



**PRTPO TECHNICAL ADVISORY
COMMITTEE MEETING**

March 19, 2020 | 10:00 AM – 12:00 PM

Kitsap Transit, 3rd Floor

60 Washington Ave

Bremerton, WA 98337

- | | | | |
|----|---------------|--|---|
| 1. | 10:00 – 10:05 | Chair’s Welcome and Introductions | |
| 2. | 10:05 – 10:10 | Approval of Agenda
Approval of Minutes from January 30, 2020 (Attachment) | ACTION
<i>Chair Clark-Getzin</i> |
| 3. | 10:10 – 10:35 | Transportation Alternatives Grant Process
Determine a minimum number of TAC members to participate
Schedule only one day for the scoring meeting
Scorers instructions | DISCUSSION
<i>PRTPO Coordinators</i> |
| 4. | 10:35 – 11:55 | Local Programs Workshop
<i>WSDOT Local Programs staff will present and answer questions related to administering federally funded transportation projects and the common pitfalls agencies run into.</i> | DISCUSSION
<i>Brian Moorehead
WSDOT OR Local Programs</i> |
| 5. | 11:55 – 12:00 | Member Updates and Adjourn | DISCUSSION
<i>Chair Clark-Getzin</i> |

Remote meeting connection - information below:

PRTPO TAC March 19, 2020

Thu, Mar 19, 2020 10:00 AM - 12:30 PM (PDT)

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Peninsula Regional Transportation Planning Organization

Draft TAC Meeting Summary

Meeting Location:

Jamestown S'Klallam Tribal Center, Blyn Washington

January 30, 2020

Attendees

Technical Advisory Committee Member

Annette Nesse, Jamestown S'Klallam Tribe

Theresa Turpin, WSDOT Olympic Region

Melissa Mohr, Kitsap County

Michael Bateman, Poulsbo

Dennis Engel, WSDOT Olympic Region

Judy Scott, Port of Allyn

Dick Taylor, Port of Shelton

Ken Gil, Shelton

Chris Bruning, Port Angeles

Jayne Brooke, Jefferson Transit

Mike Oliver, Clallam Transit System

TAC Chair, Wendy Clark-Getzin, Jefferson County

On the phone

Danette Brannin, Mason Transit

Penni Giles, Squaxin Island Tribe

Staff/Guests

Edward Coviello, Kitsap Transit / PRTPO Coordinator

Elizabeth Safsten, Peninsula Community Liaison - WSDOT Public Transportation Division

Thera Black, PRTPO Coordinator

Welcome & Introductions

TAC Chair Wendy Clark-Getzin opened the meeting and initiated self-introductions around the table.

Approval of January 30th 2020 TAC Agenda and the November 7th TAC Meeting Minutes

The TAC approved the agenda and draft minutes from the November 7th meeting under the condition that a spelling error be corrected.

WSDOT Public Transportation Division Olympic Region Representative Introduction

Elizabeth Safsten, Peninsula Community Liaison - WSDOT Public Transportation Division introduced herself to the TAC. She offered her assistance in connecting members to resources at WSDOT, specifically, with regards to ADA and Civil Rights. She has an office in the Peninsula Region. Elizabeth was welcomed by the TAC members.

Transportation Alternatives (TA) Grant Process

Thera Black, PRTPO Coordinator, presented the proposed TA guidelines with a timeline and milestones for the grant process. She intends to present it to the Executive Board on February 21st. Chair Clark-Getzin suggested that the proposed guidelines be discussed in detail. Thera handed out the materials for the TAC to review and noted the program requires a minimum 13.5% local match. The WSDOT Olympic Region Local Programs office has offered to be the CA sponsor for the members who are not CA certified. Judy Scott from the Port of Allyn asked about Road Diets and the application to this grant funding program.

The PRTPO Regional Transportation Plan is a good reference for applicable projects as is the most recent RTIP.

Thera offered PRTPO staff assistance with the application process. She explained that this is the first round under the new PRPTO structure.

Michael Bateman of Poulsbo asked if the projects must be in the TIP. Mr. Coviello answered that it is strongly encouraged to display project readiness and acceptance by the community using the TIP public participation process.

Mike Oliver cautioned the TAC about using the funds with the need to flex to the FTA as it can be complex.

Discussion followed about whether or not to set a cap and scaling of projects. The TAC agreed that there is no project funding limit and that projects with the ability to scale could help achieve success if there are limited funds in relation to the number of projects received.

The TAC was briefed about the proposed timeline and that the process for the grant applications will need Board approval on February 21st. Thera will provide assistance to potential applicants as this is the first round of a regular 2-year calls for projects. The TAC approved the memo, dated January 16, 2020, which identified amount of the call, eligibility based on the CFR, a contingency list, schedule with a tentative start date of February 28th pending EB approval on February 21. Other deliberations were for the scoring process, setting aside 2- days in the calendar until we see how many applications are submitted, not setting a project cap and encouraging scaleable projects and adoption in a TIP/TDP or CIP. The TAC requested the transmittal by email of the former TAP selection criteria developed by WSDOT and used in the last call. Thera agreed to find it from Debbie Clemens. The TAC consented to the new pairwise process recommended by the Lead Agency.

The EB will receive a ranked project list and not a numerically scored list with the new process. The TAC will make recommendations for EB approval on June 19th to allow for updating the RTP and STIP for FFY2021. There is a likely call for projects on February 28th.

Title VI Training Report Out

Thera Black gave a brief overview of the Title VI training held at Kitsap Transit on December 16, 2019. The WSDOT's Gretchen Gleue, Title VI Local Agency Compliance Lead, presented the latest in Title VI efforts and requirements to several transit staff from the PRTPO Region and WSDOT staff. This training was the result of consensus from the PRTPO TAC members to further training opportunities for members when able to accommodate such under the Executive Board's direction.

2020 Meeting Schedule

The TAC agreed to the following meeting dates and locations:

March 19, 2020 - Bremerton – Kitsap Transit Offices

May 21, 2020 - Jamestown S'Klallam – Red Cedar Hall

July 16, 2020 - Bremerton – Kitsap Transit Offices

September 17, 2020 - Jamestown S'Klallam – Red Cedar Hall

November 19, 2020 - Bremerton – Kitsap Transit Offices

Member Updates and Adjourn

Consensus was sought from the TAC to attend the MPO/PRTPO quarterly meeting by conference call and support a manageable change in the Statewide OA policy on behalf of the Peninsula Region.

The next meeting is March 19th at the Kitsap Transit offices in Bremerton on the 3rd floor.