PRTPO TECHNICAL ADVISORY COMMITTEE MEETING

May 21, 2026 | 10:00 – 12:00
Zoom Meeting – Login Below

1. 10:00 **Welcome and Introductions**

2. 10:05 **Consent Calendar** ACTION
   - *Approval of Agenda*
   - *Approval of Recap from March 19, 2026 (Attachment A)*

3. 10:10 **UPWP Draft, Unfunded Needs Available Funds, & Consolidated Grants** ACTION
   A draft of the UPWP was submitted to the Board in April. A project to review the PRTPO ADA compliance was the only new item added to the unfunded needs list. $40,000 is expected to be available in the summer, so a project from the unfunded needs list needs to be selected. The TAC is asked to provide any updates to the UPWP and to suggest a project for the available funds.

5. 10:30 **Transportation Alternatives** *(Attachment B)* DISCUSSION
   The approximate available Transportation Alternatives funds are $1,337,000. Jefferson County is requesting an allocation of $250,000 for a project.

6. 10:50 **Regional Transportation Improvement Plan** DISCUSSION
   Projects must be submitted to the State Transportation Improvement Plan by August 4 to receive a draft in September for TAC review and approval in October by the Board.

7. 11:10 **Human Services Transportation (HSTP) Kick-off** DISCUSSION
   HSTP was introduced at the April in-person retreat. The timeline is still accurate. The consultant is requesting information on human services programs and organizations in the region.

8. 11:30 **PRTPO Coordinator Updates** BRIEFING
   Short updates to keep members apprised about matters of potential interest.

9. 11:40 **Member Roundtable** ALL
   An opportunity to share information on activities and other topics of interest to members.

Other Attachments

Draft Updated SFY 2026-2027 UPWP for the Peninsula Region

NEXT TAC MEETING – July 16, 2026

Join Zoom Meeting
https://us02web.zoom.us/j/81296656214?pwd=IdtWZAvbZk4MO6E8JC8Sfd8fRwRj5f.1
Or by phone: 253 215 8782 US (Tacoma). Meeting ID: 812 9665 6214 Pass Code: 4780

Meeting Recap

ATTACHMENT A

PRTPO TECHNICAL ADVISORY COMMITTEE
March 19, 2026
10:00 – 12:00
Via Zoom

Call to Order
Chair Jayme Brooke called the meeting to order at 10:01.

ATTENDEES

Technical Advisory Committee:

Clallam County	William Habel
Kitsap County	David Forte
Mason County	Kobree Glaser
City of Bremerton	Vicki Grover
City of Port Angeles	Tim Hayes
City of Poulsbo	Michael Bateman
City of Sequim	Meggan Uecker
City of Shelton	Aaron Nix
Clallam Transit	Jason McNickle
Jefferson Transit	Jayme Brooke
Kitsap Transit	Steffani Lillie
Mason Transit	Amy Asher
Lower Elwha Klallam Tribe	Susan Matthews
Jamestown S'Klallam Tribe	Wendy Clark-Getzin
WSDOT Olympic Region	Joe Calodich

Staff:
Amna Parson, PRTPO Coordinator
Edward Coviello, PRTPO Coordinator, Lead Planning Agency

Other Attendees:
Nicholas Dostie, City of Sequim

Approval of Consent Calendar

ACTION: Member Bateman moved, and Member Lillie seconded to approve the Consent Calendar. The motion passed unanimously.

Consent Calendar

- ***Agenda***
- ***Recap of January 15, 2026 Meeting***

Transportation Alternatives Update
Coordinator Coviello explains that about $1.34 to $1.35 million is available for transportation alternatives and is sharing this with TAC in case there are any urgent needs. Normally, the PRTPO issues a call for projects every 4 years with transportation alternatives, the last one being 2024. He says the plan is to still go to 2028; however, if there are urgent needs, $1.3 million is available. He encourages TAC members to check for any projects in need

and to talk to their Board members. PRTPO is willing to reopen a mid-grant cycle call for projects. Right now, there's a lot up in the air because, as of September 30th, the IIJA, the Federal Funding Authorization, expires, and he doesn't know what Congress will do beyond that in terms of allocations. Historically, they've maintained levels from the prior Transportation funding bill authorizations until they could agree on a new structure or changes and a new acronym. He mentions that there's a briefing sheet in the agenda packet. They don't have the $366,000 apportion to the state for the PRTPO, but it should be soon. Given that Congress passed the final fiscal-year funding authorization back in late January, he thinks they'll release it, and that'll bring the PRTPO up to $1.349 million. He concludes by saying it is never too early to get ready for the next funding round, get some of those non-motorized projects, or other projects that meet the TA definition, ready.

2027-29 Consolidated Grants Update

Coordinator Coviello explains that the consolidated grants are coming up again. These are transit projects handled by the WSDOT Public Transportation Division. They take a variety of federal and state funding sources and consolidate them into a single grant program to simplify and increase flexibility. This call for projects occurs every 2 years, and the last one was in 2025. The TAC ranked project applications. As a TAC, this is on the tentative agenda for the September meeting, usually as the main item. For public transit operators and their partners, the staff is looking to have those grants submitted to the staff no later than August 4th, but the first applications will go directly to WSDOT. They should be sent directly to WSDOT, then the same application should be sent to the PRTPO staff in PDF form. Then, the staff can compile all the submissions. Send it back to the TAC before the September meeting. Then, rank the projects at the TAC meeting. This process worked well last time. He asks if the TAC is comfortable with using this method and scoring these grants going forward. Member Bateman states yes, but he’s not an applicant. Chair Brooke states she found the process to be just fine and is comfortable with it.

Coordinator Coviello continues to say the PRTPO has a ton of project slots available. There is a total of 22 slots in A, B, and C. We should get some projects funded going forward, and this program is especially for rural areas and tribal transportation, because it's a way to get FTA 5311 rural transit assistance dollars. These projects will be listed in the Human Services Transportation Plan. He suggests reaching out to the groups they work with or know in the service areas that are interested, to let them know they can apply as well. In the past, many of the dollars have gone to different ride services, especially volunteer ride services, to help reach people where transit cannot go, given the area's geography.

Member Uecker mentions that she cannot recall whether there were many Capital Projects under this grant last time. As a city, when they are looking at some of our Capital Transportation Projects. She thinks there's one in particular, and of course, this would be pretty much Clallam Transit, but maybe Jefferson Transit, a capital project where they are looking at bus stops, essentially something that would impact bus stops. So, she guesses she is curious if they can best coordinate or support a project, or if they’re looking at the same thing. They are not doing any overlap. Coordinator Coviello said to reach out to their neighbor in Clallam and, if necessary, Jefferson, and develop a partnership and document the needs and the conditions today. Member Uecker mentions Coordinator Coviello is implying that if anyone's bringing forward projects, they won't see those until August or September? Coordinator Coviello said yes, there's a pre-submission deadline. Coordinate Parson states it is January 30, 2027. Some applications will not be available until after the staff reviews the resubmissions, which are due on November 13th. So, they're floating around these different dates after October. And that's why they're aiming for October for board approval.

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Member Uecker confirms these projects are a couple of years or more out. Coordinator Coviello confirms yes for actual implementation, and indicated that the important dates were added to the chat:

- May 19, 2026: WSDOT posts notice of funding opportunity.
- June 16, 2026: Grant applications available in the Grants Management System (GMS). Recorded application training video available.
- July 8, 2026: Application training webinar.
- Aug. 8-12, 2026: Washington State Public Transportation Conference. Live application training.
- Sept. 9, 2026: Grant application due in GMS.
- Nov. 13, 2026: Revised applications due in GMS.
- Jan. 30, 2027: Regional rankings due from regional transportation planning organizations.
- May - June 2027: WSDOT sends award letters to grantees after the governor signs the transportation budget.
- July 1, 2027: 2027-2029 biennium begins.
- June 30, 2029: 2027-2029 biennium ends.

