

# Peninsula Regional Transportation Planning Organization

## Executive Board Meeting Summary

May 17, 2019

### Attendees

#### Executive Board Member

Kevin Gallacci, Clallam Transit Authority  
Sissi Bruch, City of Port Angeles via conference call  
Chris Hartman, Port of Port Angeles  
Dennis Smith, City of Sequim  
David Garlington, City of Sequim  
David Sullivan, Jefferson County via conference call  
Wendy Clark-Getzin, Jefferson County  
Tammi Rubert, Jefferson Transit  
Andrea Archer Parsons, City of Bremerton  
David Forte, Kitsap County  
Lisa Nickel, Kitsap County Prosecuting Attorney's Office  
John Clauson, Kitsap Transit  
Edward Coviello, Kitsap Transit  
Carla Sawyer, Kitsap Transit  
Bek Ashby, City of Port Orchard  
Loretta Swanson, Mason County  
Danette Brannin, Mason Transit Authority  
Deidre Peterson, City of Shelton via conference call  
Annette Nesse, Jamestown S'Klallam Tribe  
Bud Denney, Makah Tribe  
Jeff Bartlett, Makah Tribe  
Penni Giles, Squaxin Island Tribe via conference call

#### Staff/Guests

Dennis Engel, WSDOT  
Kate Fauver, WSDOT  
Debbie Clemen, WSDOT  
Cliff Hall, WSDOT HQ  
Don Chartock, WSDOT Public Transportation

#### **Welcome & Introductions**

Executive Board Chair Annette Nesse opened the meeting, introduced herself, and welcomed members. Annette relayed that the following members are participating via conference call; they are: Sissi Bruch, David Sullivan, Deidre Peterson, and Penny Giles. Annette initiated self-introductions around the table, and relayed that a meeting quorum of members is present.

## **ACTION ITEM: Approval of the April 19, 2019 EB Meeting Summary**

Executive Board Chair Annette Nesse remarked that a copy of the April 19<sup>th</sup> Executive Board meeting summary was emailed to members for review. Any suggested revisions were requested via email prior to the meeting. No revisions were received. A motion to approve the April 19<sup>th</sup> Executive Board meeting summary as presented was made, seconded, and carried with no further discussion. All members were in favor and none were opposed.

## **LEAD PLANNING AGENCY TRANSITION ITEMS**

### **STATUS: Inter-local Agreement**

Executive Board Vice Chair Bek Ashby updated members on the status of the Inter-local agreement (ILA). Members were asked to shepherd the ILA through their respective councils for signature with a goal to have the majority of signatures on the ILA prior to May 30, 2019. Bek commented that all member jurisdictions have been really responsive to our ILA request. We have received or will receive by the end of May signed copies of the ILA from the following member jurisdictions:

- Mason County
- Kitsap County
- Jefferson County
- Clallam County
- Bremerton
- Port Angeles
- Port Townsend
- Shelton
- Sequim
- Poulsbo
- Bainbridge Island

The following members relayed that their respective jurisdictions would also have the ILA signed soon: Annette Nesse, Jamestown S'Klallam Tribe; Bud Denney, Makah Tribe (provided a signed hardcopy); Penni Giles, Squaxin Island Tribe; John Clauson, Kitsap Transit; Danette Brannin, Mason Transit Authority; Kevin Gallacci, Clallam Transit commented that his Transit Board would sign the ILA on June 23<sup>rd</sup>. and Tammi Rubert, Jefferson Transit.

Since we haven't heard anything from the City of Forks, Bek will reach out to them. The sooner that the ILA signatures are in, the easier it will be to process our RTPO recertification.

Bek commented that directly following the RTPO recertification process, all members will receive a copy of the signed ILA packet with all member signatures for their legal records.

## **Amended Bylaws Introduction**

Executive Board Vice Chair Bek Ashby commented that the bylaws are now updated, reformatted, and consistent with the Inter-local agreement. Bek reviewed the highlighted revisions to the bylaws including the following sections:

### 2A. Voting Membership

- A third paragraph was added addressing federally recognized tribes. Some MPOs/RTPOs are not as inclusive as the PRTPO. We are being proactive to House Bill 1584 that takes effect in August. HB 1584 requires MPOs/RTPOs to invite any federally recognized tribe that holds reservation or trust lands within the MPO/RTPO region to become a voting member.

