# PRTPO 2020 Resource Manual Table of Contents

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This page will be updated as existing content is changed or new content is added. Each update will be indicated by the version number.
2020 PRTPO Members
**PRTPO Members**

**Clallam County**
- Clallam Transit

**Jefferson County**
- Jefferson Transit

**Kitsap County**
- Kitsap Transit
- Mason Transit

**Mason County**
- Port of Allyn
- Port of Bremerton
- Port of Port Angeles
- Port of Shelton

**Bainbridge Island**
- Bainbridge Island

**Bremerton**
- Bremerton

**Forks**
- Forks

**Port Angeles**
- Port Angeles

**Port Orchard**
- Port Orchard

**Port Townsend**
- Port Townsend

**Poulsbo**
- Poulsbo

**Sequim**
- Sequim

**Shelton**
- Shelton

**Hoh Tribe**
- Jamestown S’Klallam Tribe
- Lower Elwha Klallam Tribe
- Makah Tribe
- Port Gamble S’Klallam Tribe
- Quileute Tribe
- Squaxin Island Tribe
- Skokomish Tribe
- Suquamish Tribe

**WSDOT Olympic Region**
2020 Executive Committee
2020 Officers
Executive Board Chair:
Bek Ashby, Port Orchard City Council
360.731.0778 | bashby@cityofportorchard.us

Executive Board Vice-Chair:
Randy Neatherlin, Mason County Commissioner
360.427.9670 x419 | randyn@co.mason.wa.us

Executive Board Secretary:
Tammi Rubert, Jefferson Transit Authority
360.385.3020 / trubert@jeffersontransit.com
2020 Executive Board
# PRTPO 2020 Executive Board Appointments [3.13.20]

<table>
<thead>
<tr>
<th>Member Agency</th>
<th>Representative</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clallam County</td>
<td>Bill Peach</td>
<td><a href="mailto:bpeach@co.clallam.wa.us">bpeach@co.clallam.wa.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Monte Reinders (<a href="mailto:mreinders@co.jefferson.wa.us">mreinders@co.jefferson.wa.us</a>)</td>
</tr>
<tr>
<td>Jefferson County</td>
<td>David Sullivan</td>
<td><a href="mailto:dsullivan@co.jefferson.wa.us">dsullivan@co.jefferson.wa.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Andrew Nelson (<a href="mailto:anelson@co.kitsap.wa.us">anelson@co.kitsap.wa.us</a>)</td>
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<tr>
<td>Kitsap County</td>
<td>Rob Gelder</td>
<td><a href="mailto:rgelder@co.kitsap.wa.us">rgelder@co.kitsap.wa.us</a></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>Mason County</td>
<td>Randy Neatherlin</td>
<td><a href="mailto:randyn@co.mason.wa.us">randyn@co.mason.wa.us</a></td>
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</tr>
<tr>
<td>Mason County</td>
<td>Randy Neatherlin</td>
<td><a href="mailto:randyn@co.mason.wa.us">randyn@co.mason.wa.us</a></td>
</tr>
<tr>
<td>Bremerton</td>
<td>Andrea Archer Parson</td>
<td><a href="mailto:andrea.archer-parsons@ci.bremerton.wa.us">andrea.archer-parsons@ci.bremerton.wa.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Port Angeles</td>
<td>Lindsey Schromen-Wawrin</td>
<td><a href="mailto:LSWawrin@cityofpa.us">LSWawrin@cityofpa.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brendan Meyer (<a href="mailto:Bmeyer@cityofpa.us">Bmeyer@cityofpa.us</a>)</td>
</tr>
<tr>
<td>Port Orchard</td>
<td>Bek Ashby</td>
<td><a href="mailto:bashby@cityofportorchard.us">bashby@cityofportorchard.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rob Putaansu (<a href="mailto:rputaansu@cityofportorchard.us">rputaansu@cityofportorchard.us</a>)</td>
</tr>
<tr>
<td>Port Townsend</td>
<td>Ariel Speser</td>
<td><a href="mailto:aspeser@cityofpt.us">aspeser@cityofpt.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>David Faber (<a href="mailto:dfaber@cityofpt.us">dfaber@cityofpt.us</a>)</td>
</tr>
<tr>
<td>Poulsbo</td>
<td>Ed Stern</td>
<td><a href="mailto:estern@cityofpoulsbo.com">estern@cityofpoulsbo.com</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michael Bateman (<a href="mailto:mbateman@cityofpoulsbo.com">mbateman@cityofpoulsbo.com</a>)</td>
</tr>
<tr>
<td>Sequim</td>
<td>Dennis Smith</td>
<td><a href="mailto:dsmith@sequimwa.gov">dsmith@sequimwa.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>David Garlington (<a href="mailto:dgarlington@sequimwa.gov">dgarlington@sequimwa.gov</a>)</td>
</tr>
<tr>
<td>Shelton</td>
<td>Deidre Peterson</td>
<td><a href="mailto:DPeterson@ci.shelton.wa.us">DPeterson@ci.shelton.wa.us</a></td>
</tr>
<tr>
<td>Clallam Transit</td>
<td>Brendan Meyer</td>
<td><a href="mailto:Bmeyer@cityofpa.us">Bmeyer@cityofpa.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kevin Gallacci (<a href="mailto:keving@clallamtransit.com">keving@clallamtransit.com</a>)</td>
</tr>
<tr>
<td>Jefferson Transit</td>
<td>Tammi Rubert</td>
<td><a href="mailto:trubert@jeffersontransit.com">trubert@jeffersontransit.com</a></td>
</tr>
<tr>
<td></td>
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<td>Sara Crouch (<a href="mailto:scrouch@jeffersontransit.com">scrouch@jeffersontransit.com</a>)</td>
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<tr>
<td>Kitsap Transit</td>
<td>John Clauson</td>
<td><a href="mailto:JohnC@kitsaptransit.com">JohnC@kitsaptransit.com</a></td>
</tr>
<tr>
<td></td>
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<td>Steffani Lillie (<a href="mailto:SteffaniL@kitsaptransit.com">SteffaniL@kitsaptransit.com</a>)</td>
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<tr>
<td>Mason Transit</td>
<td>Danette Brannin</td>
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</tr>
<tr>
<td></td>
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<td>Mike Ringgenberg (<a href="mailto:mringgenberg@masontransit.org">mringgenberg@masontransit.org</a>)</td>
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<tr>
<td>Port of Allyn</td>
<td>Judy Scott</td>
<td><a href="mailto:jscott@portofallyn.com">jscott@portofallyn.com</a></td>
</tr>
<tr>
<td>Port of Bremerton</td>
<td>Gary Anderson</td>
<td><a href="mailto:garya@portofbremerton.org">garya@portofbremerton.org</a></td>
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<td>Port of Port Angeles</td>
<td>Chris Hartman</td>
<td><a href="mailto:chrish@portofpa.com">chrish@portofpa.com</a></td>
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<tr>
<td>Hoh Tribe</td>
<td>Wendy Largent</td>
<td><a href="mailto:wendyl@hohtribenw.org">wendyl@hohtribenw.org</a></td>
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<td>Jamestown S'Klallam Tribe</td>
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<tr>
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<td><a href="mailto:tricia.depoe@makah.com">tricia.depoe@makah.com</a></td>
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<tr>
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<td>Marty Allen</td>
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<tr>
<td>WSDOT Olympic Region</td>
<td>Joe Perez</td>
<td><a href="mailto:perezi@wsdot.wa.gov">perezi@wsdot.wa.gov</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dennis Engel (<a href="mailto:engeld@wsdot.wa.gov">engeld@wsdot.wa.gov</a>)</td>
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2020 Technical Advisory Committee
## PRTPO 2020 Technical Advisory Committee Appointments [2.21.20]

<table>
<thead>
<tr>
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<td>Jefferson County</td>
<td>Wendy Clark</td>
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<tr>
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<td><strong>Bainbridge Island</strong></td>
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<td><strong>Bremerton</strong></td>
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<tr>
<td>Forks</td>
<td>John Hillcar</td>
<td><a href="mailto:johnh@forkswashington.org">johnh@forkswashington.org</a></td>
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<tr>
<td>Port Angeles</td>
<td>Jonathan Boehme</td>
<td><a href="mailto:jboehme@cityofpa.us">jboehme@cityofpa.us</a></td>
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<td><a href="mailto:dgarlington@sequimwa.gov">dgarlington@sequimwa.gov</a></td>
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<tr>
<td>Shelton</td>
<td>Ken Gill</td>
<td><a href="mailto:KGill@ci.shelton.wa.us">KGill@ci.shelton.wa.us</a></td>
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<td><a href="mailto:jscott@portofallyn.com">jscott@portofallyn.com</a></td>
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<tr>
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<td>Fred Salisbury</td>
<td><a href="mailto:freds@portofbremerton.org">freds@portofbremerton.org</a></td>
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<td>Jamestown S'Klallam Tribe</td>
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<td><a href="mailto:engeld@wsdot.wa.gov">engeld@wsdot.wa.gov</a></td>
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</tbody>
</table>

**Return to Contents**
2020 Meeting Schedules and Locations
Updated 2020 Executive Board Schedule

In 2020, the Executive Board will resume bi-monthly meetings on its regular meeting day, the third Friday of the month. Following is the anticipated 2020 schedule of Board meetings. Any unnecessary meetings will be cancelled.