He continues to state that the notice for a WSDOT funding opportunity will go out on May 19th: https://wsdot.wa.gov/business-wsdot/grants/public-transportation-grants/public-transportation-grant-programs-and-awards/consolidated. Member Asher states she just want to help clarify that if you have a project that you want to start working on, yes, the implementation won't happen for a while, sometime in 2027, but, today would be the day to start the conversations with the transit agencies, because that will take quite a bit of time, and then, especially if we have to have our actual project baked and submitted to the TAC by this summer, today would be the day to start the conversation. Coordinator Coviello mentioned he also noticed at the State Public Transit Conference, August 8th through 12th, that they're going to have Live application training. Which might be worth it if anyone from your agency is planning on going to that. And then, in the Grant Management System, they're due on September 9th, so again, that kind of coincides with submitting the PDF version to Amna and me so we can get it out to the TAC for review.

Human Services Transportation (HSTP) Update

Coordinator Coviello shares his screen to show the HSTP update timeline. He explains that Thera will be available at the April 17th board retreat in Blynn at the Jamestown-Klallam Tribe. There will be a brief Board item on the HSTP that day to provide the Executive Board with an update. She will be there, answering questions and networking with participants about some needs that may be out there that aren't funded, or that need to continue to be funded to avoid gaps in transportation services that are already being funded. We don't want those to necessarily go away if they're still needed. But he thinks the big thing with this year's HSTP is identifying opportunities to address service gaps that are not being reached right now. The bulk of this work will be completed between April and July, and we will have a draft in August. Hopefully, the TAC meeting in September will be Consolidated Grants and HSTP, to review that draft plan and make sure those projects and the consolidated grants are in there. The final adoption of the plan by the Executive Board is scheduled for the October meeting. This provides a little wiggle room between the due date and the end of this calendar year in case you, the public, or the board have any concerns about the draft plan. If there is concern, we could go back to the TAC in November, settle our scores, and then bring it back to December to adopt. But he imagines this will go well. Thera will start work next week.

The Human Services Transportation Plan is a federal requirement. We are doing the groundwork for the state, since we are not an MPO; we are a RTPO. So, the state then delegates the RTPOs to do the groundwork, because we know the community, the different agencies. The state doesn't have enough staff to go out there and do everything. They're stretched thin as it is, so we're here to help build the plans at stake, show the federal government we are trying to address this need, and demonstrate that our grant recipients and communities are tackling it. Remember, the HSTP kind of drives the consolidated grants.

Call for Projects due in April

Coordination Parson states call for projects, her trying to give anyone time to ask questions, provide information on these two projects that came in through email from WSDOT as well as USDOT. One is that Washington has released a call for projects for a pedestrian and bicycle program, and save money for schools. Their applications are due on April 15th, which is around the corner. Then, USDOT issued a request for information on rural opportunities to use transportation for economic services or routes, and their routes program, due on April 24th. Since we didn't have any meetings in between, I wanted to make sure I notified you beforehand, so I did it via email, but I just wanted to rehash it here. Member Habel asked about the Safe Routes to School and the Bike Ped program; it's a little tricky with those two, because they're funded through the Climate Commitment Act. Tribal consultation is required for both those grants, and he is not sure if he interpreted this correctly, because their initial the initial information that went out about them said you needed to have started tribal consultation by the 15th, which was Sunday, in order to get your application, and because it's like a 30-day window. But on Monday, he believed they sent out an email clarifying that it needed to be the week of the 15th, so he doesn't know if that's referring to the previous week, before the 15th, or to this week. So, they were applying for two of those two grant programs, but he don't know if anyone else was wanting to, and if they had any additional information on that deadline for the tribal consultation, whether it is the drop dead date was the 15th to start that consultation, or if you might have a little bit more time this week to get it out, because it's not a it's not a huge process, it's just a little time-consuming.

Member Forte mentions from the presentation that you had to have 30 days, so that's the 15th. However, he imagines that if you're short, you could call them up and tell them the reason. He thinks it depends on how many tribes you need to coordinate with and which are the primary tribes affected by your project. If you have a question or are running late, I'd call them up; they're easy to talk to. Member Habel confirms that they got them all out. He was just wondering if any other members of this group, if that's a program you wanted to apply for, it might be worth checking that out if you missed that step, because it wasn't. You had to dig a little bit to find out that you needed to get those consultations out by the 15th.

Coordinator Parson, the group is saying this is not a new part of the process. This is not a new act to interact with tribes prior to submission, but the way it was worded was confusing. If they usually want a 30-day interaction with that outreach, the deadline coincides with the one that should have ended by the week of, or the day of, March 15th. She thinks that is something that the staff should highlight when it comes around, just to make sure people are aware of that. Coordinator Coviello confirms the applications are due on April 15th, tax day, and asks if they want a consultation with any relevant tribal communities on the 15th of March, which was completed. Member Forte explains that you have to start it, so you have to demonstrate that you've given the tribes 30 days' notice to respond. And then, halfway through, you actually have to send a reminder to the tribes if they have not responded this time. But I think there is a little bit of reasonable flexibility in that. Coordinator Coviello agrees.

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Member Hayes stated that he thinks the other part of it they recommended was that you ensure the tribal governments are aware that you are continuing to be open to consultation moving forward. He thinks that's where we get a little wiggle room: you've made the initial outreach and the secondary outreach, and you remain open to consultation as the project develops. Member Forte agrees. That's a good point, because you're doing these projects, and you haven't started preliminary engineering, so you haven't done certain parts. He asks if it's an awareness thing for both you and the tribes. Member Hayes explains that it is difficult to provide substantial details when the project scope is still in development, so the shared information could be generic, like showing them the area and giving a general sense of what you have in mind, and leaving open the possibility of discussing any concerns they may have. They were taken by surprise at the last minute and are still working to get all of those out, so hopefully, there is some leeway for all of us. Member Forte states, as a note, there is an additional coordination if your project is within the reservation area. There's an additional level that you must comply with.

Member Habel states he is wondering because both of their projects that they applied for a project in Carlsburg, and for one out for people outside of the county, this might not be super relevant, but also on the Miller Peninsula, where Jamestown S'Klallam has a bunch of property out there. Now, not necessarily a reservation, but he is already working with Wendy, who's on this committee, on both those projects, because they're going to be pretty important project partners. In both those areas, he thinks you need a letter of support, which is an additional requirement, so I don't have any worries about that for either, but just a heads up for folks.

Member Forte states yes, that's actually a great thing, because he interprets it as the requirement for the letter is only if you're on the formal reservation. Adjacent to tribal trust lands, or whatever, outside of the reservation. It's up to your coordination, but he doesn't think there's an official requirement that you have to have the letter. If you're on the reservation, they want to see it.

Member Uecker stated that she also interpreted it that way, and there was something she thought was new, since the last round was just an offer to DNR, your habitat biologists, for your area to say, we'll discuss this project with you, but to send the details, the general timeline, that kind of thing, in an email. So that seemed new, so then you could honestly answer the question, did you coordinate with them? So, don't forget to send them a notification. And they expanded their list of tribal contacts to include planning departments and natural resources. You were emailing 10 to 15 people about this proposed project. So, there's going to be a lot of emails. Potentially overwhelming, but due diligence.

