

Peninsula Regional Transportation Planning Organization

Agenda

Executive Board Meeting

August 16, 2019

10:00 AM – 11:30 AM

Bremerton Airport Admin Offices
8850 SW State Highway 3
Bremerton, WA

Annette Nesse, Executive Board Chair

Bek Ashby, Executive Board Vice-Chair

Agenda

10:00 – 10:05	1. Welcome, Introductions	Annette Nesse, Executive Board Chair
10:05 – 10:10	2. Introduction of PRTPO Coordinator, Thera Black	Annette Nesse, Executive Board Chair
10:10 – 10:15	3. ACTION ITEM: Approval of the June 21, 2019 Executive Board Meeting Summary	Annette Nesse, Executive Board Chair
10:15 – 10:40	4. ACTION ITEMS: Lead Planning Agency Transition, Discussion and Action on Policies and Procedures <ul style="list-style-type: none"> • Code of Ethics and Conflict of Interest • WSDOT Planning Grant Invoice 	Bek Ashby, Executive Board Vice-Chair
10:40 – 10:45	5. ACTION ITEMS: Lead Planning Agency Transition, Approve New PRTPO Logo	Annette Nesse, Executive Board Chair
10:45 – 11:10	6. DISCUSSION: Draft Regional Transportation Plan Public Outreach (separate draft RTP attachment) <ul style="list-style-type: none"> • Review Draft RTP Public Outreach Plan • Status Update on Draft RTP Process 	Edward Coviello, RTPO Transportation Planner
11:10 – 11:20	7. DISCUSSION: 2020-2023 R-TIP Review	Edward Coviello, RTPO Transportation Planner
11:20 – 11:30	8. Public Comments, Announcements and Adjournment	

AGENDA Item #3

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 other than a few

technical edits. 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 4 counties, cities, ports and most of the tribes. We are still waiting on the Skokomish Indian Tribe. Member Marty Allen said the agreement has been signed by the tribal council, and he is just 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 is looking to purchase 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, the Peninsula RTPO would have to become a member first. There is a \$300 membership fee with an annual premium fee determined every fall. The annual premium \$1,800 with the full year assessed at \$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 relayed that she really appreciated 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 Peninsula RTPO's website will feature a list of members' signatures in alphabetical order on a single page. David Forte then 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 relayed 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 copies of 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 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 that we can fix the mountains to make them more distinctive. David Forte commented that his coworker thought that the logo looked like the Pepsi bottle cap. The colors were very similar. Carla 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 just is adequate for hearing the conversation around the table. The new conference phone system has 4 wireless satellite speakers that you can easily place around the table. The phone system connects through a computer or tablet and uses a "Go To Meeting" conference system. We have order 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 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 take place. Executive Board members will be updated on the results of the outreach effort in October. 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 just 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 announcement to share. Annette commented that members will have a "bubbly" (apple cider) toast and lunch directly following the meeting in celebration of completing our lead agency transition and operating under the new form.

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.

AGENDA Item #4 (i)

Peninsula Regional Transportation Planning Organization Policies and Procedures

1. CODE OF ETHICS AND CONFLICT OF INTEREST

Purpose

The purpose of this policy is to establish ethical standards to promote the public good and preserve the public trust in all matters addressed by the PRTPO.

The standards herein shall not preclude more stringent standards required by law and nothing herein shall be construed to limit full compliance with applicable federal and state laws and applicable rules and regulations governing the conduct of public officials now existing or hereinafter enacted.

