

Peninsula Regional Transportation Planning Organization

Draft Executive Board Meeting Summary

March 15, 2019

Attendees

Executive Board Member

Bill Peach, Clallam County
Sissi Bruch, City of Port Angeles
Chris Hartman, Port of Port Angeles
Dennis Smith, City of Sequim via conference call
David Garlington, City of Sequim
David Sullivan, Jefferson County via conference call
Tammi Rubert, Jefferson Transit
Sara Crouch, Jefferson Transit
Ariel Speser, City of Port Townsend via conference call
Andrea Archer Parsons, City of Bremerton
Andrew Nelson, Kitsap County
David Forte, Kitsap County
John Clauson, Kitsap Transit
Steffanie Lillie, Kitsap Transit
Carla Sawyer, Kitsap Transit consultant
Edward Coviello, Kitsap Transit
Bek Ashby, City of Port Orchard
Randy Neatherlin, Mason County
Danette Brannin, Mason Transit Authority
Judy Scott, Port of Allyn
Dick Taylor, Port of Shelton
Deidre Peterson, City of Shelton
Annette Nesse, Jamestown S'Klallam Tribe
Michelle Smith, Makah Tribe
Penni Giles, Squaxin Island Tribe
Marty Allen, Skokomish Indian Tribe

Staff/Guests

Cliff Hall, WSDOT
Dennis Engel, WSDOT
Theresa Turpin, WSDOT
Matthew Pahs, WSDOT
Debbie Clemen, WSDOT

Welcome & Introductions

Executive Board Chair Annette Nesse opened the meeting, welcomed members, and initiated self-introductions of participants around the table and on the phone.

ACTION ITEM: Approval of the February 15, 2019 Executive Board Meeting Summary

Executive Board Chair Annette Nesse commented that a copy of the February 15, 2019 meeting summary was distributed to members prior to the meeting with a request to submit any revisions via email. No revision requests to the meeting summary were received. Annette asked for a motion to approve the February 15, 2019 meeting summary as presented. Member Sissi Bruch motioned to approve the meeting summary as presented. The motion was seconded by member Andrea Archer-Parsons, and carried with no further discussion.

UPDATE: Lead Agency Staffing and Agreements

Executive Board Vice Chair Bek Ashby commented that she sent out an email earlier this week inviting Executive Board members to participate in updating the Peninsula RTPO's Inter-local agreement and bylaws. She stressed that both of these tasks are time sensitive issues. The desire is to have a working group of 5-9 members who are committed to full participation.

After the change of direction by the Grays Harbor Council of Governments, Bek approached Kitsap Transit who had the infrastructure in place to take on the lead agency. The Selection Committee is now ready to bring a recommendation to the Executive Board to approve Kitsap Transit as our lead agency. However, a vote cannot be taken today because of the 30-day notice requirement in our bylaws. A recommendation and vote on Kitsap Transit as our new lead agency will be requested at the April 19th Executive Board meeting.

Kitsap Transit's Executive Director, John Clauson; Service & Capital Development Director, Steffani Lillie; Transportation & Land Use Planner, Edward Coviello; and consultant Carla Sawyer are available today to answer any questions or concerns that members may have regarding Kitsap Transit taking on the lead agency role.

John Clauson commented that Kitsap Transit is happy to report that we don't know really what we are getting into but was willing to learn the lead agency scope of work with the support of the PRTPO membership. John relayed that there are two conditions that must be met for Kitsap Transit to take on the lead agency duties. 1) The Kitsap Transit Board approves his recommendation to take on the lead agency duties. Transit Board members are positive and open to the idea so far. 2) Jefferson Transit agrees to be the fiscal agent for the Peninsula RTPO. John remarked that their long time consultant Carla Sawyer would take on most of the Peninsula RTPO's staffing duties. Carla has helped Kitsap Transit in the past with similar tasks. Our first challenge is the development of the inter-local agreement and updating the bylaws to reflect the change in leadership. John stressed the need for jurisdictions to actively participate in the Peninsula RTPO meetings on a regular basis. Active participation of members is the key to making the transition work. However, one of John's biggest concerns is maintaining his eligibility to apply for grant funding through the Peninsula RTPO. We need to create a fair process for grant ranking and selection of projects. Members need to remember that the transition process for Kitsap Transit is on the job training. We are going to learn things along the way and reevaluate our process as we move forward.