### 3E. Executive Board Quorum

- Section iii revisions include the reduction of two tribes being present at the meeting to one tribe being present. Bek commented that is in no-way precludes tribes from participating and voting in any way.
- Section iv addition adds the requirement for at least two county and two city representatives must be in attendance for a quorum.

Bek commented that according to our current bylaws, any proposed changes to the bylaws shall be presented one meeting prior to the meeting at which action by the Executive Board will be taken. We will take action on the bylaw revisions at the June 21<sup>st</sup> Executive Board meeting.

## **SIGNING APPROVAL REQUEST: for Chair to sign WSDOT form 224-091: Regional Transportation Planning Organization Agreement**

Executive Board Vice Chair Bek Ashby commented that our goal is to complete the PRTPO's recertification process by June 21<sup>st</sup> as required by WSDOT. We are seeking member approval to have the Executive Board Chair sign WSDOT's form number 224-091: Regional Transportation Planning Organization Agreement. Bek asked for a motion to allow the Chair to sign the WSDOT form. Annette Nesse made the motion for approval; Tammi Rubert seconded the motion; and the motion was carried with no further discussion.

## **APPROVAL: PRTPO Lead Agency Contracts after July 1<sup>st</sup>**

Executive Board Vice Chair Bek Ashby commented that our legal counsel has prepared the following lead agency contracts with the PRTPO and:

1. Kitsap Transit for Lead Planning Agency Services;
2. Jefferson Transit for Fiscal Agent Services; and
3. Kitsap County Prosecuting Attorney's Office for legal services.

Bek relayed that in the future, the PRTPO will have a template in place for these contracts. We are asking for approval to sign these contracts, but we are aware that members legal advisors haven't had a chance to review the contracts. What would members like to do? Members commented that they felt comfortable enough to vote on the contracts.

1. **Kitsap Transit's Lead Planning Agency Services contract:**

A motion for approval of the Kitsap Transit's Lead Planning Agency service contract was made by David Forte; and the motion was seconded by Tammi Rubert. The motion was carried with no further discussion. John Clauson abstained from the vote due to conflict of interest.

## **2. Jefferson Transit's Fiscal Agent Services contract.**

John Clauson motioned to approve Jefferson Transit's Fiscal Agent Services contract; and the motion was seconded by Danette Brannin. The motion was carried with no further discussion. Tammi Rubert abstained from the vote due to conflict of interest.

## **3. Kitsap County Prosecuting Attorney's Office contract**

John Clauson motioned to approve the Legal Services contract provided by the Kitsap County Prosecuting Attorney's Office; and the motion was seconded by Loretta Swanson. The motion was carried with no further discussion. David Forte abstained from the vote due to conflict of interest.

Bek thanked members for allowing us to move forward with the lead agency transition.

### **UPDATE: Lead Planning Agency Behind the Scenes**

Consultant Carla Sawyer provided a brief update on the status of the PRTPO's website transfer, future meeting schedule and the policies and procedures.

- Carla commented that the PRTPO's website transfer is close to being completed. Kitsap Transit hopes to have the website live prior to July 1st.
- Carla distributed a future meetings schedule and noted that a list of meeting objectives was added. The meeting locations rotate between the Bremerton Airport to the south and the Jamestown S'Klallam Tribal Center to the north. Wendy Clark-Getzin commented that she felt the current TAC meeting location at the library didn't need to be changed. It was decided that the TAC will decide where they want to meet.
- We will concentrate on drafting the two most important policies and procedures for procurement and the Code of Ethics first.

Annette Nesse inquired if Carla has a list of common policies and procedures that we could use as a template. Carla responded that some examples were available.

Bek commented that we are also in the process of obtaining Board Liability Insurance.