Our goal is to provide web-conference access to all meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>February 21, 2020</td>
<td>10-12</td>
<td>Bremerton Airport Administrative Office</td>
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<td>April 17, 2020</td>
<td>10-12</td>
<td>DETAILS PENDING (3.20.20)</td>
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<td>June 19, 2020</td>
<td>10-12</td>
<td>Jamestown S’Klallam – Red Cedar Hall</td>
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<tr>
<td>August 21, 2020</td>
<td>10-12</td>
<td>Bremerton Airport Administrative Office</td>
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<tr>
<td>October 16, 2020</td>
<td>10-12</td>
<td>JSK Medical Clinic Conference Rm - Sequim</td>
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<tr>
<td>December 18, 2020</td>
<td>10-12</td>
<td>Bremerton Airport Administrative Office</td>
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Note that if a meeting is not needed it will be cancelled. And while every effort will be made to avoid additional meetings or lengthening existing meetings, it may be necessary to address an emerging or unanticipated issue. We will work to provide as much advance notice as possible if a meeting will be cancelled, added, or changed.

In 2020 the TAC will move its regular meeting day to the third Thursday of the month, starting in January and meeting bi-monthly.

https://prtpo.kitsaptransit.com/default.htm

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Contact us:
Thera Black    | TheraB@PeninsulaRTPO.org | 360.878.0353
Edward Coviello| EdwardC@KitsapTransit.com | 360.824.4919
2020 PRTPO TAC Meetings – UPDATED!!

In 2020, the Technical Advisory Committee will resume bi-monthly meetings – *and move its regular meeting day to the third Thursday*. Following is the anticipated schedule of TAC meetings, all from 10-12. Our goal is to provide remote access to all meetings.

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<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>January 16, 2020</td>
<td>Jamestown S’Klallam – Red Cedar Hall</td>
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<tr>
<td>March 19, 2020</td>
<td>Bremerton – Kitsap Transit Offices</td>
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[https://prtpo.kitsaptransit.com/default.htm](https://prtpo.kitsaptransit.com/default.htm)

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Edward Coviello | EdwardC@KitsapTransit.com  | 360.824.4919
PRTPO Staff Support
**PRTPO Coordinator**  
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**Lead Planning Agency**  
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Transportation and Land Use Planner, Kitsap Transit  
360.824.4919 | EdwardC@kitsaptransit.com

**Mailing Address**  
PRTPO c/o Kitsap Transit  
60 Washington Avenue, Ste 200  
Bremerton, WA 98337

**Website**  
https://prtpo.kitsaptransit.com/default.htm
BYLAWS

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

1. **Organization**

The Peninsula Regional Transportation Planning Organization (PRTPO) was established in 1990 through an Interlocal Agreement (ILA) to encompass the territory physically lying within the counties of Clallam, Jefferson, Kitsap and Mason Counties as authorized by chapter 47.80 RCW and chapter 468-86 WAC.

2. **Membership**

   A. **Voting membership**

   Any entity that is authorized by the ILA to execute and has executed the Interlocal Agreement or any amendment thereof, shall be a voting member of the PRTPO. The term “member” as used in this ILA shall refer to the entity itself and not the representative or alternate of the member. Following the initial execution of the Interlocal Agreement, new voting members may be added upon approval of the Executive Board as provided herein.

   An entity seeking to become a voting member after September 30, 2019 shall submit a letter of application to the Chair stating the rationale for membership. The Chair shall consult with the other officers to consider whether the membership request furthers the purpose of the PRTPO and to verify that voting membership is open to the entity as provided in the ILA. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.

   Any federally recognized tribe that holds reservation or trust lands within the PRTPO planning area and is not already a voting member shall be invited to execute the ILA and become a voting member when the composition of PRTPO Executive Board is modified in the ILA or every two years following the execution of this ILA.

   B. **Nonvoting membership**

   Entities that are not authorized to become voting members of the PRTPO may become nonvoting members as provided herein.

   An entity seeking to become a nonvoting member shall submit a letter of application to the Chair of the Executive Board stating the rationale for membership. The Chair shall consult with the other officers to consider whether the entity may provide useful perspectives to regional transportation planning. The Chair shall present this information and make a recommendation to the Executive Board at a regular meeting. Membership requests require a vote of the Executive Board.
Washington legislators whose districts are wholly or partially within the PRTPO boundary are automatically considered ex officio nonvoting members.

C. Representatives

Members shall designate representatives to attend meetings on their behalf and to vote on behalf of the voting member. All representatives must have authority to speak for the entity. Members must submit a letter naming the designated representative and up to two alternates. Letters from voting members shall specifically authorize the representative and alternate(s) to vote on the member’s behalf. Representatives may be changed at any time upon written notice to the Executive Board.

D. Responsibilities

All members, representatives, and alternates must be fully engaged in the activities of the PRTPO. Representatives/alternates are expected to regularly attend, prepare for, and actively participate in scheduled meetings and in other special meetings and committees as appropriate. It is important that all members and their representatives/alternates maintain a regional perspective on matters coming before the Executive Board and work within a collegial atmosphere that strives for informed consensus in all of its decisions while respecting the viewpoints of others. Representatives/alternates are responsible for conveying pertinent information discussed or presented at meetings back to their respective entities for information or action.

3. The Executive Board

A. Purpose and responsibility

The Executive Board shall constitute the decision-making body of the PRTPO and shall direct, operate and set the transportation policy goals of the PRTPO. It shall be composed of one representative from each voting member. The Executive Board shall comply with all applicable local, state and federal laws.

B. The Officers

The Executive Board shall have at least three officers: Chair, Vice Chair, and Secretary.

i. The Chair

The Chair shall preside at all meetings, approve the agenda for the meetings, call special meetings, and set the time and place of meetings in consultation with the membership. In addition, the Chair has authority to establish committees and their membership for the purpose of making recommendations on the budget and making recommendations to the Executive Board on policy issues and other matters being addressed by the Executive Board.
ii. The Vice Chair

The Vice Chair shall serve in the Chair’s absence.

iii. The Secretary

The Secretary shall serve in the absence of the Chair and Vice Chair. The Secretary will also ensure that the agenda and meeting minutes are distributed and published on the PRTPO website.

iv. Officer elections

Officers positions are for two-year terms. Officers shall be elected during the first meeting of each calendar year in which a position is open. Prior to the first meeting of the calendar year, the Chair shall solicit nominations in writing from all the voting members. At the first meeting, the presiding Chair shall present the slate of nominees to be considered for each position and take nominations from the floor. The newly elected officers shall take office at the close of the meeting at which they were elected. Officers may serve no more than two consecutive terms in the same office. In the event there is a vacancy prior to the expiration of a term, the Executive Board shall elect a new officer to serve the unexpired portion of the term.

C. Executive Committee

The officers may function as an executive committee to make recommendations to the Executive Board on matters relating to the budget, the work program, or other policy issues as requested by the Executive Board, including the establishment of procedures and policies. Such procedures and policies may relate, but are not limited to, procurement, processing of invoices, making disbursements, drafting and adoption of the Unified Planning Work Program and Budget, and code of conduct. The Executive Committee may also approve expenditures and reimbursements that are authorized by the budget, are within the approved budget, and are consistent with any authorizing contract.

D. Executive Board meetings

Executive Board meetings are held in accordance with the schedule set by the Executive Board at the last meeting of each year for the following year. The Secretary shall ensure that official minutes are taken for each meeting and approved by the Executive Board. Notices of meetings and draft agendas shall be sent to all representatives and alternates, and published on the website, at least 5 business days prior to the date of the meetings.

The Chair may call a special meeting and provide notice to all Executive Board representative and alternates by telephone or email. When email notice is used, the notice must be sent at least 5 business days prior to the meeting and a quorum must respond affirmatively to the notice at least 3 business days. The notice for a special meeting must
include the date, time, location and the specific agenda item(s) to be addressed.

