

Peninsula Regional Transportation Planning Organization

Executive Board Meeting Summary

June 21, 2019

Attendees

Executive Board Member

Sissi Bruch, City of Port Angeles
Chris Hartman, Port of Port Angeles
Dennis Smith, City of Sequim
David Sullivan, Jefferson County
Wendy Clark-Getzin, Jefferson County
Tammi Rubert, Jefferson Transit
Andrea Archer Parsons, City of Bremerton
David Forte, Kitsap County
John Clauson, Kitsap Transit
Carla Sawyer, 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 via conference call
Jessica Payne, Jamestown S'Klallam Tribe
Annette Nesse, Jamestown S'Klallam Tribe
Jeff Bartlett, Makah Tribe
Penni Giles, Squaxin Island Tribe via conference call
Wendy Largent, Hoh Tribe

Staff/Guests

Dennis Engel, WSDOT
Debbie Clemen, WSDOT
Cliff Hall, WSDOT

Welcome & Introductions

Executive Board Chair Annette Nesse opened the meeting, introduced herself, and stated that this is a monumental day for the transition of the Peninsula RTPO. We will be celebrating today with a “bubbly” (apple cider) toast and lunch. Annette relayed that Penni Giles and Deidre Peterson are participating via conference call. Annette initiated self-introductions around the table, and confirmed that a meeting quorum of members is present.

ACTION ITEM: Approval of the May 17, 2019 EB Meeting Summary

Executive Board Chair Annette Nesse remarked that a copy of the May 17th Executive Board meeting summary was emailed to members for review. Any suggested revisions were requested via email prior to the meeting. No substantive revisions were requested but a few technical edits

were requested and made . A motioned to approve the May 17 Executive Board meeting summary as presented was made, seconded, and carried with no further discussion. All members were in favor and none were opposed.

ACTION ITEMS: Transition Activities

Approval of the Amended Bylaws

Executive Board Vice Chair Bek Ashby provided an overall transition update. She commented that Kitsap Transit is the new lead planning agency. On July 2nd, the Kitsap Transit Board will officially sign the contract to act as the Peninsula RTPO's new lead agency. The Jefferson Transit Board signed their contract to provide Fiscal Agent services to the Peninsula RTPO earlier this week. Lisa Nickel from the Kitsap County Prosecuting Attorney's Office will continue to provide legal services for the Peninsula RTPO. We currently have a one-year contract with them. Bek summarized the tasks that have been completed and identified the ones that still need to be done.

Completed Tasks

- Kitsap Transit is working with WSDOT Olympic Region on the transfer of historic Peninsula RTPO files onto the Kitsap Transit's FTP site.
- The Peninsula RTPO's website will be officially moved to Kitsap Transit on June 28, 2019.
- Lisa Nickel developed a template for the Peninsula RTPO's future contracts.
- The Interlocal Agreement has been approved and signed by the four counties cities, ports and most of the tribes.. Member Marty Allen said the ILA has been signed by the tribal council, and he is trying to track it down.
- Staff has submitted the Peninsula RTPO's recertification package to WSDOT headquarters.

Tasks in Process

- Approve amended bylaws
- Join the insurance pool
- Complete WSDOT Form 224-091
- Code of Ethics

Approval of the amended bylaws

Executive Board Vice Chair Bek Ashby commented that at the May 17th EB meeting, members were provided with a copy of the amended bylaws. According to our bylaws, proposed changes to the bylaws shall be presented one meeting prior to the meeting at which action by the Executive Board is taken. David Sullivan motioned to approve the amended bylaws as presented and Judy Scott seconded the motion. All members were in favor and the motion was carried with no further discussion.

Approval of the Resolution for Membership in the Association of Washington Cities' Risk Management Pool

Executive Board Vice Chair Bek Ashby commented that the Peninsula RTPO needs Board liability insurance. After researching the options, the most economical way to purchase the liability insurance was through the Association of Washington Cities' Risk Management Pool. However, to participate in the RMSA the Peninsula RTPO would have to become a member first. There is a \$300 membership fee with the annual premium rate determined every fall. The annual premium for the remainder of 2019 is \$1,800, with the full year assessed at \$3,500. It is anticipated that the annual premium, beginning in January, will be about \$3,500. Dick Taylor motioned to approve the membership dues and insurance premium for board liability insurance. The motion was seconded by Sissi Bruch. All members were in favor and the motion was carried with no further discussion.

Interlocal Agreement Status

Executive Board Vice Chair Bek Ashby expressed her appreciation to members for shepherding the ILA through their respective councils for signature. Sissi Bruch asked if the members' signature would be listed on a single page or each signature on a separate page. Bek replied that the ILA, with a list of members' signatures in alphabetical order on a single page, will be available on the Peninsula RTPO's website. David Forte asked when a copy of the signed ILA would be available for member's records. Members will receive a copy of the ILA with all of the individually signed member pages attached for their respective files. We are just waiting for the Skokomish Indian Tribe to track down their signed copy of the ILA. The Hoh Tribe is also welcomed to join the Peninsula RTPO by signing the ILA. Bek reported that she reached out to Bainbridge Island and Poulsbo to see if they were interested in becoming a member of the Peninsula RTPO. Both cities signed the ILA officially becoming members.

Executive Board Chair Annette Nesse expressed her gratitude to Bek for taking on this effort. It turned out to be a year and one half long effort much longer than expected. Annette also expressed her gratitude to John Clauson and Tammi Rubert for taking on the lead planning agency and fiscal agent roles respectively. We are looking forward to operating under our new form. Annette also extended her thanks to all members for their participation in this process.