Member Habel states yes, and he didn't email everyone who was listed per tribe. He typically stuck to their planning, if they had one, or to people with whom he had been in contact on other trail projects at these organizations, so planners or natural resources folks. The letters are addressed to the tribal chair, but he thinks you get it to the right department. The goal is to make that effort.

Coordinator Parson states she was surprised by the amount of discord around this topic. So, it's nice to know that everyone can get the information and understand a little better. There are some changes going on, but she thinks they're just really trying to cover their bases and coordinate better with tribes during these projects. As for the part of our interpretation, the outlook was on that coordination effort and making sure we're not doubling up and keeping people in the loop, so it's good to hear that's happening. She asks if there are any projects or events anyone is aware that she hasn't included or mentioned? No response.

PRTPO Coordinator Updates

Coordinator Parson mentioned she wanted to flag to everyone that the Hood Canal deviation was approved, and it's also attached to the agenda packet. So that's going to change, which is exciting. She thinks that's something

a lot of folks would be really excited about and doing backflips over, but she feels as though we've been waiting so long that it's a little bit climactic. If there are no changes to our original request, it's going to go for it the way that we requested. Second, what she wanted to talk about was the retreat in April, just so you guys have an update. The Board approved the retreat theme and moving forward as she described to you guys last time. And we have finalized the agenda. So the first half of the retreat would be the Executive Board meeting, roughly from 10 to 11:15, talking about the UPWP amendment, if we're going to have one, extensively. Just so you guys know, we're kind of in a limbo with that right now. She thinks with Ed and her on the in-person meeting, so we'll give you an update once we have one. But it should be at that, in April, at the board meeting.

She continues, saying we're also going to talk about the HSTP update. Rather will be there. And then, she thinks we're also moving forward with a long-lived Kings presentation, because they wanted to present it to the board, but since we had such a bogged-down schedule coming up with the consulting for HSTP, this was the best time we could kind of put them in to not make them wait an entire year to discuss this. So they'll be presenting there again. And so, after that, at the executive board meeting, we will have an icebreaker, a presentation on the theme of connectivity and coordination, and then a walk-along, maybe led by Wendy, of the ODT. From there, we have lunch, hopefully with our guests approved to attend, which we do right now. The presenters will be from the Kitsap Economic Development Alliance and the Emergency Management Group. That will be coming. We're still working on the Olympic, PTC. She asks if anyone has a contact for the Olympic PTC by any chance? Member Habel states he has a contact with Peninsula Trails Coalition.

Coordinator Coviello mentions we want to discuss the impact of FIFA, and then also get the word out about the Hood Canal Bridge. Temporary schedule change there, so not allowing recreational traffic other than at certain times. Coordinator Parson lists the current PRTPO guest list as the Kitsap Economic Development Alliance and the Olympic Peninsula Tourism Coalition. She explains they do not want to bog the retreat down too much, but if anyone has a suggestion, she will gladly try to loop people in for a conversational piece, because during lunch, they were planning on having tables where guests and other folks provide information to us, and help you get in contact. The goal of this is to help participants network. Coordinator Coviello adds they're all redoing an HSTP sort of table as well.

Coordinator Parson continues to explain that after lunch, we will have a presentation on FIFA's impact on tourism and summer tourism in the region. From there on, we'll have a group discussion, conversation about challenges and successes, which we hope that from having a conversation about FIFA and tourism, as well about communication at the beginning of the retreat, that we can have more discussions about challenges and successes, and how we can coordinate better with each other, and gather some information to help us move forward with our process. She sent an email to everyone asking for examples. If anyone has examples of challenges or successes from coordinating with another jurisdiction, WSDOT, or the Federal level, please share them with her. It's all going to be anonymous. She encourages everyone to reach out.

Coordinator Parson states she is excited about it, tries to make it look pretty for everyone, sees how we can make it memorable, and promotes this to continue. Besides that, she has two more things: One is the member list. She has been getting a lot of trickle-in Information about members and the change. She knows November was a big time for everyone, and a lot of things have changed, and she is really trying to consolidate and create a good membership list for everyone. So, if you have not emailed her about your folks, and who is the alternative, either for TAC or for the Board, so she can make sure that's updated. She mentions that she is going to update

the resource manual, which will have that member's list on it, and then she will ask for it to be confirmed. She wants to make sure she is emailing the right people. Lastly, she discussed the UPWP Appendix A, the unfunded needs list, and explained that they previously flagged items B, C, E, F, and G. These items range from convening with the Hood Canal Bridge Advocacy Group to promoting regional cooperation for ferry service to ferry reliability. She explains that these items' landscapes are changing, such as the approval for the Hood Canal Bridge, deviation, which can then change how we would analyze that data. There's also the conversation we had about convening a regional transportation reliance forum, where it was brought up that there's already something going on for the emergency response team, so how are we going to move forward as the PRTPO to make that work more cohesive. She is proposing that if there's anything in there they want to reword or modify to update to provide their own wording, because last time there was a lot of discourse about the language, but the guidance on how we want to change it was not that clear. She wants the language via email. Since there are several in here that can be modified in various ways, she is trying to gauge exactly what our concern is and how we want to pivot on it, because the underfunded needs list is something we do use to look at last-minute funding that comes out – which may come out around the middle of this year, end of the state financial year, where we have this and some funds there. If there are any new ideas, anything about that, this is a good time for us to update the UPWP with those ideas and projects, along with the monetary value.

Coordinator Coviello adds that next week, the PRTPO staff will meet with WSDOT Tribal regional and tribal planning to review the draft UPWP update. If there's anything that comes out of that, we'll let you know. Being that it's mid-biennium, we don't expect a whole lot of pushback, and we don't expect really any funds slopping around out, but if that changes, we will let you know in an express fashion.

Member Updates

Member Clark-Getzin asked Chair Brooke about her experience changing positions at Jefferson Transit. Chair Brooke asked if anyone knew any finance managers and expressed that they are learning a lot of things, a lot of baptism by fire is going on here, and learning all kinds of new things, and learning that, yeah, I really want to find a finance manager, and I really do not want it to be me.

Member Clark-Getzin mentions thanks to LUD that your bus driver is home and as comfortable as can be. She asked whether she wanted to share that good news. Because it came out with an email through public transportation that he was still at Harborview. Chair Brooke responds yes about five or six days after the accident. She is not sure if everybody here knows what happened, but one of their buses was sadly involved in a fatal collision out on Highway 104, where an oncoming vehicle crossed the center line and struck our bus, and the driver was killed. And our driver was injured, very badly. So, he was airlifted to Harborview, he had a couple of surgeries, he came home about 5 days after that, and he heard from the paramedic who was one of the first on scene that he was, as he put it, one of the toughest SOBs he'd ever met. He radioed dispatch, he got out, he checked on everybody in the accident, all while the whole left side of his body was pretty much pulverized. So, he's doing well. He stopped by a couple of days ago to say hi to all of us. He's in good spirits, and he's healing well.

Member Clark-Getzin stated that she'll offer one more thing: she finally got some movement on two federal grants that had been stalled for over a year. Literally back-to-back. St. Patrick's Day was a lucky day for them at the tribe. So, hopefully, that means others will be seeing federal grants get released as well. Coordinator

Coviello asks whether those are the RAISE grants, Wendy. If you're comfortable sharing. Member Clark-Getzin stated no, you guys have DOT problems, so that's different.

While adjourning, Clark-Getzin reminded everyone to submit their RSVPs! Member Forte asks whether there is an RSVP out there for the 19th? Coordinator Parson explains that the RSVP has mostly been people responding to the invite. I was going to do a collective today, just to make sure I can make it more substantial for having a headcount.