Robert’s Rules of Order will be observed at all meetings

E. Executive Board quorum

A quorum is required to conduct any business of the Executive Board. A quorum will consist of the presence of a majority of voting members, so long as all of the following occurs:

1. Two members are from within the boundaries of at least 3 of the 4 counties.
2. One of the two members described in (i) must be a duly elected representative.
3. One tribe is represented.
4. Two counties and two cities are represented.

Each voting member shall be given one vote regardless of how many representatives and alternates are present. The Chair will determine if a quorum exists prior to any action item and the presence of a quorum will be reflected in the meeting minutes. Exhibit A attached hereto is a list of all members who have executed the Interlocal Agreement. Exhibit A shall be automatically updated upon the addition of a new voting member without the need to amend these Bylaws.

F. Executive Board voting

A simple majority vote of the quorum is required for approval of an action. Any vote can be taken by voice, raising of hands, roll call (yeas and nays) or other means. Any member present during the vote, whether voting or nonvoting, may request that the vote be taken in such a way as to verify that a majority vote has occurred.

4. Transportation Policy Board

A. Purpose and responsibility

The purpose of the Transportation Policy Board (Policy Board) is to provide transportation policy advice to the Executive Board as requested, in accordance with RCW 47.80.040.

B. Policy Board membership

The Policy Board shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board.

C. Policy Board meetings

Meetings of the Policy Board shall occur concurrently with the Executive Board, provided that voting on PRTPO business occurs solely by the Executive Board.
5. **Technical Advisory Committee**

A. **Purpose and responsibility**

The Technical Advisory Committee (TAC) is a standing committee and advisory body whose purpose is to provide technical guidance to the Executive Board on policy and programs relating to regional transportation issues. The Executive Board shall provide direction to TAC regarding the TAC work plan for the year.

B. **TAC membership**

The TAC shall be comprised of both voting and nonvoting members of the PRTPO on a voluntary basis or as requested by the Executive Board. Representatives that sit on the TAC shall be the State Transportation Improvement Program contact for their member.

The TAC shall have two officers, Chair and Vice Chair. Those representatives eligible to serve as Chair and Vice Chair are those with members on the Executive Board. TAC officers shall serve two-year terms and no more than two consecutive terms in the same office. Elections shall occur during the first TAC meeting of the calendar year in which officer positions are open.

C. **TAC Meetings**

TAC meetings shall be held in accordance with the yearly schedule set by the TAC at the last TAC meeting of the calendar year. A quorum is required to conduct any business of the TAC and a quorum will consist of the presence of a majority of voting members. Only those members who are also voting members of the Executive Board shall have authority to vote on TAC recommendations and each member shall only have one vote regardless of how many representatives are present. The TAC shall nevertheless strive for consensus to move issues forward to the Executive Board.

6. **The Lead Planning Agency**

A. **Appointment**

The Executive Board will appoint a Lead Planning Agency (LPA) for the PRTPO by resolution. The LPA will act on behalf of the Executive Board and only as directed by the Executive Board.

The LPA may be changed at any time, provided that all voting members have been given a minimum of 30 days’ notice of the proposed change, and that the LPA or Executive Board has been given at least 6 months’ notice to allow for orderly transition.

B. **Duties of the LPA**

The LPA shall perform such duties as required by RCW 47.80.023 and as assigned by the
Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, providing staff support to the Executive Board, the Policy Board and the TAC; developing and implementing the Unified Planning Work Program (UPWP), the Regional Transportation Plan (RTP), the Regional Transportation Improvement Program (RTIP), and the Human Services Transportation Plan (HSTP); preparing a biennial or annual budget; providing regular budget reports to the Executive Board; hiring, supervising, and administering contract personnel as directed by the Executive Board; and providing information, data inventories, and services as may be necessary to carry out the purpose of the PRTPO.

The LPA is also authorized to apply for any federal, state or private funding of any nature that may be available to assist the PRTPO in carrying out its goals and policies. Any funds obtained may be used for, but not limited to, services under contract for a fee to member agencies as long as such services are within the authority of the Executive Board to obtain.

7. Fiscal Agent

A. Appointment

The Executive Board will appoint a Fiscal Agent for the PRTPO by resolution. The Fiscal Agent will act on behalf of the Executive Board and only as directed by the Executive Board.

The Fiscal Agent may be changed at any time, provided that all voting members have been given a minimum of 30 days’ notice of the proposed change and that the Fiscal Agent or Executive Board has been given at least 6 months’ notice to allow for orderly transition.

B. Duties of the Fiscal Agent.

The Fiscal Agent shall perform such duties as assigned by the Executive Board within the limits of available funding. Regular duties shall include, but are not limited to, keeping charge, care and custody of all funds of the PRTPO in accordance with its full legal fiduciary duty to the PRTPO; keeping correct and complete financial books and records of accounts; collecting and disbursing funds in accordance with the UPWP and the Budget; and performing such other financial duties as may be assigned by the Executive Board.

8. Unified Planning Work Program and Budget

The purpose of the UPWP is to demonstrate adherence to the state minimum planning standards, to document the planning work, and to produce a plan that will provide a foundation for establishing a budget and funding agreement with WSDOT. The Executive Board shall develop and adopt either a two-year UPWP and Budget or an annual UPWP and Budget. The choice shall be at the Executive Board’s discretion. Where the UPWP and Budget cover two years, both shall be reviewed and adjusted as necessary at least once in the two-year period.
A. **UPWP**

The LPA shall prepare a draft UPWP as directed by the Executive Board. The UPWP shall be prepared in conformance with the UPWP Guidance from WSDOT and any policies and procedures adopted by the Executive Board.

B. **Budget**

The LPA shall prepare a draft Budget as directed by the Executive Board. The Budget shall be developed in accordance with the mission of the PRTPO as expressed in the UPWP and shall be based on WSDOT allocations and other revenues at a level of detail that correlates to UPWP tasks.

The Executive Board shall approve a final budget. No increase or decrease to the final budget shall occur without approval of the Executive Board. Status reports on the budget shall be provided to the Executive Board on a regular basis by the LPA.

9. **Contract Services**

The Executive Board may contract with member agencies, jurisdictions, tribal entities and/or other organizations to provide or secure services, so long as these contracts support the overall mission, roles, and function of the PRTPO, are consistent with the UPWP, and are consistent with procurement policies adopted by the Executive Board. The Executive Board shall also ensure that there are adequate resources to undertake and complete the work.

The Executive Board Chair is authorized to sign and execute contracts/agreements following approval by the Executive Board. The voting procedure of the Executive Board is covered in Section 3.

10. **Open public meetings**

To ensure appropriate notice, public involvement, and effective regional decision-making, all meetings of the PRTPO, and each committee or board thereof, will be conducted consistent with the requirements of the Washington Open Public Meetings Act, chapter 42.30 RCW.

11. **Public records and records retention**

The PRTPO shall maintain books, records, documents and other materials relevant to the operation of the PRTPO for a period of six years following the termination of this Agreement or such longer period as may be required by law and any litigation under this Agreement.

PRTPO records shall be subject to inspection, review and audit by the public in accordance with the Public Records Act, chapter 42.56 RCW, by members of the PRTPO, and by the Washington State Auditor's Office. Should any member require copies of any records, they agree to pay the costs thereof. The LPA shall serve as the PRTPO public records officer.
12. **Claims**

Any claim for damages made under chapter 4.96 RCW shall be filed with the LPA at:

Kitsap Transit  
Clerk of the Board  
60 Washington Avenue Suite 200  
Bremerton, Washington 98337

Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided to each member of the Executive Board.

13. **Bylaw Review and Amendments**

These bylaws will be reviewed at least every two years. Any amendments to the bylaws maybe approved by two thirds majority of the voting members present. Proposed changes shall be presented one meeting prior to the meeting at which action by the Executive Board will be taken.

These Bylaws are hereby ADOPTED by motion of the Peninsula Regional Transportation Planning Organization on the 21st day of June, 2019 at Sequim, Washington.

Peninsula Transportation Planning Organization

Annette Nesse, PRTPO Chair

| Original adoption: | September 20, 2013 |
| Amendments:        | November 20, 2015  |
|                    | January 18, 2019   |
|                    | June 21, 2019      |
EXHIBIT A

Membership for Determining a Quorum for Executive Board Business

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<th>Kitsap</th>
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<td>City of Port Townsend</td>
<td>City of Bainbridge Island</td>
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<td>Jefferson Transit Authority</td>
<td>City of Bremerton</td>
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<td>Lower Elwha Klallam Tribe</td>
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<td>Port Gamble S’Klallam Tribe</td>
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Quorum requirements from Section 3(E) of the Bylaws:
  i. Two members must be from within county boundaries of at least 3 of the 4 counties.
  ii. One of the two members described in (i) must be a duly elected representative.
  iii. One tribe is represented.
  iv. Two counties and two cities are represented.

