lands in the Peninsula region. Five of those tribes have an active Interlocal Agreement with PRTPO: Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Nation, Skokomish Tribe, and Squaxin Island Tribe.

Large parts of the region are in national lands. Olympic National Park and Olympic National Forest, combined, account for 37 percent of the entire land area of the Peninsula region. Naval Base Kitsap and its numerous facilities are also located throughout Kitsap and Jefferson County.

Kitsap County is the only county in Washington formally located within two different RTPOs: the highly rural Peninsula RTPO and the highly urban Puget Sound Regional Council. This reflects the important gateway role of Kitsap County in linking the Olympic and Kitsap Peninsulas with the Seattle metropolitan area and I-5 corridor. Kitsap County connects rural communities and businesses to metropolitan opportunities and connects people in those highly urban areas to rural recreational, cultural, tourism, and environmental opportunities throughout the region.

Regional Transportation Planning Organization Structure

PRTPO is governed by a 27-member intergovernmental body comprised of four counties, nine cities, four transit agencies, four port districts, and five Indian Tribes plus WSDOT Olympic Region. PRTPO was reconstituted as an independent organization on July 1, 2019 after 29 years of administration by WSDOT Olympic Region. Appendix B lists the PRTPO member organizations with active Interlocal Agreements.

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

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

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

Lobbying Activities

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

PRTPO SFY 2022-2023 WORK PROGRAM

PRTPO's Unified Planning Work Program supports an on-going and open process of collaboration and coordination that advances regional objectives. The SFY 2022-2023 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Other PRTPO Activities

Each Work Element includes one or more activities, described in detail in the section that follows. A summary of the Work Elements and associated funding is summarized in the table below.

At this time, the budget is fully funded by state RTPO revenue and additional state financial support for coordinated human services transportation planning.

SFY 2022-2023 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $274,322 SFY 2022-2023 RTPO Funds
$80,000 State Funds for Human Services Transportation Planning
Work Performed by: PRTPO Lead Planning Agency with contracted staff and Lead Fiscal Agency, as directed by the PTPO Executive Board, and with engagement support from the region's four transit agencies

SFY 2022-2023 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2022 RTPO Funds	STATE 2023 RTPO Funds	STATE Human Svcs Trans Planning Funds	TOTAL 2022-2023 UPWP BUDGET
1. Program Administration	$79,161	$79,161		$158,322
2. Transportation Planning	$49,900	$49,900	$80,000	$179,800
3. Regional TIP	$8,100	$8,10		$16,200
4. Other PRTPO Activities	$0	$0		$0
TOTAL	**$137,161**	**$137,161**	**$80,000**	**$354,322**

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Work Element 1 - Program Administration

Program Administration activities provide the on-going administrative services, accounting, and program management functions that support the overall regional transportation planning program. All work is directed by the Executive Board and administered by the Executive Committee.

Program Administration Summary:

Estimated Cost:	$79,171/year [$158,342 total]
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Lead Fiscal Agency

Program Administration Activities:

1.1 Meeting Support

- All administrative, logistical, and communications aspects of meeting support for the Executive Committee, the Executive Board, and the Technical Advisory Committed *(on-going)*

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.2 Public Information and Communications

- General public involvement and education, response to inquiries (project specific engagement listed separately) *(on-going)*
- Respond to inquiries from the public and media *(as needed)*
- Website updates *(on-going)*
- Website maintenance and security *(on-going)*
- Maintenance of communications lists *(on-going)*
- Legal notices *(on-going)*

Deliverables:

- Website platform for communications
- Correspondence

1.3 Title VI Compliance

- Title VI monitoring and compliance *(on-going)*
- Annual Title VI report *(September)*

Deliverable:

- Title VI Annual Report

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1.4 PRTPO Support

- Biennial by-laws review *(biennial)*
- Maintain policies and procedures *(on-going)*
- Annual appointments *(annual, January-February)*
- Executive Board support – Resource Manual, new member orientations *(on-going)*
- Expenses related to insurance, membership fees, licenses, website platform, travel expenses, supplies *(on-going)*
- Monitoring state and federal legislation affecting PRTPO and the RTPO process *(on-going)*

Deliverables:

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual

1.5 Work Program Management

- UPWP development and budget monitoring *(3rd quarter, with on-going monitoring)*
- UPWP Annual Report of performance and expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:

- UPWP amendments (if needed)
- SFY 2021 and SFY 2022 UPWP Annual Report of Performance and Expenditure
- SFY 2024-2025 UPWP

1.6 Accounting

- Accounting and invoicing *(on-going)*
- Audit preparation and participation *(as needed)*

Deliverables:

- Monthly invoices
- Quarterly WSDOT invoice and progress reports
- Annual program audits

1.7 PRTPO Administrative Expenses

- Insurance, legal services, legal notices, licenses, cost recovery, audits *(annual on-going)*

Deliverables:

- Varies by expense item

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
1. Program Administration	**$ 79,171**	**$ 79,171**	**$158,342**
1.1 Meeting Support	*$ 22,500*	*$ 22,500*	*$ 45,000*
1.2 Public Information and Communications	*$ 5,000*	*$ 5,000*	*$ 10,000*
1.3 Title VI	*$ 3,520*	*$ 3,520*	*$ 7,040*
1.4 PRTPO Support	*$ 20,000*	*$ 20,000*	*$ 40,000*
1.5 UPWP Management	*$ 5,500*	*$ 5,500*	*$ 11,000*
1.6 Accounting	*$ 2,500*	*$ 2,500*	*$ 5,000*
1.7 PRTPO Administrative Expenses	*$ 20,141*	*$ 20,141*	*$ 40,282*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation that identifies issues and opportunities, works to implement regionally determined strategies, and which produces periodic updates to plans or guiding documents. This UPWP reflects the planning priorities on the PRTPO agenda for the next biennium. All work is directed by the PRTPO Executive Board. Implementation details for activities are developed by the Board as a part of its work program delivery process and will reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$89,900/year [$179,800 total]
Funding Source:	SFY 2022-2023 RTPO Funds ($99,800) State Human Services Transportation Planning Funds ($80,000)
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff PRTPO's Four Transit Agencies

Transportation Planning Activities:

2.1 Long-range Regional Planning

- 2040 RTP Supporting Activities
  - Increase EV readiness across the region *(on-going)*
  - Enhance regional resilience *(on-going)*
  - Conduct biennial review of 2040 RTP *(SFY 2022)*
  - Monitor and respond to emerging regional planning issues *(as warranted)*

Deliverables:

- Meeting materials, communication pieces, maps and data sets
- Biennial RTP review findings

2.2 Regional Coordination and Collaboration

- Participate in MPO/RTPO Coordinating Committee meetings *(quarterly)*
- Participate in inter-regional studies *(as warranted)*
- Participate in WSDOT SFY 2022-23 planning initiatives relevant to the Peninsula region including updates to the Highway System Plan, and as appropriate, the Multimodal Strategic Investment process *(as warranted)*
- Coordination with local agencies to ensure consistency between local and regional plans and strategies *(on-going)*
- Review with local and state agencies and amend as necessary the Federal Functional Classification of the region's roadway system *(SFY 2022)*

Deliverables:

- Correspondence and materials

2.3 Tribal Consultation

- Support consistency between tribal TIPs and long-range plans and PRTPO RTIP and long-range plan (*on-going)*
- Monitor state and federal policies that affect tribal coordination and planning considerations *(on-going)*
- Maintain communications with tribal partners and identify areas of potential collaboration and partnership *(on-going)*

Deliverables:

- Correspondence and materials

2.4 Human Services Transportation Planning

- Engage transportation service providers *(SFY 2022-2023)*
- Update data and equity profile *(SFY 2022)*
- Assess and update strategies *(SFY 2022-2023)*
- Identify and prioritize mobility needs *(SFY 2023)*
- Prepare, review, and adopt an updated Coordinated Human Services Transportation Plan *(SFY 2023)*

Deliverables:

- Communication and presentation materials
- Data sets and mapping products
- Coordinated Human Services Transportation Plan and project list

2.5 PRTPO Transportation Outlook 2022 and 2023

- Produce annual briefing paper of PRTPO transportation priorities *(2nd quarter)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*

Deliverables:

- PRTPO Transportation Outlook 2022 and 2023 materials

2.6 Regional Grants Administration

- Conduct a Transportation Alternatives Program call for projects *(SFY 2022)*
- Conduct a Consolidated Grants prioritization process *(SFY 2023)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Transportation Alternatives Program grant process and awards
- Prioritized list of candidates for the Consolidated Grants process
- Transportation Alternatives status reports

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-YrTotal
2. Transportation Planning	**$ 89,900**	**$ 89,900**	**$179,800**
2.1 Long-range Planning	*$ 14,000*	*$ 14,000*	*$ 28,000*
2.2 Regional Coordination and Collaboration	*$ 8,900*	*$ 8,900*	*$ 17,800*
2.3 Tribal Consultation	*$ 2,000*	*$ 2,000*	*$ 4,000*
2.4 Human Services Transportation Planning	*$ 50,000*	*$ 50,000*	*$100,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 10,000*	*$ 10,000*	*$ 20,000*

Work Element 3 – Regional TIP

PRTPO must compile a six-year Regional Transportation Improvement Program (TIP) based on the six-year TIPs developed by cities, counties, tribes, and WSDOT. Amendments may be needed throughout the year to add new projects or make changes to existing projects.

Regional TIP Summary:

Estimated Cost:	$8,100/year [$16,200 total]
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Regional TIP Activities:

3.1 Develop and Maintain Regional TIP

- Work with local agencies to develop a six-year Regional TIP in the required format *(1st quarter)*
- Develop the Regional TIP documentation including financial plan and other report requirements *(1st quarter)*
- Advertise the draft Regional TIP for public review and comment *(1st quarter)*
- Prepare draft and final versions of the Regional TIP and meeting materials to support TAC review and recommendation, and Executive Board approval *(1st quarter)*
- Develop amendment package materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2022-2027 and Draft 2023-2028 Regional TIP
- Amendments as needed to the 2022-2027 Regional TIP
- Meeting materials and other products to support the TAC and Executive Board review and approval process

3.2 Monitor Obligation Authority for Federally Funded Projects

- Review OA reports from WSDOT *(quarterly)*
- Follow-up with project sponsors and PRTPO Executive Board *(as needed)*

Deliverables:

- Correspondence and meeting materials if needed

Estimated Level of Effort:

	SFY 2022	SFY 2023	2-Yr Total
3. Regional TIP	**$8,100**	**$8,100**	**$16,200**
3.1 Develop and Maintain Regional TIP	$8,000	$8,000	$16,000
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Other PRTPO Activities in SFY 2022-2023

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2022-2023 as funds allow to address specific outstanding needs for the region. These are one-time or occasional activities, separate from the on-going core functions. Specific activities will be identified by the Executive Board and amended into the UPWP as funds are identified.