Jefferson County Commissioner David Sullivan remarked that he and the Jefferson Transit Board are committed to helping Jefferson Transit and the Peninsula RTPO be successful.

Jefferson Transit's General Manager, Tammi Rubert, commented that with approval from the Jefferson Transit Board, they will take on the fiscal agent task for the Peninsula RTPO. They are currently working with the Jefferson County treasurer on what this task may include. One major item, is the need to purchase a separate Quickbooks accounting software. Jefferson Transit is open to acting as the fiscal agent for the Peninsula RTPO unless another member is interested.

Andrew Nelson commented that the Kitsap County Prosecuting Attorney's office is providing legal service for the Peninsula RTPO. Executive Board Vice Chair Bek Ashby relayed that WSDOT currently has a contract with the Kitsap County Prosecuting Attorney's office through June 30, 2019 to provide legal services for the Peninsula RTPO. We will also need another contract with them for services from July 1st forward. We are working directly with Lisa Nickel, the Senior Deputy Prosecuting Attorney.

Executive Board Chair Annette Nesse remarked that this is new territory for all of us, the model that we are proposing is new and that we are like pioneers in this process. She thanked all for their support during this transition process and feels positive about the process

Executive Board Vice Chair Bek Ashby commented that WSDOT's headquarter office is requiring the Peninsula RTPO to recertify as an RTPO. This entails submitting a package of the following materials to verify that the RTPO meets the requirements of RCW 47.80.020 prior to the completion of the lead agency transition: 1) A description of the Peninsula RTPO region; 2) a formal designation of the RTPO in the form of a resolution or other legal declaration; 3) a list of all RTPO member local governments; 4) a copy of the updated signed Inter-local agreement that will govern RTPO operations; 5) a formal designation by the RTPO of the lead planning agency; and 6) a description of the RTPO's transportation executive board. Bek relayed that there are significant differences between our original Inter-local agreement signed in 1990 and our current bylaws. We will ask for approval of the updated Inter-local agreement at the April 19, 2019 Executive Board meeting. Members are tasked with shepherding the Inter-local agreement through their internal board process for signature with a deadline of June 21, 2019.

Executive Board Vice Chair Bek Ashby summarized the following tasks that need to be completed:

- Kitsap Transit to move the Peninsula RTPO's webpage from WSDOT to Kitsap Transit.
- WSDOT to digitize any historic records.
- Three Interim agreements need to be signed with WSDOT's Olympic Region: 1) Kitsap Transit, 2) Jefferson Transit, and 3) Kitsap County Prosecuting Attorney's office.

Member Sissi Bruch motioned that we draft agreements with WSDOT's Olympic Region and Kitsap Transit, Jefferson Transit, and the Kitsap County Prosecuting Attorney's office for services provided during the transition. Member Ariel Speser seconded the motion. The motion was carried with no further discussion.

ACTION ITEM: Approval to forward draft Unified Planning Work Program for compliance review

Peninsula RTPO Coordinator Debbie Clemen commented that the Peninsula RTPO's draft Unified Planning Work Program (UPWP) is due to WSDOT's headquarters office for a

compliance review of federal and state requirements. Each year the UPWP undergoes a six month review approval process. Each biennium, WSDOT's headquarters office provides the Peninsula RTPO with a UPWP guidance document and a funding estimate. Since the funding formula is still under discussions, a funding estimate for this biennium isn't available. We will use last biennium's funding allocation of \$302,818 or \$151,409 annually as a guide. The draft UPWP is reviewed by TAC members, Executive Board members, and WSDOT headquarters for compliance. The draft UPWP is finalized in the May timeframe, and sent out to Executive Board members for their 30-day review prior to asking for adoption at the June 21, 2019 meeting. The approved UPWP work program begins on July 1, 2019.

Dennis Engel commented that the MPOs are leading an effort to change the current funding formula for the MPOs/RTPOs. WSDOT has heard that the current funding formula is flawed and must be changed. Scenario one distributes the funds 65% by population, and 35% per capita after setting aside \$500,000 up front to ensure each RTPO receives at least a 3% increase over their initial amount received at the start of the 17-19 Biennium.

- 1) Scenario two builds on #1 by adding a third category on top of the per-county and per capita bases that provides a fixed amount based on the lead agency structure.
- 2) Scenario three is similar to #2, but instead expresses the third category as a percentage that results in scalable amounts should additional funding become available in the future. The proposed distribution is 57% by population, 43% per capita and 27% per lead agency.