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Interlocal Agreement
INTERLOCAL AGREEMENT

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

THIS AGREEMENT is made and entered into by and between the undersigned public agencies to establish and jointly participate in the Peninsula Regional Transportation Planning Organization (PRTPO), pursuant to provisions of the Interlocal Cooperation Act of 1967, chapter 39.34 RCW, and the Growth Management Act, chapters 36.70A and 47.80 RCW.

Recitals

WHEREAS, the undersigned public agencies recognize the need and desirability to participate in a forum for cooperative decision making by elected officials of said agencies in order to implement a comprehensive regional transportation planning process; and

WHEREAS, the undersigned public agencies adopt transportation plans; and

WHEREAS, the Growth Management Act authorizes establishment of Regional Transportation Planning Organizations through the voluntary association of local governments within a county, or geographically contiguous counties; and

WHEREAS, it is the belief of the undersigned public agencies that state and regional transportation planning should receive policy direction from all affected governments and special purpose districts and major employers; and

WHEREAS, the undersigned public agencies are authorized and empowered to enter into this agreement pursuant to RCW 47.80.020 and chapter 39.34 RCW; and

WHEREAS, the undersigned public agencies recognize that the Interlocal Agreement (ILA) establishing the PRTPO in 1990 needs to be reviewed and updated to conform to current law and practices, and that now is an opportune time given the impending change of the Lead Planning Agency. This 2019 ILA fully replaces and supersedes the 1990 ILA.

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

Agreement

1. Organization and Membership

The Peninsula Regional Transportation Planning Organization (PRTPO), a separate legal entity, originally established in 1990 and hereby re-established, encompasses the territory physically lying within the counties of Clallam, Jefferson, Kitsap and Mason Counties as authorized by chapter 47.80 RCW and chapter 468-86 WAC.
Voting membership in the PRPTO shall be open to the following public agencies within the boundaries of the PRPTO: all county and city governments, all federally recognized tribes, all port districts organized under title 53 RCW, all transit districts organized under chapter 36.57A RCW, and the WSDOT Olympic Region. Current voting membership belongs to each of the public agencies who have executed this Agreement. New voting members may be added by the execution of this Agreement when approved by the Executive Board.

Nonvoting membership is authorized and encouraged to facilitate cooperative regional transportation planning. Nonvoting membership shall be open to community organizations, employers and other public agencies that are not voting members. Nonvoting membership shall be as approved by the voting membership in accordance with the Bylaws.

2. **Purpose and Authority**

The purpose of the PRPTO is to fulfill the legislature’s intent to have local jurisdictions, tribes, and the state come together for coordinated transportation planning and to have an interconnected and coordinated transportation system that achieves both statewide and local transportation goals.

To accomplish these purposes, the PRPTO shall have the following authority and duties, as established by chapter 47.80 RCW:

- **A.** Provide a forum for cooperative decision making by the region’s elected officials in order to bring about a continuous and comprehensive transportation planning process.

- **B.** Foster cooperation and collaboration among local, state and tribal governments throughout the region.

- **C.** Maintain an ongoing transportation strategy for the region and coordinate actions of local and state government so that we may make the best use of our land, air, water and energy resources and overcome the problems of waste and pollution.

- **D.** Develop and adopt a Regional Transportation Plan that is consistent with countywide planning policies, with county and city transportation plans, and with state transportation plans.

- **E.** Certify that transportation elements of comprehensive plans adopted by Clallam, Jefferson, and Mason Counties and cities therein are consistent with the Growth Management Act and with the PRPTO’s Regional Transportation Plan. Also, where appropriate, certify that their countywide planning policies adopted under RCW 36.70A.210 and the adopted Regional Transportation Plan are consistent.

- **F.** Develop a six-year Regional Transportation Improvement Program (RTIP) for areas within Clallam, Jefferson and Mason counties that proposes regionally significant transportation project and programs and transportation demand measures.
G. Develop a Coordinated Transit-Human Services Transportation Plan and include specific opportunities and projects aimed to advance special needs coordinated transportation.

H. Designate and direct a lead planning agency to coordinate preparation of the Regional Transportation Plan and carry out other responsibilities of the PRTPO as set forth in the Bylaws.

I. Provide assistance to others to develop level of services standards or alternative transportation performance measures and review those standards of GMA counties and cities to promote a consistent regional evaluation of transportation facilities and services.

J. Foster and facilitate cooperation and coordination between other regional transportation planning organizations and metropolitan planning organizations.

K. Foster transportation facilities which encourage economic growth and stability for the region.

L. Provide assistance and information to public agencies in their preparation of local transportation plans.

3. Organization Structure

The PRTPO shall have the following structure as set forth herein and as further described in the Bylaws.

A. Executive Board. An Executive Board is hereby established to be the governing body of the PRTPO. All voting members shall have representation on the Executive Board as described in the Bylaws.

B. Transportation Policy Board. A Transportation Policy Board is hereby established to provide policy advice to the Executive Board on regional transportation issues as provided by RCW 47.80.040. Composition of the Transportation Policy Board shall be determined as provided in the Bylaws.

C. Technical Advisory Committee. A Technical Advisory Committee is hereby established to provide technical advice to the Executive Board on all matters that may come before the Board. Composition of the Technical Advisory Committee shall be determined as provided in the Bylaws.

D. The Executive Board may establish other committees as needed to perform the duties of the PRTPO as provided in the Bylaws.
4. **Bylaws**

Bylaws shall be adopted to carry out the purpose and objectives set forth herein and shall, at a minimum, include schedules and rules for meetings as well as voting structures for the PR TPO and any board or committee thereof. The Bylaws shall initially be adopted by a majority vote of the total members of the organization and shall be amended as provided for in the Bylaws.

5. **Lead Planning Agency**

The PR TPO shall designate a Lead Planning Agency to perform the duties required by chapter 47.80 RCW and such other duties as assigned by the Executive Board.

The duties of the Lead Planning Agency shall include, but not be limited to, the following: provide staff support and coordination for the Executive Board, the Transportation Policy Board and the Technical Advisory Committee; hire, supervise and administer personnel, contractors and consultants as directed by the Executive Board; and provide such information, data, inventories and services as may be necessary to carry out the purposes of the PR TPO.

6. **Fiscal Agent**

The PR TPO shall designate a Fiscal Agent to perform the financial duties as assigned by the Executive Board. These may include, but are not limited to, the collection and disbursement of funds for the purposes of the organization and the provision of information, data, and services as may be necessary to carry out the financial obligations of the PR TPO. At the Executive Board’s discretion, the Fiscal Agent may be the same entity as the Lead Planning Agency.

7. **Financing**

The PR TPO shall be financed in a manner as provided for in the Bylaws and through such local, state, federal, and/or private funding as becomes available. The PR TPO, or the Lead Planning Agency on behalf of the organization, is authorized to apply for such federal, state or private funding of any nature as may become available to assist the PR TPO in carrying out its purposes and functions.

8. **Budget**

The Lead Planning Agency shall develop a budget which will meet the anticipated expenses of the PR TPO for the coming budget year. The Lead Planning Agency shall submit the proposed budget to the Executive Board for review and comment.

9. **Insurance**

The Executive Board shall procure insurance sufficient to provide adequate coverage for the obligations and liabilities of the PR TPO.
10. **Duration**

This Agreement is perpetual unless a member decides to withdraw from the PR TPO pursuant to Section 11 or the members agree to dissolve the PR TPO pursuant to Section 12 of this Agreement.

11. **Withdrawal from the PR TPO**

Any member shall have the right to withdraw from the PR TPO and this agreement by giving six months written notice to the Executive Board. The remaining members agree that such withdrawal will not absolve them of responsibility for meeting financial and other obligations of annual contracts or agreements of the PR TPO. Further, such withdrawal will not affect the continuation of the PR TPO unless the requirements of RCW 47.80.020 are no longer met.

12. **Dissolution of the PR TPO**

The PR TPO may be dissolved at any meeting of the Executive Board by a majority vote of all voting members, so long as all voting members were provided at least six months written notice of the proposed dissolution, or as otherwise provided for in the bylaws, and all voting members were provided an opportunity for comment on the motion.

Upon dissolution of the PR TPO, all liabilities, costs, expenses, and charges validly incurred shall be resolved. If any funds or assets of the PR TPO remain, such shall be returned as provided by law or contract, or distributed as determined by the Executive Board. The debts, liabilities, and obligations of the PR TPO shall not constitute a debt, liability or obligation of any member.

13. **Binding effect**

The undersigned public agencies agree that this Interlocal Agreement is binding and that each will use their best efforts for coordinated and cooperative transportation planning. All tribes expressly agree to a limited waiver of their sovereign immunity for the sole and limited purpose of committing to the terms and obligations of this Interlocal Agreement.