Other PRTPO Activities in SFY 2022-2023 Summary:

Estimated Cost:	TBD
Funding Source:	SFY 2022-2023 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Other PRTPO Activities in SFY 2022-2023:

4.1 To Be Determined

Estimated Level of Effort:

A budget for Other PRTPO Activities will be established at the time work is identified.

	SFY 2022	SFY 2023	2-Yr Total
4. Other PRTPO Activities in SFY 2022-2023			
4.1 TBD			

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Other Planning Activities within the Peninsula Region

WSDOT Olympic Region Planning

Funding Source: State and Federal
Work performed by: WSDOT Olympic Region staff in partnership with local, regional, and federal staff.

WSDOT is involved in three primary areas of planning that are federally funded. These activities are Corridor and Network Planning, Tribal and Regional Coordination, and Enhanced Local Collaboration.

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches. Efforts are conducted in cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system, development and refinement of strategies for inclusion in the Corridor Sketches.

Tribal and regional coordination efforts consist of WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts. Efforts also include statewide planning activities such as updates to the Highway System Plan, Statewide Public Transportation Plan, and other coordinated planning activities.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans. This reduces the number of comments on the completed comprehensive plans. In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions.

WSDOT Olympic Region prepares and adopts its own UPWP. It has identified the following studies for the 2022-2023 biennium:

- US 101 / East Sequim Pre-design Study
- SR 302 / Victor Area Study

Other planning activities of possible interest to PRTPO or its members:

Many different entities conduct planning processes around the region, and some are of possible interest to PRTPO and its members. Board members are active on these studies and report out to other members during Board meetings when those studies are relevant to the region. Potentially relevant regionally significant study efforts known at the time this UPWP was drafted include:

- Gorst Area Coalition (SR 3/SR 16 Gorst/Belfair area mobility concerns)
- North Olympic Development Council (Climate Action Planning for North Olympic Peninsula)

Appendix A: SFY 2022-2023 Unfunded Needs *[Under Development]*

PRTPO's Unified Planning Work Program is financially constrained by the state RTPO planning funds available each biennium to conduct this work. Additional regional transportation planning activities would benefit the region and its members if funds were available. These are listed here.

A. Regional EV Readiness Strategies *(updated from previous drafts)*
Comments received on the 2040 Regional Transportation Plan revealed public interest in electrification of the region's transportation system and its capacity to accommodate emerging vehicle technologies. In SFY 2021, the PRTPO Board allocated funding for a small end-of-biennium services contract to establish an inventory of known EV resources for use by PRTPO and its members. When complete, that inventory will provide a starting point for regional efforts to increase "EV readiness" across the Peninsula Region.

While process details will be informed by results of the EV inventory and other factors identified by the Executive Board, EV readiness strategies may focus on the siting of charging infrastructure for a regional network, funding opportunities for local agency planning and implementation, regulatory mechanisms and model codes, workforce and educational opportunities, or other strategic activities or plans that support regional objectives. Wherever possible, we will strive to coordinate with and leverage other efforts underway by PRTPO members and EV system stakeholders across the region. EV readiness strategies should support inclusion of the Peninsula region's EV network into the West Coast Electric Highway Program and advance local, regional, and state implementation activities.

Estimated cost - Work can be scaled according to resources, from $10,000 - $75,000

B. At-Grade Intersection Analysis Phase 2 *(Unchanged from last year. Is the focus on state highway intersections appropriate and if so, how does this relate to WSDOT's own safety analysis and investment plans? Do local agencies procure grants for intersection safety projects on the state system?)*
A number of at-grade intersections on state highways across the Peninsula region have crash histories. Intersection-level analysis will support local agency efforts at securing competitive statewide funding for projects to improve safety. This work would conduct intersection-level analysis on a select number of intersections suspected of having failing turning movements on one or more legs of the intersection to determine those with a strong justification for safety funding.

Estimated cost - $20,000

New planning concepts inspired by the Board's discussion in April but not yet vetted. Do these make sense for PRTPO? Are they clear? Should something else be on this list instead?

C. Innovations in Rural Transit Service Delivery
New technologies and innovative service models have emerged in urban settings that may be transferable to rural systems, increasing transit access generally as well as opportunities for more

coordinated services in the future. Examples include micro-mobility technologies like e-bikes that can address first-mile/last-mile barriers to transit access for many, and the application of real-time travel data generated by smart phones and vehicles to increase transit reliability and system operating efficiency for agencies and transit accessibility for passengers. It is difficult for TNCs like Uber and Lyft to work in rural settings, but what about in connection with regularly scheduled ferry service in those rural settings? Which of the emerging technologies and innovative service delivery models have potential to support rural system needs of the Peninsula Region?