An Excel spread sheet of funding comparison tables for the three scenarios is available for your review (attached). Dennis remarked that for the Peninsula RTPO, scenario one is best, scenarios two and three would reduce our current funding.

Debbie commented that there are five main sections of the UPWP: 1) Background and History, 2) Work Program Scope; 3) Unfunded Work Programs; 4) Glossary of Terms and Acronyms; and 5) WSDOT's Olympic Region Multimodal Planning office's UPWP Development Process, and reviewed each section with the group.

Members requested the following revisions to the draft UPWP:

- Ferry service from Southworth to Seattle is not running yet. Remove reference from Page 6.
- Remove reference to "exurban" on Page 7.
- Leave lead agency designation instead of customizing with Kitsap Transit.
- Add note under Work Program Accomplishments that entities within Kitsap County submit their comprehensive plans for consistency and concurrence to the Puget Sound Regional Council.
- Delete Section 4: Key Transportation Issues. This section is not needed and is confusing.
- Regional Transportation Model: Insert text: Kitsap County is reevaluating their model. Employment Security is now requiring all users to sign a confidentiality agreement since cleansing the employer report information isn't at a high enough "cleanse".

Member Sissi Bruch suggested exploring the use of Zoom meeting software instead of having in-person facilitated meetings. Especially since so many members need to travel long distances to attend the meetings.

Debbie commented that there is still time for revisions prior to the final approval of the UPWP. If members come across any other revisions, please forward them to her.

Member Dick Taylor motion to forward the draft UPWP to WSDOT headquarters for a compliance review of state and federal requirements. Member Sissi Bruch seconded the motion. The motion was carried with no further discussion.

REVIEW: Regional Transportation Plan

Peninsula RTPO Coordinator Debbie Clemen shared the draft schedule for the Regional Transportation Plan (RTP) 2040 update. This is a major work effort that requires full membership participation. She commented that the RTP will be updated in the following sections: Chapters 1-3: Introduction, Policy Framework and Regional Transportation System; Chapter 4: Trends, Conditions, and Performance; Chapter 5: Financial Plan; and Chapter 6: Next Steps and Public Involvement sections. TAC members will be asked for their recommendation for approval in October, and approval of the document will be requested at the November 15th Executive Board meeting. Once approved the RTP will be forwarded to WSDOT's headquarters office as required. Debbie reviewed Chapter 1: Introduction, this chapter describes the purpose of the RTP, the region, and plan development. She commented that a placeholder was provided for the Public involvement section at the end of this chapter. In Chapter 2: Policy Framework, the vision, goals and policies taken directly from the previous RTP are highlighted. Chapter 3: Regional transportation system describes the main components of the multimodal transportation system in the region. Chapter 3 highlights the Transportation Facilities and Services of Statewide Significance, Roadway functional classification, National Highway System, Public Transportation we added the transit systems and tribal transit providers for each county.

Debbie relayed that members' guidance and feedback is needed for Chapter 5: Financial Plan. This chapter will include a description of funded priorities and unfunded projects that are supported by the region. WSDOT's Matthew Pahs lead a brief discussion on what members would like to see in the Financial Plan chapter. Matthew asked members how they felt about using the current projects in the R-TIP for the funded and unfunded project lists since it would meet the intent of the RCW. Member David Forte suggested starting with the projects in the R-TIP and suggested featuring Kitsap County's projects in an appendix since they go through Puget Sound Regional Council for their R-TIP. Member Randy Neatherlin suggested that Matthew work with TAC members on the Financial Chapter. John Clauson remarked that a smaller group is also easier for consensus. Matthew summarized what he heard from members: 1) It was okay to use the R-TIP projects for the regions' funded and unfunded priorities list; and 2) work directly with the TAC on the Financial plan chapter. Matthew commented that the Financial Plan would also feature WSDOT's State Facilities Action Plan. He ask WSDOT's Theresa Turpin to explain what the facilities action plan was. Theresa quickly reviewed the components of the WSDOT's State Facilities Action Plan. She relayed that the plan uses the

practical solution approach for projects; improve the coordination of major projects with partners; provides near-term and long-term solutions, provides asset management and preservation needs; indicates how the state routes, and demand management components are doing; proposes a work plan for long range corridor vision; and provides planning policies, and strategies.

Public Comments or Announcements

Executive Board Chair Annette Nesse asked attendees if there were any public comments or announcements to share. There were no comments or announcement to share.

Meeting Adjournment

Annette adjourned the meeting.