14. **General Terms**

A. **Severability.** If any provision of this Agreement, or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of the Agreement or the application of the provision to other persons or circumstances is not affected.

B. **Counterparts.** This agreement may be signed in multiple counterparts, each of which shall be considered the same as an original.

C. **Publishing.** In accordance with RCW 39.34.040, this Agreement shall be made available on the PR TPO website.
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

CITY OF BAINBRIDGE ISLAND:

Morgan Smith, City Manager

Date: 5/30/19
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

City of Bremerton:

By: [Signature]
Mayor Greg Wheeler

Date: May 17th, 2019

ATTEST:

By: [Signature]
Angela Woods, City Clerk

APPROVED AS TO FORM:

By: [Signature]
Roger A. Lubovich, Bremerton City Attorney
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Jurisdiction: City of Forks

Tim Fletcher, Mayor

Date 6/10/19

Authorizing Resolution No. 474
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE
BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA
REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Sissi P. Bruch
Sissi P. Bruch, Mayor
City of Port Angeles
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

CITY OF PORT ORCHARD:

[Signature]
Robert Putaansuu
Mayor

ATTEST:

[Signature]
Brandy Rinecarson, MMC
City Clerk

[Signature]
Sharon Cates
City Attorney

5/10/19
Date

5/15/19
Date

5/14/19
Date
IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from
and after this ___ day of __________, 20__.

City of Port Townsend:

David Timmons, City Manager

Dated: 5/21/19
IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this 16 day of May, 2019.

BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

ATTEST:

REBECCA ERICKSON, MAYOR

RHIANNON FERNANDEZ CMC, CITY CLERK
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Jurisdiction: City of Sequim

Dennis Smith, Mayor

Date 9/10/19
IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this 4th day of June, 2019.

BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

CITY OF SHELTON:

[Signature]
Bob Rogers, Mayor

6/4/2019
Date
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Board of Clallam County Commissioners
Clallam County:

[Signature]

Commissioner Mark Oziol, Chair
Randy Johnson, Vice-Chair

5/28/19
Date

Approved as to form only by:

[Signature]

Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

COUNTY OF JEFFERSON
BOARD OF COMMISSIONERS

Kate Dean, Chair

DATE

Approved as to form only this 21st day of May, 2019

Philip C. Hunsucker
Chief Civil Deputy Prosecutor

ATTEST:

Carolyn Gallaway
Deputy Clerk of the Board

Monte Reinders P.E.,
County Engineer/Public Works Director
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

EDWARD E. WOLFE, Chair

5-13-19

ATTEST:

Dana Daniels, Clerk of the Board
IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this 7th day of May, 2019.

BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

ATTEST:

Melissa Drewry, Clerk of the Board

APPROVED AS TO FORM:

Tim Whitehead
Chief Deputy Prosecuting Attorney

BOARD OF COUNTY COMMISSIONERS
MASON COUNTY, WASHINGTON

Kevin Shutty, Chair

Randy Neatherlin, Commissioner

Sharon Trask, Commissioner
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this 26 day of MAY, 2019.

PORT OF ALLYN COMMISSIONERS:

Scott Cooper, Chair

Ted Jackson, Vice Chair

Judy Scott, Commission
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

PORT OF BREMERTON
A Municipal Corporation

Larry Stokes, Commission President

Cary Bozeman, Commission Vice-President

Axel Strakeljahn, Commission Secretary
IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from
and after this ___ day of __________, 20__.  

[signatures to follow]

Jurisdiction: Port of Port Angeles

Karen F. Goschen
Executive Director

5/14/19
Date
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this _________ day of __________ 2019.

PORT OF SHELTON

Dick Taylor, Commissioner
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

CLALLAM TRANSIT SYSTEM:

Kevin E. Gallacci, General Manager

Date: 5/13/19
13. **Binding effect**

The undersigned public agencies agree that this Interlocal Agreement is binding and that each will use their best efforts for coordinated and cooperative transportation planning. All tribes expressly agree to a limited waiver of their sovereign immunity for the sole and limited purpose of committing to the terms and obligations of this Interlocal Agreement.

14. **General Terms**

A. Severability. If any provision of this Agreement, or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of the Agreement or the application of the provision to other persons or circumstances is not affected.

B. Counterparts. This agreement may be signed in multiple counterparts, each of which shall be considered the same as an original.

C. Publishing. In accordance with RCW 39.34.040, this Agreement shall be made available on the PRTPO website.

IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this 18th day of June, 2019.

BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

![Signature]

Tammi Rubert, General Manager
Jefferson Transit Authority

6/18/19

Date

Authorizing Resolution No. 19-12
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Kitsap Transit

[Signature]

John W. Clauson
Executive Director

May 8, 2019
Date
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

MAISON TRANSIT AUTHORITY

[Signature]

Danette Brannin, General Manager

Dated: May 21, 2019
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Jurisdiction:

Jamestown S’Klallam Tribe

W. Ron Allen
Tribal Chairman/CEO

Date

Peninsula Regional Transportation Planning Organization
2019 Interlocal Agreement – Signature Page
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Frances G. Charles, Chairwoman
Lower Elwha Klallam Tribe

Date 05/20/2019
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Makah Tribe

[Signature]

John Ides, Sr.
Makah Tribal Chairman

5-6-19

Date
Guidance for Signing the PRTPO ILA

Signing the Agreement

Please insert a signature block onto the signature page of the ILA substantially in the form below. Add additional blocks if you require more than one signature to execute the agreement.

Jurisdiction:

[Signature]
Name: Charles Miller
Title: Chair, Skokomish Tribal Council
Date: 7-19-19

Returning the Signed ILA

Please email a scanned version of signature page to Carla Sawyer carlasawyer@progressionsconsulting.com.

Please also send by USPS an original of the signature page to:

Jill Boltz
Kitsap Transit / Clerk of the Board
60 Washington Avenue, Suite 200
Bremerton, WA 98337

Skokomish Tribal Council
Resolution No. 2019-088
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Squaxin Island Tribe

[Signature]
Arnold Cooper
Chairman

5/31/2019
Date
BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

John Wynands  
Region Administrator  

Date: 6/3/19
Lead Planning Agency Agreement
AGREEMENT FOR LEAD PLANNING AGENCY SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
and
KITSAP TRANSIT

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization and Kitsap Transit for the provision of lead planning agency services.

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is a voluntary regional transportation and planning organization made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a separate legal entity under an Interlocal Agreement (ILA) pursuant to chapter 39.34 RCW;

WHEREAS, Kitsap Transit is a public transportation benefit area formed pursuant to chapter 36.57A RCW and is a member of the PRTPO;

WHEREAS, RCW 47.80.023 authorizes and requires the PRTPO to designate a lead planning agency to coordinate preparation of the Regional Transportation Plan and to assist the PRTPO in carrying out its other duties identified in RCW 47.80.023;

WHEREAS, the PRTPO ILA identifies other duties required of the lead planning agency;

WHEREAS, Kitsap Transit is a member of the PRTPO and possesses the necessary qualifications to serve as the lead planning agency of the PRTPO.

Agreement

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

1. Lead Planning Agent designation

The parties agree that Kitsap Transit shall be the Lead Planning Agency (LPA) for the Peninsula Regional Transportation Planning Organization. The LPA shall act on behalf of the PRTPO Executive Board and only as directed by the Executive Board.
2. **Responsibilities of Kitsap Transit**

Kitsap Transit shall be responsible for carrying out the following duties in accordance with the ILA, Bylaws, and any applicable policies or procedures of the PRTPO, as well as applicable federal, state and local law.

A. Provide staff support and coordination for the PRTPO Executive Board, the Transportation Policy Board and the Technical Advisory Committee.

B. Hire, supervise and administer personnel, contractors and consultants as directed by the Executive Board.

C. Provide information, data, inventories and services as may be necessary to carry out the purposes of the PRTPO.

D. Coordinate with the PRTPO to develop and implement the Unified Planning Work Program in conformance with the Unified Planning Work Program (UPWP) Guidance from WSDOT and any policies and procedures of the PRTPO.

E. Coordinate with the PRTPO to prepare a Budget for the PRTPO in accordance with the mission of the PRTPO, as expressed in the UPWP, and based on WSDOT allocations and other revenues.

F. Provide regular budget reports to the Executive Board.

G. Coordinate with the PRTPO to develop and implement the Regional Transportation Plan, the Regional Transportation Improvement Program and the Human Services Transportation plan in conformance with any WSDOT guidance and any policies and procedures of the PRTPO.

H. On behalf of the PRTPO and at its request, apply for any federal, state or private funding of any nature that may be available to assist the PRTPO in carrying out its goals and policies.

