

# Peninsula Regional Transportation Planning Organization

## Executive Board Meeting Summary

January 18, 2019

### Attendees

#### Executive Board Members

Bill Peach, Clallam County via conference call  
Jon Preston, City of Forks  
Chris Hartman, Port of Port Angeles  
David Sullivan, Jefferson County  
Tammi Rubert, Jefferson Transit  
Ariel Speser, City of Port Townsend  
Andrea Archer Parsons, City of Bremerton  
David Forte, Kitsap County  
Edward Coviello, Kitsap Transit  
Bek Ashby, City of Port Orchard  
Randy Neatherlin, Mason County  
Mike Ringgenberg, Mason Transit Authority  
Judy Scott, Port of Allyn

Dick Taylor, Port of Shelton  
Deidre Peterson, City of Shelton  
Annette Nesse, Jamestown S'Klallam Tribe  
Penni Giles, Squaxin Island Tribe  
Wendy Clark-Getzin, Jefferson County  
Sara Crouch, Jefferson Transit

#### Staff/Guests

Dennis Engel, WSDOT  
Theresa Turpin, WSDOT  
Debbie Clemen, WSDOT  
Angie Davis, WSDOT  
Ryan Warner, WSDOT

### **Welcome & Introductions**

Executive Board Chair Annette Nesse welcomed members and noted that several new members are in attendance today. She commented that if new members have any questions during the meeting to feel free to ask them. Executive Board Vice-Chair Bek Ashby remarked that Clallam County Commissioner Bill Peach had a meeting conflict and couldn't attend in person. However, he requested to conference call into the meeting during the Lead Agency Staffing agenda topic. In order to accommodate Bill's availability, the order of the agenda topics was rearranged. Annette then initiated self-introductions.

### **ACTION ITEM: Approval of the November 16, 2018 Executive Board Meeting Summary**

Executive Board Chair Annette Nesse remarked that the November 16, 2018 meeting summary was distributed to members prior to the meeting with a request to submit any revision via email. Annette asked for a motion to approve the November 16, 2018 meeting summary as presented. Member Judy Scott motioned to approve the meeting summary as presented. The motion was seconded and carried with no further discussion.

### **ACTION ITEM: Approval of the Bylaws Changes as drafted at the Nov. 16, 2018 EB Meeting**

Executive Board Vice Chair Bek Ashby commented that the Peninsula RTPO continues to work towards selecting a new lead planning agency. WSDOT is no longer able to provide the lead agency support after June 30, 2019. The Peninsula RTPO needs someone with authority to sign contracts and agreements besides WSDOT. At the November 16, 2018 Executive Board meeting, there was a lengthy discussion and wordsmithing session to amend the contract services section of the bylaws. Adding the ability for the Peninsula RTPO Chair to sign contracts and agreements is recommended since WSDOT will not be authorized to sign contracts or agreements beyond July 1, 2019. Voting action on the bylaws change couldn't be conducted in November due to Section 13 of the bylaws which states that any proposed change to the bylaw be presented at one meeting prior to the meeting at which the action is taken by the Board. Bek shared the following proposed text change to Section 10 of the bylaws with members:

## Section 10: Contract Services:

The Board may contract with member agencies, jurisdictions, tribal entities and/or other organizations to provide professional services. The projects undertaken will support the overall mission, roles, and function of the Board. Contract services for member entities shall take precedence over those provided to non-member entities.

It is the responsibility of the Board to ensure that contracts are relevant, support the mission of the PRTPO, and that there is adequate staffing to undertake and complete the work.

All contracts that would terminate prior to June 30, 2019 may be signed by the existing lead planning agency. This authority sunsets as of July 1, 2019.

The Executive Board Chair is authorized to sign and execute contracts/agreements on the PRTPO's Executive Board's behalf with a concurrency vote of approval by the Executive Board. The voting procedure is covered in Section 7.

Bek Ashby asked for a motion to approve the changes to Section 10 of the bylaws as presented. Judy Scott motion to approve the revisions to the bylaws, and David Sullivan seconded the motion. The motion was carried with no further discussion.

### **REVISE: Legislative Handout**

Peninsula RTPO Coordinator Debbie Clemen commented that the legislative handout was created to provide a consistent message on the Peninsula RTPO's priority projects to legislators from the region. The handout features a brief description of the Peninsula RTPO; a legislative thank you for your support message; it highlights our number one priority project; as well as the priority transportation needs; and on the reverse side features some of our priority transportation projects. Executive Board Vice Chair Bek Ashby remarked that we need to stay on top of these projects, so funding is maintained and not put in jeopardy. The Legislative Handout lives on the Peninsula RTPO's website, and the intent was for members to print out copies of the handout when they go to meet with their legislative partners. A brief discussion followed with several suggestions for revisions. Debbie will work with members on revisions and send out a draft for review prior to the February 15<sup>th</sup> meeting.