Adjourn
There being no other business, Jayme adjourned the meeting at 10:46.

DRAFT

PENINSULA RTPO UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2026-2027
(July 1, 2025 – June 30, 2027)

APPROVED BY THE PRTPO EXECUTIVE BOARD
June 20, 2025

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 03-2025

Approving the SFY 2026-2027 Unified Planning Work Program for the Peninsula Region

Recitals

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

WHEREAS, WSDOT requires a Unified Planning Work Program (UPWP) that describes what work will be accomplished with designated state RTPO planning funds prior to use of those funds for regional planning purposes; and

WHEREAS, the PRTPO is responsible for developing and approving a UPWP for the Peninsula region; and

WHEREAS, the SFY 2026-2027 UPWP for the Peninsula Region addresses state compliance requirements for PRTPO and other planning activities with the associated budget to support those activities.

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

THAT the scope and budget of the Unified Planning Work Program for SFY 2026-2027 be approved as per the attached document with the understanding that minor changes in work activity or budget may be made with Board approval as long as it does not increase the work program budget;

THAT the Chair is authorized to sign the SFY 2026-2027 WSDOT GCC 1189 agreement authorizing state funding for the UPWP; and

THAT the Lead Planning Agency and Lead Fiscal Agency are authorized to file the necessary agreements, execute contracts with the WSDOT, and administer the work program on behalf of PRTPO.

APPROVED, this 20th day of June 2025.

ATTEST:

Lindsey Schromen-Wawrin, Chair

ATTEST:

Ben Thomas, Vice-Chair

Contents

BACKGROUND 1
Regional Transportation Planning Organization Responsibilities 1
State Emphasis Areas 2
UPWP Development Process 3
Description of the Region 4
Regional Transportation Planning Organization Structure 5
Lobbying Activities 5

PRTPO SFY 2026-2027 WORK PROGRAM 6
SFY 2026-2027 UPWP Financial Summary 6
Work Element 1 - Program Administration 7
Work Element 2 – Transportation Planning 9
Work Element 3 – Regional TIP 12
Work Element 4 – Board-Directed Activities in SFY 2026-2027 13
Other Planning Activities within the Peninsula Region 14

Appendix A: SFY 2026-2027 Unfunded Needs 15

Appendix B: PRTPO Members 18

PRTPO 2025 Officers

Lindsey Schromen-Wawrin, Chair
City of Port Angeles

Ben Thomas, Vice-Chair
Port Townsend

Gary Anderson, Secretary
Port of Bremerton

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 2026 and 2027.

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.

- Ensure 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 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 cooperation 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, budget, and circumstances.

State Emphasis Areas

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

WSDOT requests that RTPOs allocate resources for the following activities this biennium:

- ☐ Support WSDOT HQ in its review of RCW 47.80 requirements
- ☐ Make public documents available online *(complete and on-going)*
- ☐ Support WSDOT in carrying out HEAL Act requirements
- ☐ Support local Comprehensive Plan update processes
- ☐ Support WSDOT in scoping an update to the Statewide Multimodal Transportation Plan
- ☐ Support WSDOT Active Transportation Planning Division activities where applicable
- ☐ Support WSDOT Public Transportation Division's update to the Statewide Public Transportation Plan
- ☐ Support WSDOT Rail, Freight, and Ports Division planning activities where applicable
- ☐ Support WSDOT updates to the Federal Functional Classification System
- ☐ Support WSDOT Olympic Region in compiling data for its Transportation Asset Management Plan reporting

PRTPO will participate in these processes as appropriate given the relevance of activities to PRTPO's work program and the organization's budget and staffing capacity. The Executive Board will determine participation as planning opportunities present themselves.

UPWP Development Process

The UPWP development and annual amendment 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 Agent, WSDOT Tribal and Regional Integrated Planning Office, and WSDOT Olympic Region.

Schedule and major milestones for PRTPO's SFY 2026-2027 UPWP development:

Task or Milestone	Date
Executive Board Kick-off of SFY 2026-2027 UPWP	February 21, 2025
Executive Board Review of Draft UPWP	April 18, 2025
WSDOT Review of Draft UPWP	April 22, 2025
Executive Board Adoption of SFY 2026-2027 UPWP	June 20, 2025

UPWP Amendment Process:

PRTPO's UPWP Development policy stipulates that the two-year UPWP will be amended midway through the biennium, to recalibrate the budget for Year 2 of the biennium.

An amendment to the adopted UPWP is also warranted when there is a substantive change to the budgeted work to be accomplished. There are two principal reasons why the UPWP may be amended outside of the mid-biennium update.

a. A substantial redirection of the work program is needed within the existing budget to respond to factors that were not anticipated in the current work program, and which should not wait for a subsequent UPWP update or amendment cycle to proceed.
b. PRTPO receives an increase in work program funding for additional activities within the current SFY.

In all cases, the Executive Board will consider a proposed amendment and take formal action to approve any 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 an estimated 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).

The Peninsula region encompasses lands of ten Indian Tribes. 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. PRTPO regularly invites the other five to join the organization and welcomes their participation in regional planning activities where interested.

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 Fiscal Agent 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 Fiscal Agent 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 2026-2027 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 2026-2027 UPWP is organized into four Work Elements:

1. Program Administration
2. Transportation Planning
3. Regional TIP
4. Board-Directed Activities

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

SFY 2026-2027 UPWP Financial Summary

Funding Source: WSDOT
Funding Amount: $273,695 SFY 2026-2027 RTPO Funds
$85,000 SFY 2026-2027 WSDOT Funds for HSTP
Work Performed by: PRTPO Lead Planning Agency with contracted staff support and Lead Fiscal Agent, as directed by the PTPO Executive Board

SFY 2026-2027 UPWP Budget and Funding by Work Element

PRTPO Work Element	STATE 2026 RTPO Funds	STATE 2027 RTPO Funds	STATE HSTP Planning Funds	TOTAL 2026-2027 UPWP BUDGET
1. Program Administration	$100,647	$90,000		$190,647
2. Transportation Planning	$27,000	$37,648	$85,000	$149,648
3. Regional TIP	$9,200	$9,200		$18,400
4. Board-Directed Activities	$0	$0		$0
TOTAL	**$136,847**	**$136,848**	**$85,000**	**$358,695**

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:	$190,647
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Fiscal Agent

Program Administration Activities:

1.1 Organizational 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, etc *(on-going)*
- Monitoring state and federal legislation affecting PRTPO and the RTPO process, or having a regionally significant effect on its members *(on-going)*
- Distribute information and resources to members on potential transportation funding opportunities or other support *(on-going)*

Deliverables:

- Updated by-laws (if needed)
- Updated policies and procedures (if needed)
- Updated PRTPO Resource Manual (annually and as warranted)
- Other products or resources derived from PRTPO support (TBD)

1.2 Meeting Support

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

Deliverables:

- Meeting agenda packets and presentation materials, meeting records

1.3 Public Information and Communications

- General public involvement and education *(on-going)*
- Respond to inquiries from the public and media *(as needed)*
- Website updates and content development, maintenance, and security *(on-going)*
- Maintain public records *(on-going)*
- Make public documents available online *(on-going)*

Deliverables:
- Website platform and content
- Correspondence
- Public Records

1.4 Work Program Management
- UPWP development and budget monitoring *(3rd quarter, with on-going monitoring)*
- UPWP Amendments *(Q4 SFY 2026 and as needed)*
- UPWP Annual Report of Performance and Expenditure *(September)*
- Work Program coordination *(on-going)*