I. Coordinate the purchase of goods and procurement of services on behalf of PRTPO consistent with applicable laws.

J. Serve as the public records officer of the PRTPO in accordance with chapter 42.56 RCW and policies of the PRTPO. Kitsap Transit shall identify by name the individual to whom all public records requests shall be directed and shall ensure such information is clearly on the website of the PRTPO.

K. Accept and manage any claim for damages made under chapter 4.96 RCW. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided to the PRTPO Executive Committee. Kitsap Transit shall identify by name
the individual to whom claims shall be directed and shall ensure such information is clearly on the website of the PRTPO.

L. Perform such other duties as may be assigned by the PRTPO.

3. Responsibilities of the Peninsula Regional Transportation Planning Organization

The PRTPO agrees that it shall cooperate and assist Kitsap Transit in carrying out its responsibilities identified above.

4. Compensation

A. Amount

Kitsap Transit will be compensated for its actual direct and related indirect costs for performing the duties and responsibilities under this Agreement. The rate and total compensation under this Agreement shall not exceed the amounts provided in Exhibit A. All costs must be consistent with the cost principals contained in 2 CFR 200 when federal funds are used.

All out-of-state travel must have prior written approval of the PRTPO to be eligible for reimbursement. Current Washington State Department of Transportation (WSDOT) travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement.

Any equipment purchased under this Agreement must be purchased, managed, and disposed of in accordance with 2 CFR 200 when federal funds are used.

B. Invoices

Kitsap Transit shall prepare an invoice for all service performed for the PRTPO not more frequently than once a month and at least once a quarter. The invoice shall be submitted to the PRTPO Fiscal Agent on the RTO Planning Invoice Voucher form along with the accompanying RTO UPWP Activity Detail form. Kitsap Transit will maintain back up documentation for the invoiced amounts. The Fiscal Agent will finalize the RTO Planning Invoice Voucher and submit it the PRTPO Executive Committee for approval prior to submission to WSDOT. The PRTPO shall review and approve each invoice in an expeditious manner.

C. Payment

Payment to Kitsap Transit will be made promptly upon receipt of payment from WSDOT.
5. **Records**

   **A. Maintenance**

   Kitsap Transit shall maintain all records in support of all costs incurred and actual expenditures made under this Agreement in accordance with procedures prescribed by the Division of Municipal Corporations of the State Auditor’s Office, the U.S. Department of Transportation (USDOT), and WSDOT. All such records shall be retained as required by state or federal law or grant agreements. The Copies of records shall be furnished to the PRTPO or WSDOT if requested.

   **B. Access**

   All files and other documents maintained by Kitsap Transit under this Agreement shall be files of the PRTPO and both the PRTPO and WSDOT, and any of their agents or representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all records with respect to all matters covered by this Agreement. Both the PRTPO and WSDOT, and any of their agents or representatives, shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement.

   **C. Audits**

   Kitsap Transit shall cooperate with and respond to any independent audit conducted.

6. **Indemnification and liability**

   Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

   Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

   No liability shall attach to either party or to WSDOT by reason of entering into this Agreement except as expressly provided herein.

7. **Insurance**

   Prior to and during the performance of this Agreement, Kitsap Transit shall provide the PRTPO with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of liability insurance, and or errors and omissions insurance, providing...
coverage of at least $1,000,000 for liability or errors and omissions in connection with the work to be performed by Kitsap Transit under this Agreement. Kitsap Transit shall furnish the PRTPO with a certificate of insurance and endorsement for review by the PRTPO. The PRTPO shall also be provide 30 days’ written notice of any cancellation of such liability insurance.

8. **Dispute Resolution**

If any dispute arises under this Agreement, the parties shall first engage in an informal attempt to find a mutual resolution to the dispute. If no informal resolution is accomplished, the parties may engage a mediator or a dispute resolution process that is mutually agreeable.

9. **Termination**

Either party may terminate this agreement with or without cause upon six (6) months written notice to the other party. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

10. **Amendment**

This Agreement may be amended only in writing and only by agreement by both parties.

11. **Notice**

Any notice required by this Agreement shall be made in writing to the representatives below:

| PRTPO | Kitsap Transit |

12. **Miscellaneous**

A. **Compliance**

Kitsap Transit shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement, including but not limited to the following:

1. **Equal Employment Opportunity.** Kitsap Transit agrees to abide by all State and Federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

2. **Title 6, Civil Rights Act of 1964.** Kitsap Transit will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs. As provided therein:
i. Kitsap Transit shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

ii. Kitsap Transit shall not participate either directly or indirectly in prohibited discrimination, including employment practices when the contract covers a program set forth in Appendix A-11 of 49 CFR Part 21.

iii. In all solicitations, either by competitive bidding or negotiation and including for procurements of materials or equipment, Kitsap Transit shall notify each potential subcontractor or supplier of the obligations under this Agreement and 49 CFR Part 21 relative to nondiscrimination on the grounds of race, color, or national origin.

iv. Kitsap Transit shall provide all information and reports required by 49 CFR Part 21 or any orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined necessary by WSDOT or USDOT or the Federal Highway Administration (FHA) to ascertain compliance with such regulations, orders, and instructions. Where any information required of Kitsap Transit is in the exclusive possession of another who fails or refuses to furnish this information, Kitsap Transit shall so certify to WSDOT, or FHA as appropriate, and shall set forth what efforts it has made to obtain the information.

v. Any noncompliance with the nondiscrimination provisions of this contract, WSDOT shall impose such contract sanctions as it or the FHA may determine to be appropriate.

vi. Kitsap Transit shall include the above provision in every subcontract unless otherwise exempt by 49 CFR Part 21 or any orders or instructions issued pursuant thereto. Kitsap Transit shall also take such action as directed by WSDOT or the FHA to enforce these provisions against any subcontractor, including sanctions for noncompliance. Provided, however, that in the event Kitsap Transit becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, Kitsap Transit may request the state to enter into such litigation to protect the interest of the United States.

B. Assignment

Kitsap Transit shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the PRTPO, and the PRTPO shall review and approve any consultant agreement prior to execution. Kitsap Transit shall comply with all federal and state laws and regulations governing the selection and employment of consultants. The PRTPO reserves the right to appoint a representative to serve on the Consultant Selection Committee. Subcontracts greater than $10,000 must contain all the required provisions of this contract.

Peninsula Regional Transportation Planning Organization
2019 Lead Planning Agency Agreement – 6
C. Independent Contractor

Kitsap Transit shall be deemed an independent contractor for all purposes and the employees of Kitsap Transit or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of the PRTPO.

D. Severability

If any of the provisions of this Agreement are deemed illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

13. Effective date and duration

This Agreement shall be effective July 1, 2019. This agreement shall remain in effect for 2 years unless terminated earlier in accordance with Section 9 or extended by written agreement as set forth in Section 10.

14. Authorization

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

KITSAP TRANSIT

[Signature]

John Clauson, Executive Director

ATTEST

[Signature]

Jill A. Boltz, MMC
Clerk of the Board

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

[Signature]

Annette Nesse, Chair
RESOLUTION 001 - 2019

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Designating Kitsap Transit as the Lead Agency

RECITALS

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) was established through an Interlocal Agreement originally executed in 1990.

WHEREAS, the following entities are the voting members of the PRTPO and constitute the Executive Board, which is the decision-making body of the PRTPO:

- The Counties of Clallam, Jefferson, Kitsap and Mason;
- The Cities of Bremerton, Forks, Port Angeles, Port Orchard, Port Townsend, Sequim, and Shelton;
- The Ports of Allyn, Bremerton, Shelton and Port Angeles;
- Clallam Transit, Jefferson Transit, Kitsap Transit and Mason Transit; and
- the Jamestown S’Klallam Tribe, Lower Elwha Klallam Tribe, Makah Tribe, Squaxin Island Tribe, and Skokomish Indian Tribe; and
- Washington State Department of Transportation Olympic Region.

WHEREAS, the PRTPO desires to appoint a lead agency for the PRTPO with certain administrative, financial and organizational duties and obligations, which is authorized and required by RCW 47.80.023(7).

WHEREAS, this Resolution is consistent with the provisions of the Interlocal Agreement that authorizes the designation of a Lead Planning Agency and with the PRTPO Bylaws that provide for and explain the duties of the Lead Planning Agency.