### **REVIEW: Priority & Needs Statement featured in the PRTPO's Unified Planning Work Program**

Peninsula RTPO Coordinator Debbie Clemen relayed that the Priority & Needs Statement was originally developed at the request of Paul Parker from the Washington State Transportation Commission. Each year, the Transportation Commission produces an updated brochure to the Washington Transportation Plan for the Legislature. This document features the priority and needs statement from each of the metropolitan planning organizations and regional transportation planning organizations from across the state. For the Peninsula RTPO, the priority and needs statement mirrors our Legislative Handout. After a brief discussion, members requested that this document be updated with the same changes requested to the Legislative Handout. Debbie mentioned that this statement is also featured in the Peninsula RTPO's yearly work plan or the Unified Planning Work Program (UPWP). The draft UPWP will be available for member review in February.

### **DISCUSSION: Need host for trails webmap – Peninsula Regional Non-motorized Connectivity Study**

Last year, the Peninsula RTPO hired a consultant to prepare the Peninsula Regional Non-motorized Connectivity Study. This study was formerly referred to as the Regional Trails Plan. There are two main features of this trails deliverable, a written document and an interactive webmap. The purpose of this study is to provide an overview of the existing facilities serving as a building block to better connect trail facilities regionally as non-motorized projects move forward. The document is complete, and we are looking for a member to host the interactive webmap since WSDOT is unable to continue hosting the Peninsula RTPO's webpage. The host may need one or more ArcGIS Online licenses and be able to update the map on a periodic basis. The consultant offered to develop a brief users' guide that explains how to maintain the trails webmap, so the host member may not need a GIS expert to support the map. Staff reached out to Clallam

and Jefferson counties to see if they had the software capability to maintain the webmap. Debbie asked David Sullivan if the county had made a decision regarding hosting the webmap. David replied that they are still looking into it, but his preference is to have another member entity take it on. Debbie asked if there were any other members interested in supporting the webmap? Ed Coviello from Kitsap Transit commented that Kitsap Transit has the GIS software to support the webmap, but he would need to get management approval before volunteering to take this project on. Ed requested more information on the webmap requirements to support his request to management. Debbie will send Ed the detailed information.

### **Coordinated Public Transit-Human Services Transportation Plan Update Schedule**

Every four years, the Peninsula RTPO is required to update their Coordinated Public Transit-Human Services Transportation Plan (CPT-HSTP) in order to meet eligibility requirements for the Consolidated Grant Program. This plan encourages coordination of transportation services within the Peninsula RTPO region and brings together transportation service providers, social service agencies, transit users, and the public to identify service gaps, challenges, and provide recommendations for improving accessible transportation. The CPT-HSTP directly influences the WSDOT's Consolidated Grant program which is a competitive application process for state and federal transportation grants.

In October, the Peninsula RTPO ranked and prioritized the Consolidated Grant applications within the Peninsula RTPO region. In November, the Executive Board approved the ranked project list. The ranked list of Consolidated Grant applications was then forwarded to WSDOT's Public Transportation Division to compete in their statewide process.

Dennis Engel commented that yesterday, we were informed by WSDOT's Public Transportation Division that if we didn't have the Peninsula RTPO's CPT-HSTP approved by February 15, 2019, it would adversely affect our Consolidated Grant funding.

In order to avoid any unfavorable funding consequences, the draft Peninsula RTPO's CPT-HSTP will be released later this afternoon for an expedited review. Your prompt review of this document would be greatly appreciated. Comments are due by February 1, 2019 to allow time to revise the document prior to the Executive Board approval on February 15, 2019. The final CPT-HSTP will be forwarded to Public Transportation following the Executive Board meeting.