This planning study would result in a synopsis of new and emerging opportunities with promise for rural systems in the Peninsula Region and key implementation considerations for transit agencies and their local, state, and tribal partners. It would include strategies suitable for PRTPO to pursue in its capacity as a regional partner.

Estimated cost = $10,000

Transportation Strategies that Reduce GHG Emissions in Rural and Small Urban Settings

The nature of existing land use patterns and long-term trends in rural and small urban settings constrain the ability to reduce vehicle miles traveled and corresponding greenhouse gas emissions. These communities have fewer opportunities than big urban places to make system investments that increase walking, biking, and transit trip-making in lieu of a car trip. Broadband access is not yet universal, meaning many people have no choice but to travel. And electric vehicle technology is harder and more expensive to implement in rural communities than in urban ones. Rural communities must work harder and smarter to achieve emissions reduction benefits that come more easily in urban communities.

This work element will evaluate the reduction in greenhouse gas emissions associated with regionally identified transportation system components like Clallam Transit's Strait Shot service, Kitsap Transit's passenger-only ferries, and the Worker-Driver Program serving the Navy Shipyard as compared to those same trips made by private vehicle. It will assess the effects of greater adoption of electric vehicles by public sector fleets and by households. Depending on the funding resources available, it could also look at the effects of attracting more growth into compact urban areas on reducing carbon emissions.

The aim is to better understand which strategies are most effective in the Peninsula Region in reducing carbon emissions. This lays the groundwork for potential future work on incentives, investments, and other strategies targeted to those activities generating the most benefit.

Estimated cost = $15,000

Strategies to Increase Rural Intercity Bus Service in the Peninsula Region

The Region's four transit agencies voluntarily provide an array of coordinated, connecting services that result in important but limited regional intercity transit service. PRTPO members support expansion of this coordinated regional intercity service over time, enabling a complete loop of the Olympic Peninsula with connections to every local and tribal community on the Olympic Peninsula and to urban transit services on the Kitsap Peninsula.

This planning study is the first step in that process. It would convene the region's key transit and tribal partners along with stakeholders in adjacent Grays Harbor County to assess the challenges and opportunities for greater coordination between service providers, and any measures suitable for follow-up in the near- , medium- , and long-term. This will provide the foundation for future follow-up by PRTPO or its partners to expand that coordination and extend long-distance intercity service in the Peninsula Region.

Estimated cost - $15,000

Peninsula Region Safety Assessment

This planning study would assemble existing crash data and other evidence of transportation safety concerns in the Peninsula Region for the most current five years for all modes of travel and summarize key trends for the region and any other findings of significance. It would compare those trends and findings with state-level conditions to determine if there are any areas of concern unique to the Peninsula Region or its members. The assessment would work to align the primary areas of concern with findings and recommendations from the Washington Traffic Safety Commission and with funding opportunities and safety initiatives from WSDOT. Insights from the Regional Safety Assessment will inform future activities of PRTPO and its members to improve safety for travelers and transportation system operators.

Estimated cost - $20,000

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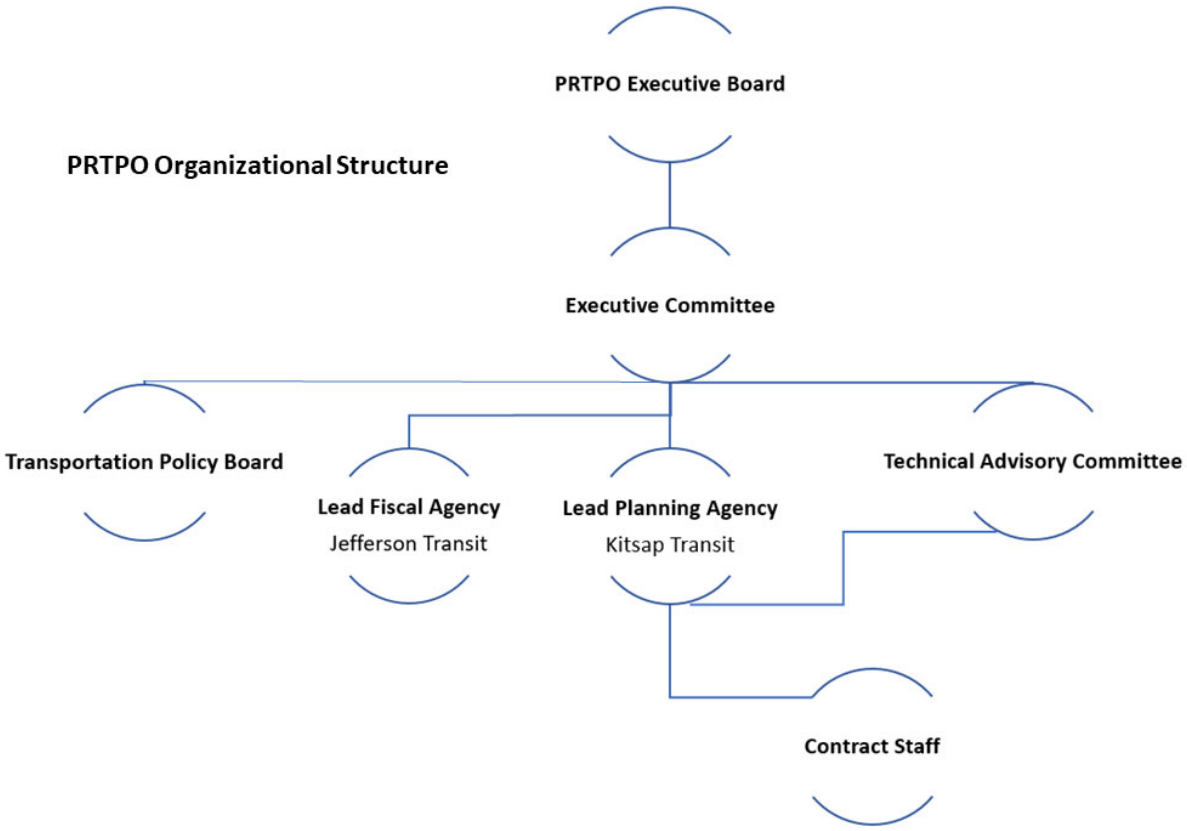
Appendix B: PRTPO Members



