

AGENDA ITEM 2

MINUTES OF MEETING

PRTPO EXECUTIVE BOARD

August 16, 2019

10:00 – 12:00

Bremerton Airport Administrative Office

8850 SW State Highway 3

Bremerton, WA

CALL TO ORDER

Chair Annette Nesse called the meeting to order at 10:00.

ATTENDEES

Executive Board:

Jefferson County	David Sullivan
Kitsap County	David Forte
Mason County	Randy Neatherlin
City of Port Orchard	Bek Ashby
City of Poulsbo	Michael Bateman
City of Sequim	Dennis Smith (<i>via phone</i>)
Port of Shelton	Dick Taylor
Jefferson Transit	Tammi Rubert (<i>via phone</i>)
Kitsap Transit	John Clauson
WSDOT Olympic Region	Dennis Engle, Olympic Region
Hoh River Tribe	Wendy Largent (<i>via phone</i>)
Jamestown S'Klallam Tribe	Annette Nesse
Makah Tribe	Bud Denney

Staff:

Ed Coviello, Kitsap Transit
Thera Black, PRTPO Coordinator

Others:

Wendy Clark-Getzin, TAC Chair, Jefferson County Alternate
David Garlington, City of Sequim Alternate
Cliff Hall, WSDOT Headquarters – Multimodal Planning Office

1. Welcome and Introductions

Chair Nesse welcomed attendees at the meeting and participating by phone, noting the historic nature of this meeting, the first as an entity independent from WSDOT. She acknowledged the hard work of Board members over the past year in making this possible, recognizing Vice-Chair Bek Ashby for her tireless efforts in working through the legal and administrative requirements and those of Kitsap Transit and Jefferson Transit which accepted the responsibilities for Lead Planning Agency and Lead Fiscal Agent, respectively. Chair Nesse noted

that there are still some loose ends to wrap up, adding that there will inevitably be unanticipated things in front of PRTPO that will need to be addressed, but that the region is well positioned for a successful future.

Self-introductions were made.

2. Introduction of PRTPO Coordinator, Thera Black

Chair Nesse reviewed the recruitment process for a PRTPO Coordinator and introduced Thera Black, an independent contractor operating as 3P Transportation Services, as the new coordinator. She advised that Ms. Black is under contract to Kitsap Transit as the Lead Planning Agency for PRTPO but will be working to support the Executive Board and PRTPO's work program.

Ms. Black highlighted her background with Thurston Regional Planning Council for 23 years and her work in all aspects of the regional transportation program there before moving to the private sector in September 2015 to work with SCJ Alliance. While at SCJ she worked with the Okanogan Council of Governments and Island RTPO, gaining a deep respect for the role of regional planning in highly rural settings. Ms. Black started her own small business focused on rural regional planning and left SCJ at the end of June. She shared her pleasure at the opportunity to work with PRTPO in this capacity.

Vice-Chair Ashby acknowledged the leadership of Kitsap Transit in taking on this responsibility and commended Carla Sawyer who Kitsap Transit retained to support PRTPO through the transition process for her thoroughness and detail in developing the bylaws and agreements. She looks forward to this new chapter for PRTPO. Ms. Clark-Getzin agreed, noting that this provides PRTPO with deep regional planning experience as well as insights and access to statewide processes of interest to the region. Mr. Clauson recognized the work of Chair Nesse, Vice-Chair Ashby, and Secretary Rubert in overseeing the recruitment process, noting that this teamwork helped to ensure an unbiased process reflective of the needs of the region.

3. Approval of Minutes from June 21, 2019 Executive Board Meeting

The minutes were approved as presented.

4. Lead Planning Agency Transition – Discussion and Action on Policies and Procedures

Vice-Chair Ashby explained that these two policies are part of the transition activities and will be discussed and acted upon separately.

The first policy is a Code of Ethics policy. It was drafted by Lisa Nickels from the Kitsap County Prosecutor's Office with Carla Sawyer, so has been vetted for legal compliance. Mr. Forte inquired whether this is replacing a previous policy. Vice-Chair Ashby noted that this is all new language and does not replace an older policy. She asked for approval if there is no further discussion.

ACTION: Mr. Taylor moved, seconded by Mr. Clauson, to approve the Code of Ethics and Conflict of Interest policy for PRTPO. The motion carried unanimously.

The second policy, the WSDOT Planning Grant Invoice policy, pertains to the invoicing procedure by which invoices will be submitted to WSDOT for reimbursement for PRTPO expenses. Vice-Chair Ashby explained that Kitsap Transit, as the Lead Planning Agency, will complete a WSDOT invoicing form and submit it to Jefferson Transit. Jefferson Transit in turn will add to that any of its expenses associated with PRTPO or submitted from

other entities such as for legal services from Kitsap County, and forward the entire invoice package with backup to the Executive Committee for review and approval. Two of the three Executive Committee members must approve the package at which point Jefferson Transit will submit it to WSDOT for agency reimbursement. The invoice will be part of the Executive Board consent calendar at the next meeting of the Board. She explained that this arrangement will help provide timely reimbursement of PRTPO expenses while still ensuring multiple levels of accountability. She asked for any questions or discussion.