Executive Board Vice Chair Bek Ashby added her thanks for members' willingness to attend monthly and sometimes even semimonthly meetings to address the ILA and the amended bylaws.

Dennis Engel commented that Bek Ashby was the driving force behind this effort. "Without her, I don't think that we would be this far along in the process." Cliff Hall remarked that this is a great effort by all of the members. Cliff expressed his gratitude for Bek being able to do all of the heavy lifting required for this effort.

Recertification

Cliff presented the Peninsula RTPO with the recertification letter. He commented that he just needed the chair's signature and it would be official. Executive Board Chair Annette Nesse signed the recertification letter on the spot and returned it to Cliff for processing. Cliff still needs a copy of the lead agency contract from Kitsap Transit. Cliff will still be the Peninsula RTPO's

WSDOT contact as well as Dennis Engel for Olympic Region. Cliff congratulated members and expressed his thanks to members for putting up with him. Annette thanked Cliff and replied that we are happy to have WSDOT at the table.

Peninsula RTPO Website

Transition consultant Carla Sawyer relayed that the Peninsula RTPO website will officially be up and running on Kitsap Transit's platform on June 28, 2019. We are implementing a new branding concept for the Peninsula RTPO. However, you won't see the new look on the website until after mid-July. Kitsap Transit's marketing firm has been working with the Peninsula RTPO's Executive Committee to develop a new logo for the Peninsula RTPO. The new logo is circular because a circular image is less likely to get cut-off over a rectangle shaped image. The Executive Committee was given two logo options to choose from. Peninsula RTPO Coordinator Debbie Clemen emailed members a copy of the proposed logo earlier in the week for their review. Annette Nesse commented that the image was bold and easy to read. Sissi Bruch thought that the mountains seemed "lumpy". We should use the mountains seen on the Olympic Peninsula as a model for the mountains in the image. Maybe add snowcapped to the mountains. Carla replied she would talk with the designers to see about making the mountains more reflective of the Olympics. David Forte commented that his coworker thought that the logo looked like the Pepsi bottle cap. The colors were very similar. It was suggested that members think about the logo and we would continue the discussion at the next Executive Board meeting in August.

Use of Additional Transition Funds

Executive Board Vice Chair Bek Ashby commented that the Peninsula RTPO had unspent transition funds. Part of the surplus funds were given to Kitsap Transit for the development of a new branding concept and upgrading the operating platform for the website. We are also in the process of purchasing a portable wireless conference phone system. This will allow members to participate via conference call if you were unable to attend the EB meeting in person. Carla Sawyer commented that the current "starfish" phone system relies on a single speaker which limits the ability to capture conversations around the at the table and around the room. The new conference phone system has 4 wireless satellite speakers that you can easily place around the room. The phone system connects through a computer or tablet and uses a "Go To Meeting" conference system. We have ordered the conference phone system and expect it to arrive before the end of June.

ACTION ITEM: Approval of the Unified Planning Work Program

Peninsula RTPO Coordinator Debbie Clemen relayed that she reviewed the Unified Planning Work Program with members at the May 17th Executive Board meeting. Members requested that she make the following changes:

- Remove the line directly connecting the Lead Agency Staff box with the Transportation Policy Board box;
- Delete the full membership list and remove specific member representative's names
- Revise the regional map to make it stand out more

- Add the fiscal agent and legal services to “Worked Performed By” under the Work Elements heading in the Program Work Scope.
- Revise the total budget amount to reflect the Legislative Budget Increase for biennium.

Sissi Bruch motioned to approve the UPWP as presented. Judy Scott seconded the motion. All members were in favor and the motion carried with no further discussion.

UPDATE: Draft Regional Transportation Plan Adoption Schedule

Peninsula RTPO Coordinator Debbie Clemen reviewed the draft Regional Transportation Plan’s (RTP) Adoption Schedule with members. She commented that the draft RTP is out for member review. Comments are due today. If you need more time to comment, your comments will still be accepted after the due date. The draft RTP will be transferred over to Kitsap Transit on July 1st. In August, Executive Board members will review the public outreach plan. In September, all of the public outreach efforts will occur. Executive Board members will be updated on the results of the outreach effort in October and proposed changes to the Plan. Adoption of the RTP will be requested at the November 15th Executive Board meeting.

Wendy Clark-Getzin asked if it is possible to approve the Peninsula RTPO’s R-TIP without it being consistent with the RTP. Cliff Hall replied that it is possible to receive an extension since the Peninsula RTPO is still going through its transition process. The Peninsula RTPO would have an interim R-TIP this year and next year, we would be required to be consistent with the RTP.

Reminder: July 1st Due Date for R-TIP Projects

Peninsula RTPO Coordinator Debbie Clemen reminded members to enter or roll over your jurisdiction’s STIP and R-TIP project information in the Secure Access Washington (SAW) database no later than Monday, July 1, 2019. This is one month earlier than normal so that Kitsap Transit has additional time to learn how to process the documents. Jurisdictions and their Regional TIP contacts have been notified. Debbie is trying to get the word out to as many people as possible.

Public Comments and Announcements

Executive Board Chair Annette Nesse asked if there were any other comments or announcements to share. Members didn’t have any comments or announcements to share.. Annette commented that there will be a “bubbly” (apple cider) toast and lunch directly following the meeting in celebration of completing our lead agency transition and operating under the new format.

Annette presented Dennis and Debbie with a Certificate of Appreciation, card and gift from Peninsula RTPO members in appreciation of their many years of service as the lead agency staff. Dennis and Debbie appreciated all of the members’ efforts to make our last meeting as the lead agency so special. Thank you all.

Adjournment

Executive Board Chair Annette Nesse adjourned the meeting.