

# Peninsula Regional Transportation Planning Organization

## TAC Meeting Summary

February 28, 2019

### Attendees

#### Executive Board Member

Andrea Archer Parsons, City of Bremerton  
Rich James, Clallam County  
Mike Oliver, Clallam Transit System  
Annette Nesse, Jamestown S'Klallam Tribe  
Frank Burns, Jefferson Transit  
David Forte, Kitsap County  
Melissa Mohr, Kitsap County  
Edward Coviello, Kitsap Transit  
Jonathan Boehme, City of Port Angeles  
Judy Scott, Port of Allyn  
Dick Taylor, Port of Shelton  
Bek Ashby, City of Port Orchard

#### Staff/Guests

Dennis Engel, WSDOT  
Theresa Turpin, WSDOT  
Debbie Clemen, WSDOT  
Angie Davis, WSDOT  
Cliff Hall, WSDOT

### **Welcome & Introductions**

TAC Vice Chair Frank Burns opened the meeting; commented that TAC Chair Wendy Clark-Getzin was not available today; and then initiated self-introductions around the table. Peninsula RTPO Coordinator Debbie Clemen commented that Angie Davis from WSDOT's Tribal and Regional Coordination office is the Peninsula RTPO's liaison. However, Angie now has a new job, so Cliff Hall will be the new WSDOT liaison for the Peninsula RTPO.

### **Review of the Draft SFY 2020 Unified Planning Work Program**

Peninsula RTPO Coordinator Debbie Clemen commented that the draft Unified Planning Work Program or UPWP has a six-month approval process prior to adoption. The process includes the following steps: 1) The TAC and Executive Board members review the initial draft; 2) Document is submitted to WSDOT's headquarters office for a compliance review for state and federal requirements; 3) WSDOT's headquarters office meets with Peninsula RTPO officers to explain any revisions needed; 4) Revisions are completed; 5) Revised draft is sent out to Executive Board members for their 30-day review prior to adoption at the June 21<sup>st</sup> meeting; 6) Adopted UPWP is submitted to WSDOT headquarters, and the UPWP is implemented on July 1, 2019.

Debbie reviewed the draft UPWP with members. She highlighted the following five sections of the plan: Part I: Background and History; Part II: Program Year 2020 – Work Scope; Part III: Unfunded Work Program; Part VI: Glossary of Transportation Terms and Acronyms; and Part V: WSDOT's Olympic Region's Multimodal Planning office's UPWP Development Process. She highlighted each section and requested that members email any comments to her by Wednesday, March 6<sup>th</sup>. This will allow her to make any changes to the document prior to sending out a copy of the UPWP to Executive Board members for their review prior to the March 15<sup>th</sup> meeting. Some of the revisions requested at the meeting included:

- Adding TAC member Melissa Mohr's (Kitsap County) name to the TAC members list;
- Add the development of a policies and procedures document, and the development of a procurement policy to the Program Administration's work elements;
- Correction B-2 Page 22, RTP is required to undergo a significant update every 2 years not 4 years.
- Correction C-1 Page 22, add note: Members requesting a copy of the model must first complete and receive clearance approval from the Washington State Employment Security office due to data sensitivity requirements.
- Deletion D-2 Page 23, delete last sentence in paragraph "Kitsap County which has dual membership in the Peninsula RTPO and PSRC, receives the majority of its funding through PSRC."

### **RCW Checklist for Regional Transportation Plan Requirements**

At Debbie Clemen's request, Angie Davis from WSDOT's Tribal and Regional Coordination office provided members with two handouts with guidance on updating the Peninsula RTPO's Regional Transportation Plan (RTP). The first handout provided entitled *RTP Elements* is more of a descriptive document with an explanation of each of the required elements. The second document, *RTP Checklist* depicts the respective RCW and WAC that corresponds with each of the elements. Debbie asked if the requirements for least cost planning methodology referred to in RCW 47.80.030 (1a) is met using WSDOT's Practical Solutions? Cliff Hall replied that it does. She also inquired about the benefit of providing functional class and national highway system data if there is none in the Peninsula RTPO region. Cliff encouraged adding the maps if any of Peninsula highways are included. Cliff also suggested contacting WSDOT's GIS department for additional Level of Service Maps.

### **Regional Transportation Plan 2040 Update**

Peninsula RTPO Coordinator Debbie Clemen referenced the Regional Transportation Plan (RTP) schedule with members. She commented that staff has dusted-off the previous RTP from 2015 and will review and update sections of the plan over the next six months with a tentative approval date set for November 15, 2019. The goal is to have TAC members review and comment on the respective sections first with the Executive Board members reviewing and providing their comments next before moving on to the next chapters.

In Chapter 2 under the Goals and Policies section, discussion ensued on the word strategies. Strategies is defined as an approach where as policies are legally binding. Members preference was to strike the word Strategies for the word Policies. It was also preferred to have the goals and policies individually numbered for ease of referencing the specific goal and policy on grant applications. Members also suggested adding the list of tribal and transit service providers under the Public Transportation heading in Chapter 3 on Page 20. If members have additional comments on the RTP, they will submit them no later than Wednesday, March 6<sup>th</sup>.

## **Peninsula Regional Non-motorized Connectivity Study and Interactive Web Map**

Peninsula RTPO Coordinator Debbie Clemen relayed that the Peninsula Regional Non-motorized Connectivity Study and interactive web map is complete. A copy of the study document is available on the Peninsula RTPO's website and the interactive web map is waiting for a host agency. Rich James from Clallam County offered to host the interactive web map on the county's website. Debbie will contact her consultant and give them the host county's GIS person's contact information to get the webmap transferred to Clallam County.

## **Public Comments and Announcements**

### **Cushman Trail Planning Meeting**

David Forte commented that there is a Cushman Trail Planning meeting. The Cushman Trail is a 6.2 mile regional trail was developed in cooperation with Pierce County and Tacoma Power Utility. This trail is paved with trailhead at Borgen Boulevard, Hollycroft Street and Grandview Street. PenMet parks extended the trail south of the City Limits to 14<sup>th</sup> Ave. NW and maintain a trailhead with parking at this location. This trail features slope grades from level to up to a 10% grade. Those locations with 8% or higher grades feature level resting spots.

### **Active Transportation Plan Public Outreach**

WSDOT is working on the development of a State Active Transportation Plan. Active Transportation means human forms of travel, in particular walking and bicycling and rolling to get from one place to another. The Active Transportation Plan is a strategic plan that includes a statewide assessment of where we are now, where we want to go, and how we are going to measure our process in getting there. The planning process is scheduled for completion in December 2019.

## **Meeting Adjourned**

The meeting was adjourned.