Mr. Engel asked about the name of the policy, noting that it is somewhat confusing relative to what it actually is. Vice-Chair Ashby concurred and asked for suggestions. Mr. Clauson offered “planning invoice,” and after some further discussion members settled on “Planning Invoice Reimbursement Policy” as a more appropriate name for the policy. Ms. Rubert, participating by phone and speaking as the Lead Fiscal Agent, agreed that renaming it to reflect reimbursement policy makes more sense.

Mr. Forte clarified with Vice-Chair Ashby that this is the policy for all PRTPO expenses. He also clarified that this is a reimbursement program. WSDOT does not provide upfront funds to the fiscal agent to cover PRTPO expenses; the fiscal agent covers the costs until it is reimbursed. Discussion ensued as to whether all invoices in the future will go through this process or whether there may be times when PRTPO might direct bill WSDOT for some service. It was agreed this is how foreseeable expenses will be handled, but there may be some unusual situations in the future that merit a different approach and that will be dealt with appropriately at the time.

Mr. Forte inquired as to what kind of expenses might be invoiced in this manner, specifically whether items not in the budget might be included. Vice-Chair Ashby responded that PRTPO has no authority to spend money on things not included in its budget. There may be a time in the future that this might arise and if so, she advised that the proposed expense would have to be brought before the Board for approval before it can be authorized.

ACTION: Vice-Chair Ashby moved, seconded by Mr. Neatherlin, to approve the WSDOT Planning Grant Invoice policy as amended to be called the Planning Invoice Reimbursement Policy. The motion carried unanimously.

5. Lead Planning Agency Transition – Approve New PRTPO Logo

Chair Nesse presented the logo, explaining that Board members had seen it last spring. At that time questions were raised as to certain of the logo components. The designers responded to those questions in the overview included in the agenda packet. She asked for a motion to approve the logo.

ACTION: Mr. Neatherlin moved, seconded by Mr. Forte, to approve the new PRTPO logo. The motion carried unanimously.

6. Draft Regional Transportation Plan Public Outreach

Mr. Coviello reported to the Board on the release of the draft Regional Transportation Plan for public review and comment. He advised that the TAC reviewed the draft plan and submitted comments. At its meeting last week, the TAC requested a 45-day public review and comment period. It will run from September 3 – October 18, 46 days.

Mr. Coviello reviewed the outreach strategies and noted that four public open houses are scheduled to kick off the process in early September. Legal notices will be published, and window flyers for each meeting will be developed. He advised that the window flyers will be sent to TAC and Board members with a request to post

them on local websites and help distribute them to their various groups and get the word out about the meetings and the draft plan.

Mr. Coviello noted the meeting dates and locations for open houses in Port Angeles, Port Townsend, Bremerton, and Shelton. All locations are served by transit. He explained that everyone is welcome to comment on the plan, TAC and Board members as well as the general public. Comments on the plan and recommended actions will be discussed with the TAC before bringing recommendations to the Board for consideration and direction in October. Final revisions will be made and the plan presented to the Board for adoption in November.

Chair Nesse affirmed with Mr. Coviello that Board members are welcome to attend the public meetings. He added that this is a good opportunity for Board members to hear what transportation issues and questions the public has in mind, noting that no one knows different parts of the region better than the Board and TAC representatives from those areas.

Board members discussed different local community groups that might be interested in this meeting. Mr. Forte asked if Board members might receive notification materials that could be distributed by local Public Information Officers. Mr. Coviello offered to distribute the meeting flyers to Board members and encouraged them to share the information widely, adding that in this way PRTPO can begin to build up its own distribution list of interested people and organizations. He added that the intent of the meetings is not just to talk with people about the plan, but to help promote PRTPO and what it does as an organization. Ms. Rubert advised that she would attend the meeting in Port Townsend and offered assistance in setting up for the meeting.

7. 2020-2023 RTIP Review

Mr. Coviello reported to the Board on development of the RTIP, noting that the transition from WSDOT to Kitsap Transit had been smooth and that there had been great collaboration with all the local agencies. There are 184 projects in the RTIP. The public review period starts on Tuesday, August 20th. Legal notices will be published. The document elements are available on the PRTPO website by jurisdiction. During the course of the review period the RTIP will also be reviewed by WSDOT staff and very minor corrections may be made to the draft during the public review period as a result of the state review. Mr. Coviello advised that he will bring the RTIP back to the Board for approval on September 20th.