Policy

All individuals acting for or on behalf of the PRTPO, whether through participation on the Executive Board, the Technical Advisory Committee, the Policy Board, any ad hoc committees of the PRTPO or otherwise, shall abide by the provisions of chapter 42.23 RCW. This includes but is not limited to the following restrictions:

1. No one may use his or her position to secure or attempt to secure special privileges or exemptions for himself, herself, or others, or take actions that would appear to do so.
2. No one may directly or indirectly give or receive, or agree to give or receive, any compensation, gift, reward, or gratuity from a source except the individual's employer, for a matter connected with or related to the PRTPO unless otherwise provided for by law.
3. No one may accept employment or engage in a business or professional activity that the individual might reasonably expect would require or induce him or her to disclose confidential information acquired by reason of his or her position with the PRTPO.
4. No one may disclose confidential information gained by reason of his or her position on the PRTPO, nor otherwise use such information for his or her personal gain or benefit.
5. No one may participate in the selection, award, or administration of a PRTPO contract if an actual, potential or perceived personal or organizational conflict of interest exists.
 - a. A personal conflict of interest shall be defined according to chapter 42.23 RCW.
 - b. An organizational conflict of interest exists when the nature of the work to be performed under contract may result in an unfair competitive advantage to the contractor or impair the contractor's objectivity in performing the work.

- c. Where an actual or potential conflict exists, the individual must identify the conflict and excuse him or herself from voting or taking any other action on the matter.

Any individual who violates these policies will be subject to discipline as determined by a majority vote of the Executive Board. Potential discipline may include, in addition to penalties and actions in RCW 42.23, verbal admonition, written reprimand, public censure, or legal action.

Procedure

1. If at any time an individual acting for or on behalf of the PRTPO has a question about the above provisions or how they should be applied to a specific action of the PRTPO, the individual should contact the PRTPO's legal counsel for guidance.
2. If legal guidance has been requested, legal counsel will review the question or concern and provide written guidance to the individual and the Chair of the PRTPO.
3. Any allegations of violation of this policy will be jointly reviewed by the Executive Committee and legal counsel. If the Executive Committee finds there to have been a violation of policy, the Executive Committee shall refer the matter to the Executive Board to consider discipline. Alternatively, the Executive Committee may choose to form a separate subcommittee to review a complaint.

AGENDA ITEM #4 (ii)

Peninsula Regional Transportation Planning Organization **Policies and Procedures**

2. WSDOT PLANNING GRANT INVOICE

Purpose

The purpose of this policy and procedure is to ensure timely reimbursement of Lead Planning Agency(LPA) and Fiscal Agent(FA) costs incurred on behalf of the PRTPO from the biennial appropriation of regional transportation planning funds. (RCW 47.80.050)

Policy

The PRTPO shall prepare an invoice for reimbursement of costs incurred for the PRTPO not less frequently than quarterly. All invoices will be in the format required by WSDOT and shall include the proper documentation to support requested reimbursement.

Procedure

1. The LPA will
 - a. Prepare the RTPO Planning Invoice Voucher including the RTPO UPWP Activity Detail report following the instructions provided by WSDOT. (See Attachment A)
 - b. Retain and file copies of back-up documentation such as payroll summaries and invoice expense allocation reports in the PRTPO Planning Grant Reimbursement File.
 - c. Enter current expenditure amounts in the PRTPO Budget Expenditure Workbook.(See Attachment B)
 - d. Transmit the Invoice Voucher and current PRTPO Budget Expenditure Workbook to the FA.
2. The FA will:
 - a. Update the RTPO Planning Invoice Voucher to include costs incurred by the FA on behalf of the PRTPO and any supplemental activity detail.
 - b. Update the PRTPO Budget Expenditure Workbook for any current FA expenditures.
 - c. Transmit the updated RTPO Planning Invoice Voucher and Budget Expenditure Report to the Executive Committee for approval via email. Two of the three Executive Committee members must send approval via email before proceeding to step d.
 - d. FA will sign signature block on invoice and transmit the approved RTPO Planning Invoice Voucher to the WSDOT Tribal and Regional Coordination Office for payment (See Attachment A instructions).
 - e. FA will compile all documentation and forward to PRTPO Coordinator to be included on next Executive Board meeting consent agenda.
3. The Executive Board will receive a copy of the invoice at the next regularly scheduled Executive Board meeting for approval on the consent agenda. (see Attachment C Consent Agenda Cover Sheet)

Attachment A

RTPO Planning Invoice Voucher

Attachment B

PRTPO Budget Expenditure Workbook

Attachment C

PRTPO Expense Voucher Approval (Example)

(will need to be on PRTPO letterhead)

PRTPO Logo

Date: _____ 3rd Quarter 2019 Expenses

Consent Agenda Approval of Planning Invoice in the amount of \$0.00.