WHEREAS, Kitsap Transit possesses the necessary qualifications to serve as the Lead Planning Agency for the PRTPO including the ability to:

a. Perform its duties and obligations as set forth in the Interlocal Agreement and the Bylaws in good faith;

b. Administer contracts, budgeting, accounting and financial transactions, and all administrative, personnel and operational aspects of the PRTPO, as provided for in the Interlocal Agreement and Bylaws;

c. Conduct activities in accordance with the direction of the PRTPO’s Executive Board and consistent with all applicable state and federal requirements;
d. Structure activities to perform the work plan as outlined within the PRTPO’s Unified Planning Work Program, as adopted by the Executive Board;

e. Submit to the PRTPO’s Executive Board for approval all contracts, grant applications, and planning documents and programs;

f. Coordinate activities between the PRTPO, its members, and any third parties.

NOW, THEREFORE, BE IT RESOLVED:

The PRTPO resolves to designate Kitsap Transit, a political subdivision of the State of Washington, as the lead agency to the PRTPO effective July 1, 2019. Upon acceptance of the appointment, this designation authorizes Kitsap Transit to execute the Regional Planning Organization Agreement (DOT Form, 224-091) with Washington State Department of Transportation.

The PRTPO, upon a majority of the Executive Board approving of this Resolution after a motion and a second in favor of approval, the PRTPO hereby duly authorizes its Chair to sign on behalf of the PRTPO.

Signed this 21 day of May 2019.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

[Signature]
Bék Ashby, Vice Chair
Lead Fiscal Agency Agreement
AGREEMENT FOR FISCAL AGENT SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
and

JEFFERSON TRANSIT AUTHORITY

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization and Jefferson Transit Authority for the provision of fiscal agent services.

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is a voluntary regional transportation and planning organization made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a separate legal entity under an Interlocal Agreement (ILA) pursuant to chapter 39.34 RCW;

WHEREAS, Jefferson Transit Authority (JTA) is a public transportation benefit area formed pursuant to RCW 36.57A and is a member of the PRTPO;

WHEREAS, the ILA authorizes the PRTPO to designate a fiscal agent to perform certain administrative and financial duties as identified in the ILA and Bylaws of the PRTPO; and

WHEREAS, Jefferson Transit Authority possesses the necessary qualifications to serve and is willing to serve as the fiscal agent of the PRTPO.

Agreement

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

1. **Fiscal Agent designation**

The parties agree that Jefferson Transit Authority shall be the Fiscal Agent for the Peninsula Regional Transportation Planning Organization. The Fiscal Agent shall act on behalf of the PRTPO Executive Board and only as directed by the Executive Board.

2. **Responsibilities of Jefferson Transit Authority**

JTA shall be responsible for carrying out the following duties in accordance with the ILA, the PRTPO Bylaws, and any applicable policies or procedures of the PRTPO, as well as applicable federal, state and local law.
A. Maintain a fund known as the PRPPO Fund for the deposit and withdrawal of PRPPO moneys in accordance with RCW 43.09.210.

B. Collect money and make deposits into such fund as provided and directed by the PRPPO.

C. Issue warrants, electronic payments, cash transmittals or other disbursements on behalf of PRPPO and upon PRPPO’s instruction for such payments in accordance with the approved Unified Planning Work Program and Budget.

D. Prepare monthly invoices for expenses incurred for the review and approval of the PRPPO before submission to WSDOT.

E. Ensure that the PRPPO Fund is maintained in accordance with the Budgeting Accounting & Reporting System (BARS) and RCW 43.09.200.

F. Maintain software adequate to track PRPPO finances.

G. Make regular reports to the PRPPO regarding PRPPO finances at least yearly or monthly as requested by the PRPPO. The reports shall include a summary of work performed during the course of the year and costs incurred.

H. Maintain correct and complete financial books and records related to the PRPPO Fund.

I. Cooperate with and responding to any independent audit conducted on the PRPPO Fund in coordination with PRPPO.

J. Provide all information, data, and services as may be necessary to carry out the financial obligations of the PRPPO.

K. Perform such other financial duties as may be assigned by the PRPPO.

All invoices for services and other PRPPO-related deposits and withdrawal direction from the PRPPO should be addressed to Jefferson Transit Authority for processing at the following address:

Jefferson Transit
Tammi Rubert, General Manager
63 Four Corners Road
Port Townsend, WA 98368

3. Responsibilities of the Peninsula Regional Transportation Planning Organization

The PRPPO agrees that it shall be responsible for:
A. Submitting proper documentation for deposits and withdrawals of PRTPO moneys into and from the PRTPO Fund as approved by the PRTPO.

B. Complying with any and all laws, regulations, ordinances and grant funding requirements, including but not limited to RCW 43.09.210, fiscal reporting, monitoring and record retention.

C. Cooperating with and responding to any independent audit conducted on the PRTPO fund in coordination with JTA.

4. Compensation

A. Amount

JTA will be compensated for its actual direct and related indirect costs for performing the duties and responsibilities under this Agreement. The rate and total compensation under this Agreement shall not exceed the amounts provided in Exhibit A. All costs must be consistent with the cost principals contained in 2 CFR 200 when federal funds are used.

All out-of-state travel must have prior written approval of the PRTPO to be eligible for reimbursement. Current Washington State Department of Transportation (WSDOT) travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement.

Any equipment purchased under this Agreement must be purchased, managed, and disposed of in accordance with 2 CFR 200 when federal funds are used.

B. Invoices

At least once a quarter and not more than once a month, JTA will receive a RTPO Planning Invoice Voucher and RTPO Unified Planning Work Program (UPWP) Activity Detail form from the Lead Planning Agency (LPA) detailing LPA work and request for payment. JTA shall amend the Invoice Voucher and Activity Detail to include any charges incurred by JTA for services they performed on behalf of the PRTPO. JTA shall maintain back up documentation for any charges they include on the Invoice Voucher.

JTA shall then submit the consolidated RTPO Planning Invoice Voucher and Activity Detail to the Executive Committee for approval prior to submission to WSDOT. The PRPTPO shall review and approve each invoice in an expeditious manner. Promptly following PRPTPO approval, JTA shall submit the invoice for payment to TRCOfiscal@wsdot.wa.gov.

C. Payment

JTA shall maintain appropriate accounting records for the amounts invoiced by the LPA and the FA. Upon receipt of payment from WSDOT, JTA shall promptly disburse funds in accordance with the approved invoice.
5. **Records**

A. **Maintenance**

JTA shall maintain all records in support of all costs incurred and actual expenditures in accordance with procedures prescribed by the Division of Municipal Corporations of the State Auditor’s Office, the U.S. Department of Transportation (USDOT), and WSDOT. All such records shall be retained by JTA as required under state or federal law or grant agreements. Copies thereof shall be furnished to the PRTPO or WSDOT if requested.

B. **Access**

All files and other documents maintained by JTA under this Agreement shall be files of the PRTPO and both the PRTPO and WSDOT, and any of their agents or representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all records with respect to all matters covered by this Agreement. Both the PRTPO and WSDOT, and any of their agents or representatives, shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement.

C. **Audits**

If the applicability of 2 CFR 200 is triggered, JTA shall arrange for audit of funds expended under this Agreement consistent therewith.

6. **Indemnification and liability**

Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

No liability shall attach to either party or to WSDOT by reason of entering into this Agreement except as expressly provided herein.

7. **Insurance**

Prior to and during the performance of this Agreement, JTA shall provide the PRTPO with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of liability insurance, and or errors and omissions insurance, providing coverage of at least $1,000,000 for liability or errors and omissions in connection with the work to be performed by JTA under this Agreement. JTA shall furnish the PRTPO with a certificate of
insurance and endorsement for review by the PRTPO. The PRTPO shall also provide 30 days’ written notice of any cancellation of such liability insurance.

8. **Dispute Resolution**

If any dispute arises under this Agreement, the parties shall first engage in an informal attempt to find a mutual resolution to the dispute. If no informal resolution is accomplished, the parties may engage a mediator or a dispute resolution process that is mutually agreeable.

9. **Termination**

Either party may terminate this agreement with or without cause upon six (6) months written notice to the other party. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

10. **Amendment**

This Agreement may be amended only in writing and only by agreement by both parties.

11. **Notice**

Any notice required by this Agreement shall be made in writing to the representatives below:

<table>
<thead>
<tr>
<th>PRPTO</th>
<th>JTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peninsula RTPO Chair</td>
<td>JTA</td>
</tr>
<tr>
<td>c/o Kitsap Transit</td>
<td>Jefferson Transit</td>
</tr>
<tr>
<td>60 Washington Street</td>
<td>Tammi Rubert, General Manager</td>
</tr>
<tr>
<td>Bremerton, WA 98337</td>
<td>63 Four Corners Road</td>
</tr>
<tr>
<td></td>
<td>Port Townsend, WA 98368</td>
</tr>
</tbody>
</table>

12. **Miscellaneous**

A. **Compliance**

JTA shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement, including but not limited to the following:

1. **Equal Employment Opportunity.** JTA agrees to abide by all State and Federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.