PRTPO Members

Clallam County	*Clallam Transit*
Jefferson County	*Jefferson Transit*
Kitsap County	*Kitsap Transit*
Mason County	*Mason Transit*
Bainbridge Island	~~*Hoh Tribe*~~
Bremerton	*Jamestown S'Klallam Tribe*
Forks	*Lower Elwha Klallam Tribe*
Port Angeles	*Makah Tribe*
Port Orchard	~~*Port Gamble S'Klallam Tribe*~~
Port Townsend	~~*Quileute Tribe*~~
Poulsbo	*Squaxin Island Tribe*
Sequim	*Skokomish Tribe*
Shelton	~~*Suquamish Tribe*~~
Port of Allyn	*WSDOT Olympic Region*
Port of Bremerton	
Port of Port Angeles	
Port of Shelton	

Note: Tribes without current Interlocal Agreements with PRTPO are being removed from the list of members.



~~Appendix C: SFY 2020 UPWP Annual Report of Performance and Expenditure~~ ~~*(submitted in 1st Quarter SFY 2021)*~~

Delete – not required to be included in this document.

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DISCUSSION ITEM

To: Technical Advisory Committee
From: Thera Black
Date: May 13, 2021
Subject: **Federal Funding Target Delivery – Check-in on TA and Other Programs**

REQUESTED ACTION:

No action is requested. This item is for your discussion and information.

Overview

PRTPO awarded federal Transportation Alternatives (TA) program funds to four projects in June 2020:

- Clallam County: Forks Multi-User Calaway River Trail Bridge and ODT Project
- Port Angeles: Race Street Complete Street
- Jefferson County: SR 19 Rhody Drive Bike-Ped Improvements
- Jamestown S'Klallam Tribe – ODT-Tribal Land Adjacent to Old Blyn Highway Project

All four expected to obligate by August 1, 2021 and in January, were on track to meet that August 1st obligation deadline.

Obligation is the process by which the funds they were awarded are secured by the local agency for its project with WSDOT Local Programs. It is a time-consuming process that often takes two or more months to complete. WSDOT's sanction policy will sweep up any unobligated funds on August 1st if the agency – in this case, PRTPO - has not fully met its obligation target for both Fiscal Year 2020 and Fiscal Year 2021. Sanctioned funds will not be restored.

Port Angeles obligated its 'Race Street' project in March, securing the $487,240 it was awarded. PRTPO is now just about $150,000 shy of making its August 1st TA obligation target. A copy of the TA obligation delivery report for rural RTPOs is attached, current as of April 30th. It includes obligation target delivery status for each of the rural counties administering federal STBG funds, too. Kitsap County projects are awarded and administered by the PSRC and monitored separately.

Local Projects Managed by WSDOT Local Programs Also Subject to Sanctions – IMPORTANT!

Of additional interest to PRTPO and its local partners is the status of federally funded projects managed by WSDOT Local Programs on behalf of local agencies in the region. This includes local projects using Bridge, Safety, NHS, and Railroad funds. We have just learned these federally funded projects are subject to the same obligation sanction policy as TA and STBG funds.

Attached is the obligation status of these other federally funded local projects as of March 31. *This includes Kitsap projects.* At that time only $2.4 million of the $16.4 million programmed for Fiscal Year 2021 had been obligated. Local agencies may have more current information on the status of these projects. If there is any question at all, agencies are encouraged to contact their Local Programs engineers as soon as possible to be sure everything is progressing as planned. Just because these other funds are managed by Local Programs does not exempt them from sanctioning.

Attachment:

- *2021 Statewide Local OA Target Delivery – Rural RTPOs and Counties only*
- *Local Programs – [Funding Status of Other] Federally Managed Programs (Peninsula Region excerpt for all four counties)*

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

2021 Statewide Local OA Target Delivery

Dollars in millions

Status as of 4/30/2021

OA Target Delivery by Program

Dollars may not add due to rounding.