### **UPDATE: Lead Agency Staffing and Agreements**

Peninsula RTPO Vice Chair Bek Ashby updated members on the status of the Lead Agency Staffing and Agreements. She provided members with a broad overview of the lead agency search process to date. Bek relayed that the Peninsula RTPO was formed in December of 1990 under the provisions of the Growth Management Act of 1990. WSDOT's Olympic Region Multimodal Planning office agreed to temporarily (for 1 year) provide administrative support to the Peninsula RTPO. Last April 2018, WSDOT gave official notice to the Peninsula RTPO that we had until June 30, 2019 to find a new lead planning agency. We formed a Lead Agency Selection Committee. Dennis Engel was very helpful and put us in touch with two planning organizations that could possibly be our new lead agency. Bek contacted and had conversations with both the Thurston Regional Planning Council (TRPC) and the Grays Harbor Council of Governments (GHCOG). Unfortunately, TRPC was unable to provide staffing. However, the GHCOG seemed very interested. Bek sent out a scope of work, and a request for qualifications. GHCOG completed the applications and agreed to attend the interview process. On August 8, 2018, the interview was held at the Jamestown S'Klallam Tribal Center in Blyn. The interview went really well, and we had discussion of GHCOG also becoming a member of the Peninsula RTPO. In September 2018, Bek Ashby and Tammi Rubert visited the GHCOG's office and met with their office staff. In November 2018, the GHCOG's Executive Director met with Annette Nesse, Bek Ashby, Tammi Rubert, Sara Crouch and several WSDOT staff in Olympia to discuss what agreements and contracts would be need for the new lead agency. Unexpectedly, on December 18, 2018, the Peninsula RTPO received a letter declining the Peninsula RTPO's lead agency staffing work.

Bek didn't want it to look like that we were completely starting over with the lead agency process. She commented that we were able to make some progress by contracting with the Kitsap County's Prosecuting Attorney's Office to provide legal services for the Peninsula RTPO. An agreement was signed by WSDOT,

and it will be complete on January 28, 2019 when the Kitsap County commissioners also sign the agreement.

Bek observed that it seems that the Peninsula RTPO Executive Board doesn't want to get into the nuts and bolts of administering the regional transportation planning organization. As another option, Bek reached out to John Clauson at Kitsap Transit and consultant Betsy Daniels from Triangle Associates. Bek sent both John and Betsy the same information package that she had sent to the GHCOG for their review. She also informed them of the Peninsula RTPO's financial constraints. John Clauson was still interested even with the financial constraints. He was confident that he could do it by hiring a part-time person to complete some of the lead agency duties, and having Ed Coviello complete the main planner duties for the Peninsula RTPO. Betsy Daniels from Triangle Associates responded that this is exactly the type of work that her firm provides. Betsy has worked with the majority of the Peninsula RTPO members and is highly regarded.

We now have another two entities willing to provide our lead agency staffing. Do we want to interview both? There are two options for us to consider. Option 1 is to go with Kitsap Transit, but we would need to wait until February 15<sup>th</sup>, to receive approval from the transit board to take on this work. Option 2 is to try and to hire Triangle Associates. In order to hire Triangle Associates, we would have to go out to bid with a Request for Proposal to reach them. Unfortunately, we don't meet the requirements for a sole source condition to hire Triangle Associates directly.

After a short discussion, it was decided to continue working with Kitsap Transit. However, we would also prepare a full ad for a Request for Proposal as back-up plan.

Bek relayed that it is very important for this group to establish policy and procedures. Sara Crouch from Jefferson Transit also strongly advised having a procurement process in place prior to hiring to prevent problems later on.

Annette Nesse asked whose procurement process do we follow? One suggested option was using the Municipal Research and Services Center on call list. Randy Neatherlin suggested using WSDOT's procurement process. Dennis Engel cautioned that he can't see WSDOT hiring a consultant for next biennium when WSDOT will no longer have control. However, Dennis did mention that WSDOT does have a new On-Call list, and it is possible that Triangle Associates could be on it. Several members liked the ideas of using WSDOT's procurement policy to speed up the hiring process.

Ariel Speser motioned to authorize the Selection Committee to continue to explore Lead Agency options with Kitsap Transit, and work with WSDOT on figuring out a procurement procedure to hire the lead agency staff and have it ready by the next meeting on February 15, 2019. In addition to removing Ed Coviello (Kitsap Transit) as a member of the Peninsula RTPO's Lead Agency Selection Committee due to his conflict of interest. Ariel's motion was seconded and carried with Ed Coviello abstaining from voting.

#### **DISCUSSION: AdHoc Bylaws & Interlocal Agreement Committee**

Vice Chair Bek Ashby commented that at our November 16, 2018 meeting, she relayed the need to perform a major update on both the Peninsula RTPO's bylaws and interlocal agreement. Bek was hoping to form the AdHoc Committee and identify a committee chair at this meeting. However, she felt it is better to table the establishment of a committee until the new lead agency is selected.

#### **Public Comments or Announcements**

Peninsula RTPO Chair Annette Nesse ask if there were any public comments or announcements? Hearing none, she adjourned the meeting.