There are still two amendment cycles in the current RTIP before the year ends. Mr. Coviello explained that if minor adjustments are needed to existing projects before the end of the year there are two more opportunities to do that before the window closes on the amendment cycle for 2019. The next big amendment window will be in January 2020. Mr. Coviello commended local staff and WSDOT staff in helping to make the RTIP process smooth and efficient.

Mr. Garlington inquired about earlier discussions concerning the regional significance of projects included in the RTIP, noting that 184 projects is a lot for a region like this. Mr. Coviello noted that this was a topic of discussion at the previous week's TAC meeting. A large share of the projects are WSDOT projects – all WSDOT projects must be included, regardless of regional significance. So the discussion is really about the other projects. Ms. Clark-Getzin noted that the TAC got fairly far in its discussion, covering most of the important building blocks that will be needed. Mr. Garlington confirmed with her that this will eventually be a guide for what local agencies include. Mr. Coviello concurred and added that once the TAC works through this it will come up to the Board for consideration.

Ms. Clark-Getzin observed that there are no projects from Washington State Ferries on the WSDOT list. This led to discussion as to whether WSF projects are typically included, clarifying that this would be capital projects and not operations. Members agreed that any terminal improvements should be included because of the effects they have system wide. Vessel construction itself is impactful, but not likely to be addressed in the regional TIP.

8. Public Comments and Announcements

No comments were received from the general public.

Mr. Neatherlin extended his appreciation to WSDOT staff working on the new Belfair Bypass project, especially Michele Britton and Kyle Cornwell. Mr. Neatherlin added that Kyle had also come up with a workable design for the difficult problem intersection at Johns Prairie Road and SR 3, something that had stumped state engineers for years. He explained that prior fixes for the safety issues were \$50 million intersection improvements that would never happen. Mr. Neatherlin expressed his gratitude for the innovation and outside-the-box thinking that Kyle showed in his approach to solving complex issues, and commended his willingness to go above and beyond what is required to address the problem.

Mr. Coviello reported that there will be a WSDOT open house on August 29th to discuss the new roundabouts on SR 104 east of the Hood Canal bridge and advised that he will attend on behalf of PRTPO planning. Mr. Engel explained that this is about two related roundabouts at SR 104 and Shine Road and Paradise Bay Road. Ms. Clark-Getzin described the need and effects of forecasted growth on future mobility. It was noted that about two hundred people showed up for the first open house on this. Board members asked for more details on the open house and Mr. Coviello offered to distribute the meeting notice to everyone.

Mr. Sullivan noted that Jefferson County is in favor of the proposed concepts, adding that many people come out in opposition simply because they're opposed to roundabouts. Much of the time they're worried that others won't play by the rules, won't let them in. He acknowledged that these cannot solve all the problems and that people will always find a complaint, but that this will be a big improvement. Ms. Clark-Getzin added that this is a different type of roundabout design from what WSDOT typically builds, noting that there is a link on the invitation from WSDOT to see a visualization of the proposed design. She pointed out that WSDOT worked hard to help people understand how this will look, but added that it would have been good to consider what other concepts they considered. She noted that the east side of the bridge is in need of improvements, too.

Ms. Black explained that in September the Board will receive a presentation from PSRC on a Passenger-only Ferry Study getting underway. Island RTPO shares a ferry connection with PRTPO at Port Townsend and is keenly interested in the possibility of passenger-only ferries serving some of its future maritime needs. She asked if the Board would extend an invitation to staff or Board members from IRTPO to attend the presentation since the September meeting will be relatively close, at the Jamestown S'Klallam tribal center.

Discussion ensued about the PSRC study and the extent of its scope. Mr. Clauson explained that PSRC is looking at all counties on Puget Sound, not just those with ferries today. The agency wants to understand what the interest may be in future ferry service so that they can factor that into the scope of work before they get underway. These are factors that could influence demand for facilities and services on existing routes. This is a feasibility study and won't produce models for potential future routes, but it will discuss the kinds of facilities and services that might be feasible.

Mr. Neatherlin spoke in favor of inviting IRTPO to the briefing, noting that partnerships are the foundation for getting things done. He encouraged PRTPO to look for new partnerships as it moves forward. Chair Nesse affirmed the direction.

Ms. Black advised that the PRTPO agenda and meeting packets will go through an evolution, including the new logo but also what information is sent out ahead of time. Getting information out ahead of time will make it easier to be prepared for meetings and will enable people calling in to have access to the same information as those attending in person. She asked for feedback from Board members about what works or doesn't work as these changes are rolled out so that staff can refine the format to best suit their needs. Mr. Sullivan commented that hyperlinks embedded in the document would make it more efficient to navigate through the document and share information with colleagues.

Chair Nesse reminded everyone that the September Board meeting will be on September 20 at 10:00 at the Red Cedar Hall at the Jamestown S'Klallam Tribal Center.

There being no further business, the meeting was adjourned at 11:10.