			Adams	Clallam	Columbia	Ferry	Garfield	Grant	GHCOG	Island	Jefferson	Kittitas	Klickitat	Lewis	Lincoln	Mason	Okanogan	Pacific	Pend Oreille	San Juan	Skamania	Stevens	Wahkiakum	Whitman
STBG	*Carry Forward Allocation*	*(2.41)*	*(1.68)*	*0.81*	*(0.62)*	*(0.01)*	*(0.16)*	*0.10*	*1.06*	*(0.03)*	*(0.09)*	*0.01*	*0.17*	*0.06*	*(0.75)*	*0.02*	*1.16*	*(0.10)*	*(0.27)*	*0.00*	*(0.04)*	*(0.01)*	*0.00*	*(2.03)*
	2021 Allocation	*17.81*	*1.22*	*1.05*	*0.37*	*0.38*	*0.35*	*2.28*	*1.28*	*1.04*	*0.43*	*0.86*	*0.72*	*1.12*	*1.02*	*0.81*	*1.16*	*0.27*	*0.31*	*0.17*	*0.36*	*0.98*	*0.13*	*1.49*
	Total Allocations Available	***15.41***	***(0.46)***	***1.86***	***(0.26)***	***0.37***	***0.20***	***2.37***	***2.34***	***1.01***	***0.34***	***0.88***	***0.89***	***1.17***	***0.27***	***0.83***	***2.32***	***0.17***	***0.04***	***0.17***	***0.32***	***0.97***	***0.14***	***(0.54)***
	2021 OA Target	**16.66**	**0.00**	**1.86**	**0.00**	**0.37**	**0.20**	**2.37**	**2.34**	**1.01**	**0.34**	**0.88**	**0.89**	**1.17**	**0.27**	**0.83**	**2.32**	**0.17**	**0.04**	**0.17**	**0.32**	**0.97**	**0.14**	**0.00**
	10/1/20 - 4/30/21 OA Target Delivery	*8.51*	*(0.58)*	*0.39*	*(0.19)*	*-*	*0.05*	*0.11*	*0.51*	*-*	*-*	*0.07*	*2.99*	*-*	*1.08*	*(0.09)*	*1.27*	*(0.03)*	*0.09*	*-*	*-*	*1.71*	*-*	*1.13*

TA data for the MPOs includes all amounts from their corresponding RTPO. Rural RTPO TA funds included in Statewide Bridge/Safety/SRTS Totals.

			NCRTPO	NEW	Okanogan	Palouse	Peninsula	QuadCo	RTC	San Juan	Island	SWW
TA (STBG Set-Aside)	*Carry Forward Allocation*	*1.026*		*0.043*	*0.135*	*(0.083)*	*0.423*	*0.351*		*0.019*	*0.099*	*0.039*
	2021 Allocation	*1.151*		*0.085*	*0.054*	*0.096*	*0.215*	*0.211*		*0.021*	*0.104*	*0.365*
	Total Allocations Available	***2.177***		***0.128***	***0.190***	***0.013***	***0.638***	***0.562***		***0.040***	***0.203***	***0.404***
	2021 OA Target	**2.177**		**0.128**	**0.190**	**0.013**	**0.638**	**0.562**		**0.040**	**0.203**	**0.404**
	10/1/20 - 4/30/21 OA Target Delivery	*0.605*		*-*	*-*	*-*	*0.487*	*-*		*-*	*0.074*	*0.043*

Local Programs - Federal Managed Programs (Bridge/Safety/NHS/Railroad)
As of 3/31/2021

Program	Agency	Title	Available to Obligate	FFY 2021 Actual Obligation	FFY 2021 Planned Obligation	FFY 2022 Planned Obligation	FFY 2023 Planned Obligation	FFY 2024 Planned Obligation
2014 Co. Safety	Clallam Co.	Black Diamond Rd #31030	250,000		250,000			
2019 Bridge	Clallam Co.	CLALLAM SLOUGH BRIDGE	3,453,426			75,000		3,378,426
2019 County	Clallam Co.	Sequim-Dungeness Way and Woodcock Roundabout	445,000		445,000			
2020 City	Port Angeles	Signal Controller Upgrades	1,562,500			202,500	1,360,000	
2014 Co. Safety	Mason Co.	Bear Creek Dewatto Rd #79800	173,398		173,398			
2019 Bridge	Mason Co.	HARSTINE ISLAND BRIDGE	3,058,320	432,000	432,000		2,626,320	
2019 County	Mason Co.	Clear Zone Improvements	1,093,500		108,900		984,600	
2018 City	Bainbridge Island	High School Road Signage and Safety	202,000		202,000			
2018 City	Bremerton	Kitsap Way and Warren Ave. Traffic Signal and Multimodal Safety	2,180,400		2,180,400			
2020 City	Bremerton	Rectangular Rapid Flashing Beacons	848,500		72,000	72,000	704,500	
2019 Bridge	Kitsap Co.	TAYLOR ROAD NELSON	880,992		880,992			
2019 SRTS (fed)	Kitsap Co.	Central Valley Road	2,044,637		2,044,637			
2020 City	Port Orchard	Bethel and Lincoln Roundabout	1,500,000			1,500,000		
2020 City	Port Orchard	Citywide Street Lighting Study	36,000		36,000			
2018 City	Poulsbo	Systemic Safety Improvements	255,000			255,000		
			$ 17,983,673	**$ 432,000**	**$ 6,825,327**			

6% of August 1st obligation target met (3.31.21)

INFORMATION ITEM

To: PRTPO Technical Advisory Committee
From: Thera Black, PRTPO Coordinator
Date: May 13, 2021
Subject: **2021 Freight and Goods Transportation System Designation Updates**

REQUESTED ACTION:

No action is requested. This information is to support cities, counties, and ports in their 2021 updates to the FGTS.