Deliverables:
- UPWP amendments (as needed)
- SFY 2025 and SFY 2026 UPWP Annual Report of Performance and Expenditure
- SFY 2028-2029 UPWP

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

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

1.6 Administrative Expenses
- Insurance, legal services, legal notices, software licenses, membership fees, technical services, web platform, cost recovery, audits *(annual on-going)*

Deliverables:
- Varies by expense item

1.7 Title VI Compliance
- Title VI monitoring and compliance *(on-going)*

Deliverable:
- Response to Title VI Complaints *(as needed)*

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-Yr Total
1. Program Administration	**$ 100,647**	**$ 90,000**	**$190,647**
1.1 Organizational Support	*$ 38,000*	*$ 30,000*	*$ 68,000*
1.2 Meeting Support	*$ 28,647*	*$ 25,000*	*$ 53,647*
1.3 Public Information & Communications	*$ 2,000*	*$ 2,000*	*$ 4,000*
1.4 Work Program Management	*$ 5,000*	*$ 6,000*	*$ 11,000*
1.5 Accounting	*$ 1,500*	*$ 1,500*	*$ 3,000*
1.6 Administrative Expenses	*$ 25,000*	*$ 25,000*	*$ 50,000*
1.7 Title VI	*$ 500*	*$ 500*	*$ 1,000*

Work Element 2 – Transportation Planning

Transportation planning activities encompass the planning and on-going coordination, collaboration, and consultation needed to identify issues and opportunities, develop regionally determined strategies, provide regional direction and leadership on priority matters, and produce periodic updates to plans or guiding documents. This UPWP supports PRTPO's priority planning objectives for the 2026-2027 biennium, onboarding of a new PRTPO Coordinator and a refresh of the Human Services Transportation Plan. 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 reflect budget constraints, other activities underway, and circumstances or opportunities available at that time.

Transportation Planning Summary:

Estimated Cost:	$149,648
Funding Source:	SFY 2026-2027 RTPO Funds and PTD Planning Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff

Transportation Planning Activities:

2.1 Long-range Regional Planning

- Compile New RTP Project List *(Q2 in SFY 2026, 2027)*
- Complete the RTP Biennial Currency Review *(Q2 SFY 2027)*
- Support Multimodal Level of Service Coordination with WSDOT and Local Partners *(as warranted)*
- Maintain Data Portal and Mapping Tools *(ongoing, based on need and available resources)*

Deliverables:

- Updated RTP Project List and Online Map
- 2027 RTP Biennial Review Documentation and potential RTP amendment
- Meeting materials, communication pieces, maps, and data sets
- Executive Board and TAC meeting materials

2.2 Coordination and Collaboration

- RTPO and Regional Coordination
  - MPO/RTPO Coordinating Committee meetings *(quarterly)*
  - Rural RTPO Coordination meetings *(quarterly)*
  - Coordination with WSDOT TRIP re: RTPO policies *(as warranted)*
  - Collaboration and Coordination with Other Regions *(as warranted)*
- WSDOT Coordination

  Participate in WSDOT planning activities as appropriate and feasible within the budget:
  - Peninsula Region Joint Operations Group Coordination Meetings *(TBD)*
  - Public Transportation Division activities including update of statewide Public

Transportation Plan *(SFY 2026-2027)*
- Active Transportation Planning Division activities *(as warranted)*
- Rail, Freight, and Ports Division planning activities *(as warranted)*
- Olympic Region Transportation Asset Management reporting *(SFY 2026)*
- Update of Federal Functional Classification *(as warranted)*

- Local and Intra-regional Collaboration
  - Work with local agencies to coordinate planning efforts and demonstrate consistency between local and regional plans and strategies *(on-going)*
  - Support communications, maintain resources, and facilitate the cooperative efforts of PRTPO members and their partners working to enhance the EV-readiness and resiliency of the region's transportation system *(on-going)*

Deliverables:
- Correspondence and materials
- Executive Board and TAC briefing materials, as warranted

2.3 Tribal Collaboration
- Work with tribal partners to support coordination between tribal and regional plans and strategies, especially during major updates of the Regional Transportation Plan or as requested by one or more tribes (*on-going)*
- Monitor state and federal policies that affect tribal coordination, planning, and funding considerations *(on-going)*
- Work with PRTPO tribal members to ensure available data on tribes is reliable and/or appropriately used in regional materials and planning processes *(on-going)*
- Promote on-going communications and build relationships with tribal partners and their allies across the region, and identify areas of potential collaboration and partnership for further follow-up *(on-going)*
- Maintain relations with the five non-member tribes and seek opportunities for collaboration *(on-going)*

Deliverables:
- Correspondence and materials
- Biennial invitations to non-member tribes to formally join PRTPO as voting members

2.4 Human Services Transportation Planning
- Complete an update of the Human Services Transportation Plan *(due Dec 2026)*
- Monitor funding and policy programs and maintain communications as appropriate with public transit, tribal transit, and human services transportation providers *(on-going)*

Deliverables:
- Updated Human Services Transportation Plan (Dec 2026)
- Data sets and mapping products

2.5 PRTPO Transportation Outlook 2026 and 2027
- Facilitate development of a coordinated list of priority regional concerns *(Q1 each year)*
- Produce an annual briefing paper of PRTPO transportation priorities *(Q2 each year)*
- Host an annual legislative forum to share regional priorities and identify areas for collaboration *(Q2 each year)*
- Respond to legislative and other inquiries on the briefing paper and its priorities *(on-going)*
- Coordinate with members in monitoring and supporting PRTPO's priorities *(on-going)*

Deliverables:

- PRTPO *Transportation Outlook* 2026 and 2027 legislative folios
- Executive Board, TAC, and Subcommittee meeting materials

2.6 Regional Grants Administration

- Monitor obligation and project delivery of Transportation Alternatives awards *(on-going)*
- Conduct Consolidated Grants prioritization process *(Q2 SFY 2027)*
- Complete annual Transportation Alternatives program status report for WSDOT *(December)*

Deliverables:

- Prioritized list of candidates for the Consolidated Grants process
- Completed WSDOT Public Transportation Division Consolidated Grants submittal form
- Executive Board and TAC meeting materials

Estimated Level of Effort:

	SFY 2026	SFY 2027	2-YrTotal
2. Transportation Planning	**$ 72,000**	**$ 77,648**	**$ 149,648**
2.1 Long-range Planning	*$ 8,500*	*$ 11,148*	*$ 19,648*
2.2 Regional Coordination and Collaboration	*$ 10,000*	*$ 10,000*	*$ 20,000*
2.3 Tribal Collaboration	*$ 2,500*	*$ 2,500*	*$ 5,000*
2.4 Human Services Transportation Planning	*$ 45,000*	*$ 40,000*	*$ 85,000*
2.5 PRTPO Transportation Outlook	*$ 5,000*	*$ 5,000*	*$ 10,000*
2.6 Regional Grants Administration	*$ 1,000*	*$ 9,000*	*$ 10,000*

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:	$15,000
Funding Source:	SFY 2026-2027 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 compile a six-year Regional TIP (RTIP) *(1st quarter)*
- Develop RTIP documentation, financial plan and other report requirements *(1st quarter)*
- Advertise the draft RTIP for public review and comment *(1st quarter)*
- Prepare draft and final versions of the RTIP and briefing materials to support TAC review and recommendation, and Executive Board approval *(1st and 2nd quarters)*
- Develop amendment materials for the TAC, Executive Board, and WSDOT *(as needed)*

Deliverables:

- Draft and Final 2026-2031 and 2027-2032 RTIPs
- Amendments as needed to the adopted RTIP
- 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 2026	SFY 2027	2-Yr Total
3. Regional TIP	**$ 7,500**	**$ 7,500**	**$15,000**
3.1 Develop and Maintain Regional TIP	$ 7,400	$ 7,400	$14,800
3.2. Monitor OA for Federally Funded Projects	$ 100	$ 100	$ 200

Work Element 4 – Board-Directed Activities in SFY 2026-2027

In addition to the core work program activities described in Work Elements 1-3, PRTPO will undertake additional activities in SFY 2026-2027 as funds and staffing allow. Appendix A identifies priority unfunded planning needs PRTPO would like to pursue. These activities are separate from the on-going core functions described in Work Elements 1-3 and are dependent on funding. Several activities support the *Strategic Agenda & Action Plan* in the Regional Transportation Plan. Specific activities will be identified by the Executive Board and amended into this Work Element as funds are secured.

