

Peninsula Regional Transportation Planning Organization

Agenda

Executive Board Meeting
Friday, June 21, 2019
10:00 AM – 12:00 PM
Bremerton Airport Admin Offices
8850 SW State Highway 3
Bremerton, WA

Annette Nesse, Executive Board Chair

Bek Ashby, Executive Board Vice-Chair

Draft Agenda

10:00 - 10:05 a.m.	1. Welcome, Introductions	Annette Nesse, Executive Board Chair
10:05 - 10:10 a.m.	2. ACTION ITEM: Approval of the May 17, 2019 EB Meeting Summary	Annette Nesse, Executive Board Chair
10:10 - 10:35 a.m.	3. ACTION ITEMS: Transition Activities <ul style="list-style-type: none"> • APPROVAL: Amended Bylaws • APPROVAL: Resolution for Membership in the Association of Washington Cities' Risk Management Service Agency for Board Liability Insurance • STATUS: Inter-local Agreement 	Bek Ashby, Executive Board Vice Chair
10:35 - 11:00 a.m.	4. ACTION ITEM: Approval of Policies and Procedures: <ul style="list-style-type: none"> • Procurement • Invoicing • Code of Ethics 	Carla Sawyer, Consultant
11:00 - 11:15 a.m.	5. ACTION ITEM: Approval of the Unified Planning Work Program	Debbie Clemen, Peninsula RTPO Coordinator
11:15 a.m. - 11:30 a.m.	6. Member check-in on progress of Regional Transportation Improvement Program (R-TIP) Call for Projects due July 1 st (Attachment: R-TIP Call for projects notice)	Members
11:30 a.m. - 11:50 a.m.	7. Members share any comments on the draft Regional Transportation Plan	Members
11:50 a.m. - 12:00 p.m.	8. Public Comments or Announcements and Adjournment	Annette Nesse, Executive Board Chair

Clemen, Debbie

Subject: *IMPORTANT* New Due Date July 1, 2019 Call For Projects 2020-2025 Statewide Transportation Improvement Program and Regional Transportation Improvement Program

Attachments: STIPTrainingManual2.pdf

Peninsula RTPO Members and Regional TIP Contacts:

This is a call for your projects to be submitted for the 2020-2025 Statewide Transportation Improvement Program (STIP) and Regional Transportation Improvement Program (R-TIP). Kitsap Transit is our new Lead Planning Agency, and they need additional time to create the documents. Please enter or roll over your jurisdiction's STIP and R-TIP project information into the Secure Access Washington (SAW) database (<https://secureaccess.wa.gov/>) no later than Monday, July 1, 2019. Please notify Yvette Liufau via email liufauy@wsdot.wa.gov when you've entered your project information and submitted your projects.

It is very important that the grant project titles and descriptions input into the SAW database are consistent and clearly match the scope of work and project prospectus information including Federal Project Number, and total project costs for all phases.

The R-TIP consists of all secured funded and planned projects over the next 6 years. Those projects in the R-TIP, with secured federal funding and/or considered regionally significant that are scheduled for implementation over the next four years, are forwarded to WSDOT's headquarters where they are combined with other projects statewide to create the STIP. The preparation of an annual R-TIP is required.

If you are no longer the R-TIP contact for your agency, please forward to the correct person and let me know a name and email address so I can update my email contact list. It is important we know the correct responsible contact for your jurisdiction/agency.

Peninsula RTPO's R-TIP/STIP Schedule

- May 17, 2019: Call for R-TIP/STIP projects.
- July 1, 2019: Deadline for project submission. Submit your R-TIP/STIP projects by close of business on July 1, 2019.
- July – August: WSDOT's Olympic Region will work with Kitsap Transit to review the submitted R-TIP/STIP projects.
- August 20, 2019: A hyperlink to the R-TIP/STIP will be posted on the PRTPPO's website, provided to Executive Board members, and published in newspapers in the region announcing the 30-day public review period, as required by law.
- September 20, 2019: The R-TIP/STIP will be discussed and approved, pending action by the Executive Board.
- October 18, 2019: STIP secured funded projects from the Peninsula RTPO's R-TIP will be submitted to WSDOT headquarters by no later than this date.

For your reference, a copy of the STIP Training manual is attached.

If you have any questions, please contact Yvette Liufau at 360-357-2738.

Thank you.

Debbie Clemen
Peninsula RTPO Coordinator and
WSDOT Olympic Region Multimodal Planning