### **FINAL REVIEW: Unified Planning Work Program**

Peninsula RTPO Coordinator Debbie Clemen commented that this is the final review for the State Fiscal Year 2020 Unified Planning Work Program (UPWP) prior to adoption at the June 21<sup>st</sup> Executive Board meeting. Debbie noted that members also received an electronic version of the document for their review prior to the meeting. She asked members if there were any questions prior to her detailed review. No questions were presented. Debbie proceeded with a page by page review of the UPWP. Members requested the following revisions to the document:

- Organizational Chart, Page 7, remove line connecting the Lead Agency Staff box to the Transportation Policy Board.
- Delete Figure B: Peninsula RTPO Membership on Page 6.
- Remove member names from the Executive Board and TAC members Figures.
- Revise the Regional Map figure to map the PRTPO region stand out more and filter the non-region entities so they don't stand out. (For example, members felt Island County label is too prominent.)
- B3 section, Regional and Statewide TIP Accomplishments, Page 11, merge the first two bullet sections into one. Same topic.
- Part II: Work Scope, Page 12, 2A "Work Performed by" add Lead Agency/Legal Services and Fiscal Agent.
- 2D-2 Regional and statewide TIP, Page 15, Typo in second sentence. Correction: "WSDOT's Headquarters Local Programs ~~new lead agency~~ as required on a..."

Debbie commented that the Legislature has approved a \$500,000 budget increase for all of the MPOs/RTPOs. However, she wasn't sure how much the PRTPO's share of the increase would be. WSDOT is waiting for the Governor to sign the budget prior to determining the breakout for each MPO/RTPO allocation. Bek commented that if the PRTPO can function within our existing budget, any additional funds that we receive could be used to implement a small project. Members discussed a range of ideas for implementation.

Bek noted the need for future discussion on how to keep track of those purchased resources such as the Travel Demand Model and the Trails Plan and interactive map.

### **2019-2021 Consolidated Grant Awards**

Peninsula RTPO Coordinator Debbie Clemen shared the good news that all nineteen of the Peninsula RTPO's Consolidate Grant applications received funding. The operational grant requests were fully funded and the capital grant requests were partially funded. Don Chartock commented that new this round was the first opportunity for agencies to apply for 4-years of operational funding. The availability of \$10 million in special needs funding enabled us to fund additional projects. WSDOT also received additional capital vehicle funds. Member Sissi Bruch inquired when the next Consolidated Grants Call for Projects would be. Don replied in the Summer of 2020.

### **Public Comments and Announcements**

Executive Board Chair Annette Nesse commented that Debbie Clemen and Dennis Engel had an announcement to share.

#### R-TIP/STIP Call for Projects

Debbie Clemen reminded members that the Peninsula RTPO's call for R-TIP/STIP projects is due on July 1<sup>st</sup> this year. Kitsap Transit is requesting additional time to create these documents. An email was sent to members and Regional TIP contacts earlier this week. This call for projects is one month earlier than usual and we are trying to get the word out.

### Budget: Remaining Funds

Dennis Engel updated members on the existing budget balance. He provided a basic budget spreadsheet depicting the remaining budget balance as of May 1<sup>st</sup>. Dennis commented that we have a remaining balance of \$124,881. We have contracts totaling \$55,000 (Legal Service \$15,000, Kitsap Transit \$30,000, and Jefferson Transit \$10,000). He estimates staff salaries for May at \$11,000 and June staff salaries at \$11,000. The remaining budget minus the contracts and staff salaries leaves a balance of \$47,881. Dennis relayed that the remaining balance would need to be spend by June 30<sup>th</sup>. He suggests returning the balance back to WSDOT, so that another RTPO who is running short could use the funds. Cliff Hall reminded members that these surplus funds need to be expended by June 30<sup>th</sup> on some sort of planning project. No capital expenditures are authorized. Members discussed all options at length and came up with the following three options:

1. Allow Kitsap Transit to determine if funds are needed to formulate a RFP process for consultant selection to lead the Lead Planning Agency process.
2. Implement a Comprehensive Outreach Process for the PRTPO.
3. Purchase a portable communications system to assist members with conference call meeting capabilities.

A motion was made to delegate decision making of which of the above three options to implement to the Executive Committee after additional review of each option. The motion was made, seconded and carried with no further discussion. WSDOT HQ Planning needs to know if there are funds available as soon as possible.

Executive Board Chair Annette Nesse asked if there were any other comments or announcements to share. Hearing none, she adjourned the meeting.