Board-Directed Activities in SFY 2026-2027 Summary:

Estimated Cost:	N/A
Funding Source:	SFY 2026-2027 RTPO Funds
Work Performed By:	PRTPO Executive Committee PRTPO Executive Board PRTPO Technical Advisory Committee Lead Planning Agency with Contract Staff Others TBD

Board-Directed Activities in SFY 2026-2027:

Specific work program activities to be undertaken will be identified and scoped by the Executive Board based on resources, timing, and other opportunities and constraints. Appendix A identifies some unfunded candidate activities that advance Regional Transportation Plan concerns. Specific activities will be indicated below through an administrative amendment to the UPWP.

4.1 To Be Determined by Executive Board

Estimated Level of Effort:

A budget for Board-Directed Activities will be established at the time work is approved by the Executive Board.

	SFY 2026	SFY 2027	2-Yr Total
4. Board-Directed Activities in SFY 2026-2027	**$ 0**	**$0**	**$0**
4.1 TBD			

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 Olympic Region prepares and adopts its own UPWP. Planning activities in this biennium are related to Tribal and Regional Coordination, and Preliminary Engineering activities. WSDOT Olympic Region has no corridor or sub-area studies budgeted for SFY 2026-2027.

Tribal and Regional Coordination activities entail WSDOT participation in the planning activities of PRTPO, local jurisdictions, and the federally recognized tribes within the region. Ongoing local and regional coordination activities include providing technical oversight, proactive collaboration, and expanded review for Comprehensive Plan Periodic Updates, annual amendments, and subarea plans in Clallam, Jefferson, Kitsap, and Mason counties as well as providing policy guidance regarding WSDOT's approach to implementing HB 1181, HB 1220 and SSSB 5412. WSDOT also provides enhanced technical and coordination support and oversight for PRTPO's RTP updates.

Preliminary Engineering activities this biennium include advancing the SR 3 Gorst Area Planning and Environmental Linkages (PEL) Study and pre-design projects for safety, preservation, and HEAL Act eligible capital projects, to further define community needs and project details at a conceptual/planning level of detail.

WSDOT's Multimodal Planning Office also leads pre-design studies for Fish Passage and a subset of other preservation and improvement projects in compliance with Washington State's Complete Streets requirements. Pre-design studies, which occur just prior to initiation of Preliminary Engineering, entail coordination with stakeholders and the general public to reach commitments on project features that meet state requirements and support local plan implementation. WSDOT planning staff coordinate with PRTPO and local agency planning staff during the course of all pre-design efforts.

Appendix A: SFY 2026-2027 Unfunded Needs

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 and products would benefit the region and its members if funds become available.

Listed below are important unfunded planning needs PRTPO or its partners would pursue with additional resources. They are derived from the PRTPO *Strategic Agenda & Action Plan* in the adopted RTP along with some standing programmatic concerns. Many of these activities are "next steps" PRTPO identified to help move the needle on some difficult regional issues. No priority is implied in the order of the list.

If a funding opportunity arises, the PRTPO Executive Board will determine which activity to pursue based on the specific funding opportunity, timing, and other factors. If the pursuit is successful, the activity and associated revenue will be amended into the SFY 2026-2027 UPWP. Any state RTPO funds allocated to these activities must be fully expended by June 30, 2027.

A. Extend PRTPO's Annual Services Agreement with the AWC GIS Consortium

As a member of the Association of Washington Cities, PRTPO obtains GIS services through an annual service agreement with the GIS Consortium. This is a flat fee for a certain number of hours of GIS support to assist PRTPO Coordinators in developing and maintaining online products. The contract schedule corresponds roughly with the state fiscal year; service contracts expire in SFY Q4.

This is a high value investment for PRTPO that extends the organization's capacity for member support and effective communications. A Tier 2 service agreement provides 45 hours of GIS service directed by PRTPO and any unused hours roll over to the following year.

Estimated cost – $10,000/year

B. Convene Hood Canal Bridge Advocacy Group to Assess Operational Strategies

Coast Guard policies govern when the Hood Canal Bridge is closed to allow recreational sailboats to pass. A fixed span at the east end of the bridge accommodates vessels up to 50' tall at high tide and 59' tall at low tide, but requests are regularly made for passage by yachts taller than that entering or leaving Hood Canal. Requests are random, but they accounted for more than half of all bridge-lifts in 2023. Travelers are unable to plan their trips to avoid these closures. It takes about an hour for WSDOT to stop traffic, open the bridge, wait for the yacht to clear passage, close the bridge, and reopen it to traffic. This creates congestion and economic impacts from Bremerton to Port Angeles. Growth in recreational marine traffic is expected to increase the frequency of these requests.

Washington State lawmakers secured a provision from the Coast Guard in 2012 restricting those closures at certain times during peak tourist season. The PRTPO Executive Board would like the Coast Guard to revisit its policies and further restrict when a pleasure craft can stop traffic on SR 104 for passage through. The Board would also like to build support for improvements on the east end to better manage traffic impacts on the surrounding community of these closures.

This activity will convene 2-3 work sessions intended to increase understanding of the implications of current policies and build support for a coordinated approach to the Coast Guard, as well as lay the groundwork for east end infrastructure improvements. PRTPO will convene a range of local, state and federal stakeholders to assess the need for policy changes that improve operational efficiency of the state highway system without undue impacts on the recreational boating

community and which increase predictability for motorists and sailors alike. The aim of these work sessions is to develop champions among those who are positioned to take this matter forward to the Coast Guard.

Estimated cost: $10,000

C. Analysis of Traffic, Economic, and Community Impacts of Hood Canal Bridge-Lift Practices

The SR 104 Hood Canal Bridge is a vital freight and passenger link between Central Puget Sound and communities and tribal lands throughout the Olympic Peninsula. Despite this, WSDOT has very little data regarding the effects of Hood Canal Bridge operations on travelers and the economy. Without reliable data and analysis of the impacts on traffic and the economy, it is difficult to have effective discussions with the Coast Guard and recreational boating community about bridge management operations. This is an unfunded WSDOT need with direct implications for PRTPO's ability to initiate meaningful dialogue with its state and federal partners. It is included here to indicate PRTPO support for this important but unfunded WSDOT planning effort.

Estimated cost: $150,000

D. Explore Opportunities for Long-Distance Bus Service Around the Olympic Peninsula

The unique geography of the Olympic Peninsula creates challenges to rural intercity connectivity for all travelers, but especially for transit riders. Transit on the US 101 loop around the Olympic Peninsula is provided by four different transit agencies – Mason Transit, Jefferson Transit, Clallam Transit, and Grays Harbor Transit – and the privately operated Dungeness Line. While cooperation between the agencies makes it possible for a person to eventually get from the west side of the Olympics to the east side, it is not convenient.