Overview

The Freight and Goods Transportation System (FGTS) is a network of local streets and roads, state highways, railways, waterways, and critical connectors that keep the local, state, and national economies moving. Facilities are designated based on the tonnage and value of goods they carry. These designations in turn carry their own weight in competitive funding processes and serve as an eligibility criterion for grants from the Freight Mobility Strategic Investment Board (FMSIB), an important source of funding for freight-oriented projects.

FGTS designations for streets, roads, and highways as well as first-mile/last-mile connectors to those systems are currently being updated. WSDOT provides data for its facilities, but cities, counties, and ports need to review the status of their own facilities and provide their own updated data. WSDOT has asked that all data be assembled into a single update package and submitted by regional organizations like PRTPO by June 30, 2021. ***WSDOT includes all FGTS facilities in Kitsap County as part of the Peninsula RTPO, not PSRC.***

This year's update coincides with an update of the State Freight Plan. It also coincides with a 2021 legislative Freight Proviso [SSB 5165] that directs WSDOT to submit a preliminary report to the legislature by December 2021 about how freight investments should be identified and prioritized, followed by a prioritized list of investments to the legislature in December 2022. While details of those processes are still being developed, it is almost certain that the FGTS will be a big factor in both processes and the funding decisions that result from the legislature and FMSIB for the next few years.

Information on this update was included in the April 16th Coordinators Report to the Executive Board. However, we learned just this week that WSDOT never sent this request directly to cities, counties, and ports. This may be the first time your organization is seeing this time-sensitive request.

This memo highlights what is needed and how PRTPO will support local agencies in this update.

What is Needed

At a minimum we need cities, counties, and ports to review what is currently included in the FGTS and indicate whether any changes are needed or if the 2019 designations are still current. The easiest way to review this is to look at the online FGTS interactive map . You can zoom into your facilities or properties and see the FGTS designation on file for your facilities of interest. Then you need to complete the attached spreadsheet for your facilities and send it to me.

Of particular interest are first-mile/last-mile connectors that make essential connections between industrial port properties and the primary local and state freight routes on which they depend for critical access. Per WSDOT, that information in 2019 was incomplete. WSDOT is also concerned this information is not picked up by CRAB for counties.

It is likely that most existing routes will be unchanged from the 2019 update. It is uncommon for new routes to appear absent major new industrial lands development, nor is it common for existing routes to go up or down in classification. If it was a T-2 route in 2019 it will most likely still be a T-2 route in 2021. The exception would be if there has been major new industrial development that was not present in 2019. That could bump a facility up from a T-3 to a T-2, which has significant benefit in competitive and legislative funding processes, or create the need for a new connector.

Additional effort will be needed if any routes or connectors are missing. Traffic estimates or other means of demonstrating freight system significance is needed to add them. WSDOT provides guidance in how to estimate truck traffic using traffic counts. For some agencies that will be a straight-forward matter while for others, it will be harder to come up with these numbers. We want to try to fill those data gaps as best we can so that the Freight and Goods Transportation System for the Peninsula Region is complete.

I am attaching to this the WSDOT cover memo and the Excel spreadsheets and instructions they provided to support this local agency review process. The instructions may or may not be clear to whoever is tasked with this. I am happy to help sort out any confusion and track down answers to any questions that come up.

PRTPO Can Help

PRTPO's role is to assemble information from our local partners into a single FGTS package and submit that to WSDOT by June 30. We can also offer some limited assistance to support that review and where needed, update the FGTS information.

I will be reaching out to each of our affected agencies individually to be sure you have what you need. *If you are from a city, county, or port but are not the person to update this information,* please let me know who I should coordinate with in this review process. I will touch bases with you or that person to see what support, if any, is needed and help make this whole review and update process as streamlined as possible.

Attachments:

WSDOT Data Request Letter
Part 1 – City and Port Data Submission Form (download link)
Part 2 – First Last Mile Connector Submission Form (download link)

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

Washington State Department of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

WSDOT Data Request for 2021 Freight and Goods Transportation System Update

The Washington State Department of Transportation (WSDOT) is currently soliciting freight data from local and regional partners to update 2021 Freight and Goods Transportation System (FGTS). WSDOT updates FGTS system every two years to:

- Meet state legislative requirements (RCW 47.05.021 (4) and RCW 47.06A.020(3));
- Provide a statewide freight dataset to support state and regional transportation planning processes; and
- Support freight investment decisions. For example, it is adopted by Freight Mobility Strategic Investment Board (FMSIB) to designate strategic freight corridors and establish project selection criteria for FMSIB grants.