Invoice has been Authorized and Approved by the Executive Committee.
The Executive Committee has approved this expense for the consent agenda.
The Invoice and Detail is attached to this document for review.

Sara Crouch
Fiscal Administrator

AGENDA ITEM #5

At our last meeting we discussed the recommended logo design. There was a question about the shape of the mountain with concern expressed that the shape was not reflective of the mountain ranges in our region. We took that concern back to staff and learned that the mountain image is an abstract rendition of Mt Olympus, the highest peak in the Olympic range. Below you can see the similarity of the logo mountain shape to the aerial image of Mt Olympus.



We also learned it would be possible to create a more conical shaped mountain, similar to Mt Rainier, but that would change the geometry of the overall logo and require additional work by the graphic designer. The additional work will require more time and expense. Below are the notes provided by the designer about the logo.

- **Symbolism:** Connecting land & sea; communicating connectedness of transportation – waterways, roadways, trails.
- **Shapes:** Circular, encompassing shape overall, represents wholeness and cohesion/common goals. Mountain shape at top reminiscent of silhouette of Mt. Olympus, but also feels like an organic land mass. Wave shape at bottom represents waterways, marine animals. White space (road on mountain and gap in waves) pulls elements together with an S shape that communicates movement.
- **Colors:** Contrasting blue and green represent the region and Washington state color. Subtle gradient adds air of sophistication.
- **Fonts:** Strong and simple, appropriate for transportation planning organization. Has some stylization; letters connect to create motion. “Peninsula” L and S have more character, negative space around the S mimics lines within the overall logo & creates connectedness between fonts and design elements

I believe the current logo represents our entire region well capturing the peninsulas, mountains, forests and the water. To avoid the delay of waiting to vote on adoption of the logo at our next meeting scheduled for August 16th, I am requesting a vote by email. Please response by return email yes or no to the current logo design by Wednesday July 10th. If we do not hear from you by July 10th you will be counted in favor of the proposed logo.

AGENDA ITEM #6

PRTPO Draft RTP 2040 Public Outreach Strategy

PRTPO will conduct a public review and comment process for the draft Regional Transportation Plan 2040. The outreach strategy includes the following elements.

OUTREACH WINDOW:

The public review and comment period runs from Tuesday, September 3 until noon on Friday, October 18.

NOTIFICATION:

- Legal notice is being placed in the newspapers of record in each of the four counties.
- Calendar events for the meetings are being placed in the newspaper of record in each county.
- PSAs are being written and sent to local radio stations in each of the four counties. *These blurbs are available to PRTPO members to post on their own organization's Public Notice pages.*
- Flyers will be posted in area libraries. Copies are available to PRTPO members to post in other likely locations, such as tribal centers, city halls, and event boards.

AVAILABILITY:

- The draft Regional Transportation Plan 2040 will be available no later than September 3rd on the PRTPO website at <https://prtpo.kitsaptransit.com/default.htm>.
- A hard copy will be sent to each of the local libraries for review in person.
- CD versions will be available at the public open houses.

PUBLIC MEETINGS

PRTPO is hosting four public open houses to kick off the review of the draft plan. These are drop-in events scheduled to coincide with the evening commute period. All four sites have good transit access. PRTPO TAC and Executive Board members are encouraged to attend the meeting in your county.

Tuesday, September 3, 2019 – 4:00 pm – 7:00 pm
Port Angeles Main Library

Wednesday, September 4, 2019 – 4:00 pm – 6:45 pm
Port Townsend Public Library

Thursday, September 5, 2019 – 5:00 – 6:30
Kitsap Transit – Bremerton Harborside Office, 3rd Floor Conference Room

Wednesday, September 11, 2019 – 4:00 pm – 6:00 pm
Shelton Timberland Library

COMMENTS

Comments will be accepted in writing or by email. They are being collected by Edward Coviello at Kitsap Transit.