This activity will engage the four public transit agencies in an exploratory work session to assess the potential for a future scheduled service built on interagency coordination and collaboration, with a brief report out to the Executive Board. This is a preliminary exercise intended to assess feasibility and interest, to determine whether a more comprehensive technical study is warranted. If so, participants will help develop a high-level scope of work, cost estimates, and key considerations for a follow-up study, to support future funding pursuits.

Estimated cost: $5,000

E. Promote Regional Cooperation to Improve Ferry Service Reliability

In June 2025, the Executive Board will meet with Representative Nance (26th) to tap his insights on state efforts to improve reliability of the Washington State Ferry system and considerations about future ferry opportunities. The Board will also meet in the future with Steve Nevey, director of Washington State Ferries. The intent is to identify specific meaningful steps that PRTPO can take to advance the reliability of and future growth in ferry service for the Peninsula Region. This placeholder reflects the Board's long-standing support for ferry service in the region.

Estimated cost: TBD

F. Convene a Regional Transportation Resilience Forum

Each of the four counties in the Peninsula Region have Comprehensive Emergency Management Plans (CEMP), locally coordinated to help prepare each county for response, recovery, and continuity of services in the event of a disaster. The State itself has a plan. It is likely Olympic National Park has a plan, as well as State Parks, DNR, and others. Transportation is key to the response and recovery strategies in every plan. In a region with the geographic complexity and transportation vulnerabilities found in the Peninsula Region, it is worth ensuring there is awareness of and coordination between the various plans and their underlying transportation assumptions,

especially concerning seismic lifeline routes. Regional preparedness entails regional collaboration.

This forum will convene representatives within the emergency management divisions of the four PRTPO counties and associated transportation representatives, representatives from WA State and Western Federal Lands, and others for an initial assessment of the adequacy of transportation coordination between CEMPs, and between local, state, and federal land management agencies. It will consider if there are untapped coordination opportunities to enhance the resilience of vital transportation infrastructure. This work session will help the stakeholders determine what follow-up measures, if any, are warranted to improve the Peninsula Region's resilience through enhanced or innovative transportation planning activities and collaborations.

Estimated cost: $7,500

G. Facilitate Coordinated Freight Data Collection Process for Local T-2 and T-3 Routes

Some of Washington's important freight routes are on local facilities. Every two years WSDOT asks PRTPO to help coordinate an update of freight data for the local elements of the state's Freight and Goods Transportation System (FGTS), but only one of the region's local partners has the resources to collect or maintain such data. Small local agencies have difficulty obtaining this information, making them less competitive in freight funding opportunities.

If funded, this activity would entail a coordinated effort to collect baseline data for all of the region's local T-2 routes (there are 5) and a select number of priority local T-3 routes for use in updating the FGTS. This would support future updates for a few biennia until such time fresh data could be collected again. Importantly, it would advance local efforts to address key freight mobility issues affecting their communities, ports, and businesses and provide the information needed to compete more effectively for project funding. This data collection effort may be of potential interest to WSDOT or others, enhancing coordination and data collection opportunities.

Estimated cost - $25,000 - $50,000+

H. Pursue Additional Program Funding to Enhance PRTPO Planning Capacity

In 2024-2025, the Executive Board considered its work program requirements and organizational aims against the regular RTPO funding it receives from the legislature and determined that base program funding is inadequate. An increase in funding is needed to better carry out its work program and fulfill its role as a regional partner. PRTPO joined with the other 16 regions in an unsuccessful bid to secure a legislative increase in base funding. The experience suggested that alternate approaches may be more fruitful going forward. Two such approaches include a coordinated programmatic effort focused just on funding for rural RTPOs, as well as one that seeks a legislative earmark or planning grant for a specific PRTPO need or activity. Any such effort to secure additional funding will take some advance planning and resources to support the necessary coordination.

Estimated cost - $5,000

I. Review of PRTPO Documentation and Website for ADA Compliance

As a public entity, PRTPO must comply with ADA requirements, including adherence to the Web Content Accessibility Guidelines (WCAG), to ensure that all public activities, communications, and planning efforts are accessible and equitably conveyed. With WSDOT advancing a statewide initiative to promote digital accessibility compliance, many regional agencies have already sought consultant support to update websites, identify accessibility gaps, and implement corrective measures. As PRTPO staff continue reviewing the organization's website, documents, and internal procedures, it has become clear that the breadth and technical complexity of digital accessibility—ranging from document remediation to ongoing web compliance—would

benefit from specialized external expertise. This project proposes securing consultant assistance to help PRTPO achieve and maintain full digital accessibility compliance and strengthen its long-term capacity in this area.

Estimated cost - 10,000

Appendix B: PRTPO Members



PRTPO Members

Clallam County
Jefferson County
Kitsap County
Mason County

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

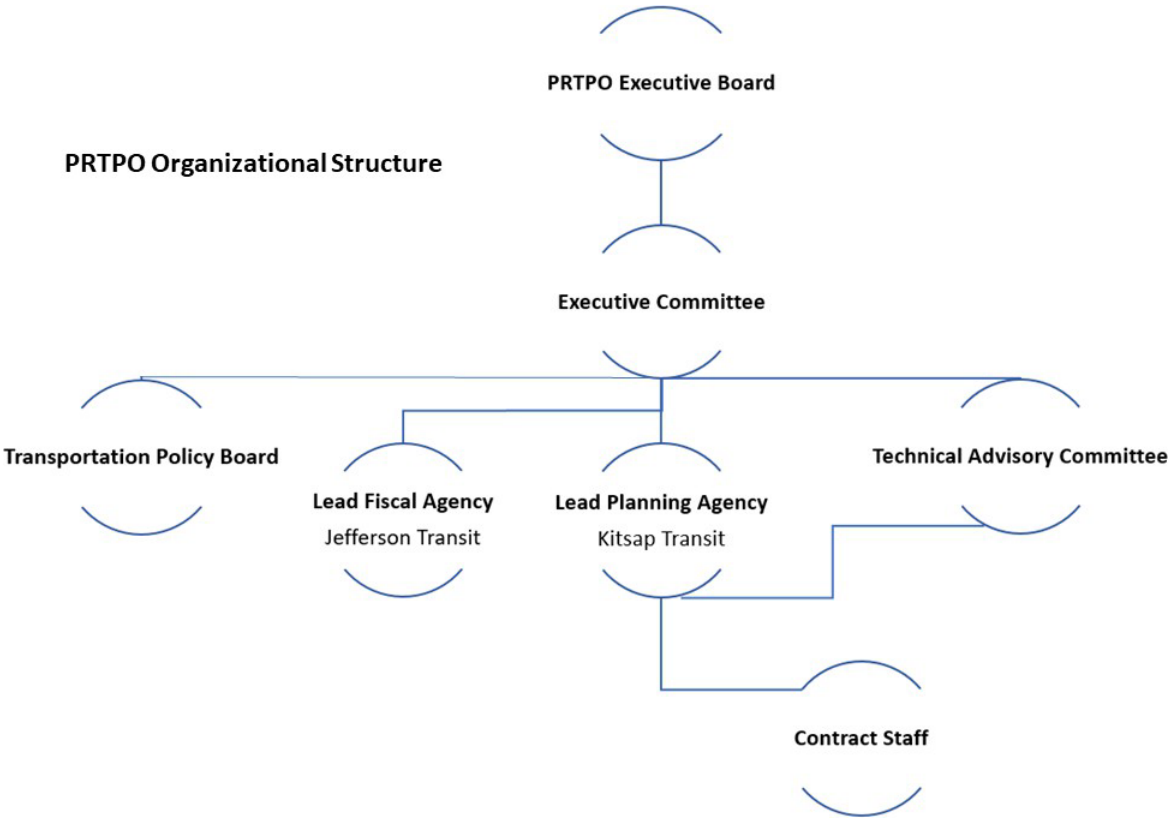
Jamestown S'Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Skokomish Tribe
Squaxin Island Tribe

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

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

WSDOT Olympic Region

PRTPO Organizational Structure



ATTACHMENT B

DISCUSSION ITEM

To: PRTPO Executive Board
From: Edward Coviello
Date: May 14, 2026
Subject: **Transportation Alternatives**

REQUESTED ACTION:

The PRTPO Coordinator will provide an update on available funds in the Transportation Alternatives program administered by WSDOT Local Programs. And, provide information about two requests for funding changes to projects in Jefferson County and the Jamestown S'Klallam Tribe.