What freight data is requested?

The data request for 2021 FGTS update includes two parts:

Part 1: Freight data for local FGTS truck corridors

WSDOT is requesting counties, cities, and ports to:

1) Review the list of local FGTS routes within your jurisdiction/district;
2) Verify and update corridor classification using pre-COVID truck volume data (data collected before March 2020)[1]; and
3) *(Optional)* provide COVID truck volume data (data collected since March 2020 if available) for trend monitoring purpose only (such data will not be used for determining 2021 FGTS designation).

For **counties**, please review 2019 county road FGTS list posted on the FGTS website and submit your freight data through the County Road Administration Board (CRAB) Mobility database before **May 1, 2021**[2].

For **cities and ports,** please use the attached "Part 1- City and Port Data Submission Form for 2021 FGTS" to enter the requested information. Please coordinate with your regional planning organization so that responses can be consolidated and a regional submission can be made to Wenjuan Zhao at zhaow@wsdot.wa.gov by **June 30, 2021**.

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[1] Due to the disruptive impact of the COVID-19 pandemic on traffic patterns, it is determined that truck volume data collected during COVID-19 is not appropriate to use for the purpose of FGTS designation, such as supporting long-term planning needs and informing freight investment decisions. Therefore, pre-COVID-19 truck volume data is requested for updating 2021 FGTS classification.

[2] This follows CRAB's deadline of May 1st for annual county road log update as required under WAC 136-60-30: https://apps.leg.wa.gov/Wac/default.aspx?cite=136-60-030

Washington State Department of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

Note: part 1 request only collects data on local freight routes owned by cities and counties. Please do not submit data for state highways. WSDOT collects truck volume data for the state highway system.

Part 2: First/last mile connector update (*optional*)

First/last mile connector designation was first established under 2014 Washington State Freight Mobility Plan as part of the Truck Freight Economic Corridor designation and incorporated into FGTS framework in 2019 to ensure consistency across various freight network designations. WSDOT is accepting following changes to the first/last mile connector designation from MPOs, RTPOs, cities, counties, and ports:

- Adding new first/last mile connectors that meet the designation criteria; and
- Removing any routes from the 2019 list that have upgraded to T-1/T-2 corridor or no longer serve as first/last mile connectors.

Information submission for first/last mile connector update is optional. Criteria and guidance for first/last mile connector update can be found in attached "Part 2 - First/Last Mile Connector Submission Form". Please use that form to review the 2019 list and submit any changes. Identifying those last mile connections to major freight origins/destinations will inform future planning efforts to assess the needs and opportunities for improving those connectors.

Cities, counties, and ports are encouraged to coordinate with their regional planning organizations to provide a consolidated regional response for the first/last mile connector update to Wenjuan Zhao at zhaow@wsdot.wa.gov by **June 30, 2021**.

Additional Information

An online map application developed by WSDOT is available to you for reviewing the location of 2019 FGTS freight corridors, Truck Freight Economic Corridors (including first/last mile connector element), and freight facilities within Washington state: https://wsdot.maps.arcgis.com/home/item.html?id=0e37044a459244d9b6414826b46e8c46 *(Chrome is the recommended browser)*

Criteria for Freight and Goods Transportation System (FGTS) Corridor Classification

Truck freight corridors are classified into five tiers, T-1 through T-5, based on the annual gross truck tonnage:

T-1 more than 10 million tons per year
T-2 4 million to 10 million tons per year
T-3 300,000 to 4 million tons per year
T-4 100,000 to 300,000 tons per year
T-5 at least 20,000 tons in 60 days and less than 100,000 tons per year

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Truck tonnage on freight routes can be estimated based on daily truck volume collected from short duration counts and average weights by truck types. Please use the formula in "truck tonnage calculator" tab under Part 1 data submission form to estimate truck tonnage. Detailed information about the methodology can be found at: https://wsdot.wa.gov/sites/default/files/2021/04/06/Instruction-for-tonnage-estimation.pdf

For 2021 FGTS update, please use following average weight values by truck types for estimating truck tonnage on different types of freight corridors:

Freight corridor type	Average weight value by truck type (in tons)		
	Single Unit Trucks (FHWA vehicle class 5-7)	Double Unit Trucks (FHWA vehicle class 8-10)	Triple Unit Trucks (FHWA vehicle class 11-13)
County roads	7	27	42
City streets and state highways	8	26	35

WSDOT has validated the truck weight values based on vehicle weight data collected from WSDOT weigh-in-motion sites, and consulted with counties, County Road Administration Board, and MPOs/RTPOs on truck tonnage estimation approach in early 2021. Different weight values are adopted to appropriately address the feedback received from different stakeholder groups.

For more information regarding FGTS update, see http://www.wsdot.wa.gov/Freight/FGTS/default.htm

For suggested practice of short duration count data collection, see https://www.wsdot.wa.gov/mapsdata/travel/shortcountfactoringguide.htm

Please contact Wenjuan Zhao at zhaow@wsdot.wa.gov or 360-705-6990 for questions.