Overview

The WSDOT Local Programs office distributes funding for projects eligible for the TA funds. Eligible projects include bike trails, pedestrian improvements, safe routes to school, etc. The PRTPO is responsible for recommending allocation amounts for projects in our region. These recommendations are sent to Local Programs to begin the process of programing the projects into the Statewide Transportation Improvement Program (STIP). The PRTPO also places selected projects into the Regional Transportation Improvement Program (RTIP). Some projects are programed into the Tribal Transportation Improvement Program which is administered by the US Department of Transportation (USDOT) Western Federal Lands (WFL) division of the Federal Highway Administration (FHWA).

There has been an annual allocation of funds into the TA program from $321,000 to $354,000 since 2022. There is approximately $1,338,000 available currently for the PRTPO region.

The PRTPO normally issues a call for projects every four years. The last being in 2024. We are scheduled to issue a call for projects in 2028. This method allows for a buildup of funding to levels needed to plan and construct meaningful projects. With an annual allocation being in the low to mid $300s.

The Jefferson County Public Works Department is requesting an allocation distribution to account for cost increases for the SR-19 Rhody Drive Pes-Bike Improvement project.

Additionally, the Jamestown S'Klallam Tribe is requesting assistance for the Carlsborg ODT project, which is retooling the 90% construction estimate for current unit pricing and for including Banana Way.

Both Jefferson County and the Jamestown S'Klallam Tribe are scheduled to speak on these matters.

Attachment:
2024 projects awarded by the PRTPO
Jamestown S'Klallam Tribe Memo: 2024 PRTPO award of Transportation Alternative Funds Carlsborg Crossing, Olympic Discovery Trail

For More Information:

Edward Coviello | 360.824.4919 | EdwardC@KitsapTransit.com

2024 PRTPO Awarded Projects

SR 19 Rhody Drive Ped-Bike Improvements – North Segment Jefferson County

Request: $461,135 in TA funding for obligation in FFY 2026

The proposed work consists of constructing approximately 1021' of multi-use path for bicycles and pedestrians within the easterly side of the SR 19 right of way and approximately 550' of multi-use path within an undeveloped area of Jefferson County's H.J. Carroll Park.

Multi-modal Arterial Street Cohesive Investment Strategy Port Townsend

Request: $180,000 in TA funding for obligation in FFY 2024

The City of Port Townsend proposes evaluating fifteen key arterial streets to identify the appropriate non-motorized facilities and limits of improvements needed to facilitate a cohesive non-motorized network. This evaluation will be vetted through extensive public outreach and coupled with the City's Non-motorized Transportation Plan update to prepare for future grant applications as well as set developer requirements. This study will facilitate success in securing grant funds with refined estimates and schematic drawings for each arterial street evaluated.

Race Street Complete Street Phase 2 Construction Port Angeles

Request: $500,000 in TA funding for obligation in FFY 2027

The Race Street Complete Street project reconstructs 1.15 miles of Race Street, an arterial used to access Olympic National Park and Hurricane Ridge Visitor Centers. The design includes a 12-foot shared-use recreational path buffered by landscaping and street trees, stormwater retention features to the west, and an expansion of pedestrian safety measures and sidewalk on the east. Benefits from the project include transportation equity and safety for pedestrians, bicyclists, transit users, and personal vehicles. The design is also meant to provide safety and equity for all ages traveling to and from the Visitor Center, a Boys and Girls Club, Library, Fine Arts Center, and two elementary schools.

Carlsborg Crossing – Olympic Discovery Trail *Jamestown S'Klallam Tribe w/Clallam County*

Request: $901,276 in TA funding for obligation in FFY 2025

Construct a safe road crossing and new ODT asphalt alignment through the Carlsborg Industrial Park with complementary gravel buffers, landscaping, fencing, low-scale lighting, and ADA trailhead parking. These improvements will follow MUTCD, FHWA-proven countermeasures, and AASHTO standards for a multi-use regional trail. Vehicle-bike and bike-bike conflicts will be reduced.

JAMESTOWN S'KLALLAM TRIBE
1033 Old Blyn Highway, Sequim, WA 98382 360/683-1109 FAX 360/681-4643

Memo

TO: PRTPO Executive Board, PRTPO Technical Advisory Committee

Cc: Amna Parson, Ed Coviello

FROM: Wendy Clark-Getzin, PE, Tribal Transportation Program Manager

DATE: 05/13/2026

RE: 2024 PRTPO award of Transportation Alternative Funds
Carlsborg Crossing, Olympic Discovery Trail

The Carlsborg ODT project has arrived at 90% design PSE. The project status is reviewing changes to the draft Contract Manual and bid instructions to be suitable for tribal oversight on predominantly tribal land. The project provides safety, beauty and added capacity for trail users. The existing trail will be removed and reconstructed to a tribal ODT standard profile. An alignment adjustment will eliminate bike-pedestrian conflicts. Due to the abundance of indigenous landscaping, the project will have set workdays in September with the project becoming substantially complete in October. This project has a mid-block crosswalk element which will be newly outfitted with MUTCD 11th edition remedies for visibility, traffic calming, and ped-bike priorities.

The budget for the project has been stretched. The Tribe has removed two elements of the project on tribal land which are culturally difficult to compromise. The decorative metal fence and the tribally influenced public shelter will be built by the Tribe under a separate contract. The inflated cost of the project is related to the ubiquitous hot mix asphalt (risen petroleum costs) and utilities in Carlsborg Road.

After meeting with the Clallam County Trail Advisory Committee who recommended a change of the scope, the design team began the process to extend improvements across Banana Way. This is a dirt/gravel private road in the industrial park serving several businesses to the north of the project. Clallam County has a twenty foot wide ODT easement across Banana Way. This is more than sufficient to bring the trail across with a paved surface from the new section to the existing segment. After meeting with the snowboard manufacturer, they described their WB-62 freight trucks which would traverse the new trail. This required a change to the road profile and length to accommodate the weight.

The Tribe and the County believe this is a one time opportunity to rebuild the trail from the west of Carlsborg Road Crossing to the Copper Creek business. by incorporating the dirt/gravel road crossing into the scope.

The additional cost to perform the work based on the 90% engineers' estimate, as of May 13, 2026 is $335,348. The Jamestown S'Klallam Tribe and partner Clallam County requests this amount to be added to the 2024 award from the next TA round.

Thank you for the consideration of the TA funds for the completion of the ODT construction phase in 2026. The PSE is available upon request.