2. **Title 6, Civil Rights Act of 1964.** JTA will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs. As provided therein:
i. JTA shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.

ii. JTA shall not participate either directly or indirectly in prohibited discrimination, including employment practices when the contract covers a program set forth in Appendix A-11 of 49 CFR Part 21.

iii. In all solicitations, either by competitive bidding or negotiation and including for procurements of materials or equipment, JTA shall notify each potential subcontractor or supplier of the obligations under this Agreement and 49 CFR Part 21 relative to nondiscrimination on the grounds of race, color, or national origin.

iv. JTA shall provide all information and reports required by 49 CFR Part 21 or any orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined necessary by WSDOT or USDOT or the Federal Highway Administration (FHA) to ascertain compliance with such regulations, orders, and instructions. Where any information required of JTA is in the exclusive possession of another who fails or refuses to furnish this information, JTA shall so certify to WSDOT, or FHA as appropriate, and shall set forth what efforts it has made to obtain the information.

v. Any noncompliance with the nondiscrimination provisions of this contract, WSDOT shall impose such contract sanctions as it or the FHA may determine to be appropriate.

vi. JTA shall include the above provision in every subcontract unless otherwise exempt by 49 CFR Part 21 or any orders or instructions issued pursuant thereto. JTA shall also take such action as directed by WSDOT or the FHA to enforce these provisions against any subcontractor, including sanctions for noncompliance. Provided, however, that in the event JTA becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, JTA may request the state to enter into such litigation to protect the interest of the United States.

B. Assignment

JTA shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the PRTPO, and the PRTPO shall review and approve any consultant agreement prior to execution. JTA shall comply with all federal and state laws and regulations governing the selection and employment of consultants. The PRTPO reserves the right to appoint a representative to serve on any consultant selection committee.

Subcontracts greater than $10,000 must contain all the required provisions of this contract.

C. Independent Contractor

JTA shall be deemed an independent contractor for all purposes and the employees of JTA or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of the PRTPO.
D. Integration

This Agreement constitutes the entire agreement between the parties. No other understanding or representations, oral or written, regarding the subject matter of this Agreement, unless expressly referenced herein, will be deemed to exist or bind the parties.

E. Severability

If any of the provisions of this Agreement are deemed illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

13. Effective date and duration

This Agreement shall be effective on July 1, 2019. This agreement shall remain in effect for 2 years unless terminated earlier in accordance with Section 9 or extended by written agreement as set forth in Section 10.

14. Authorization

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

JEFFERSON TRANSIT AUTHORITY

Tammi Rubert
General Manager

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Annette Nesse, Chair
RESOLUTION 002 - 2019

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Designating Jefferson Transit Authority as the Fiscal Agent

RECITALS

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) was established through an Interlocal Agreement originally executed in 1990.

WHEREAS, the following entities are the voting members of the PRTPO and constitute the Executive Board, which is the decision-making body of the PRTPO:
- The Counties of Clallam, Jefferson, Kitsap and Mason;
- The Cities of Bremerton, Forks, Port Angeles, Port Orchard, Port Townsend, Sequim, and Shelton;
- The Ports of Allyn, Bremerton, Shelton and Port Angeles;
- Clallam Transit, Jefferson Transit Authority, Kitsap Transit and Mason Transit; and
- The Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Tribe, Squaxin Island Tribe, and Skokomish Indian Tribe, and
- Washington State Department of Transportation Olympic Region.

WHEREAS, the PRTPO desires to appoint a fiscal agent for the PRTPO with certain administrative and financial duties identified in the Interlocal Agreement and the Bylaws.

WHEREAS, this Resolution is consistent with the provisions of the Interlocal Agreement that authorizes the designation of a Fiscal Agent and with the PRTPO Bylaws that provide for and explain the duties of the Fiscal Agent.

WHEREAS, the Jefferson Transit Authority possesses the necessary qualifications to serve as the Fiscal Agent.

NOW, THEREFORE, BE IT RESOLVED:

The PRTPO resolves to designate the Jefferson Transit Authority, a political subdivision of the State of Washington, as the Fiscal Agent to the PRTPO effective upon acceptance of the appointment.
The PRTPO, upon a majority of the Executive Board approving of this Resolution after a motion and a second in favor of approval, the PRTPO hereby duly authorizes its Chair to sign on behalf of the PRTPO.

Signed this 21 day of May 2019.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

[Signature]

Bek Ashby, Vice Chair

Return to Contents
Code of Ethics and Conflict of Interest Policy
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.
Planning Invoice Reimbursement Policy
Peninsula Regional Transportation Planning Organization
Policies and Procedures

2. PLANNING INVOICE REIMBURSEMENT POLICY

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

[Insert 3rd Qtr 2020 as example]
Attachment B

PRTPO Budget Expenditure Workbook

[Insert 3rd Quarter 2020 as example]
Attachment C

PRTPO Expense Voucher Approval (Example)

*(will need to be on PRTPO letterhead)*

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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
Public Records Policy
4. PUBLIC RECORDS

The Peninsula Regional Transportation Planning Organization (Peninsula RTPO or PRTPO) seeks to conduct all of its work in an open and transparent nature. To help make sure the public has access to PRTPO records, the following Public Records Policy has been prepared as required by chapter 42.56 RCW.

Purpose
The purpose of this policy is to establish public records request and public record retention rules that ensure public access to information concerning the conduct of business by PRTPO. Chapter 42.56 RCW, the Public Records Act (“the act”), defines ‘public records’ to include any ‘writing containing information relating to the conduct of government or the performance of any governmental or propriety function prepared, owned, used, or retained’ by the organization, regardless of physical form or characteristics.

Policy
Public Records Requests
The Peninsula RTPO adopts the Public Records Act Rules of Procedure of Kitsap Transit, as the PRTPO lead planning agency. A copy of Kitsap Transit’s Public Records Act Rules is found on PRTPO’s “About Us” page, [insert document link when it is posted]. Kitsap Transit’s Public Records Officer will respond to any public records requests made of PRTPO.

Public Records Retention
Peninsula RTPO records are subject to the Local Government Common Records Retention Schedule and the Transit Authorities Records Retention Schedule as provided by the Washington Secretary of State. Kitsap Transit, as the PRTPO lead planning agency, will maintain and retain PRTPO records in accordance with the most recent of these schedules, as well as any other schedule applicable to a particular document.

Public Records Act Request Procedure
Any person wishing to make a public records request of PRTPO should follow the current instructions for contacting Kitsap Transit’s Public Records Officer, which is found on the Public Records Request page of Kitsap Transit’s website at https://www.kitsaptransit.com/agency-resources/public-records-request. Alternatively, a person may call Kitsap Transit at 360.377.2877 and ask for the Public Records Officer.

Within five business days following receipt of the request, Kitsap Transit will either provide the requested PRTPO records, acknowledge receipt of the request along with
an expected date the materials will be available, or provide a reason for denying the request. PRTPO records will be made available for viewing at Kitsap Transit’s Administrative Office at 60 Washington Avenue, Suite 200 in Bremerton. Public records will be available for inspection and viewing during the Kitsap Transit customary office hours: Monday through Friday, 8:00AM to 4:00PM, excluding legal holidays. Records may also be available as copies mailed or sent via email. The fee for providing PRTPO records shall be at the prevailing cost charged by Kitsap Transit at the time of the request, payable at the time records are provided as per state statute.

**Exemptions**
The Public Records Act provides for certain classifications of records to be exempted from disclosure. All requests for viewing or copying of public records will be reviewed for compliance with current state statutes.
Procurement Policy
3. PROCUREMENT POLICY

Purpose
This policy is intended to direct PRTPO’s purchases of goods and services. The procurement process is intended to be an open, fair, well documented, and competitive process.

Objectives
The objectives of PRTPO’s procurement policy are as follows:
• Establish a uniform system to obtain supplies, materials, equipment and services in an efficient and timely manner;
• Maintain responsibility and accountability of public funds used by PRTPO;
• Ensure equal opportunity and competition among vendors and consultants;
• Support effective relationships and clear communication between PRTPO and its vendors and consultants; and
• Comply with the comprehensive state procurement statutes which govern expenditures of public funds.

Scope
This policy applies to purchases of:
• Supplies, materials and equipment that are not connected with a public work
• Non-professional services, including personal and purchased services
• Professional services

This policy does not apply to the acquisition, sale, lease, or other transfer or encumbrance of real property. This policy also does not apply to the procurement of a public work, as defined in RCW 39.04.010, or to those goods and services used in connection with a public work.

If grant funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than PRTPo’s policy.

Policy
All purchases shall comply with applicable federal, state and local laws and regulations as well as with the following:
• PRTPo Bylaws;
• PRTPo Policies and Procedures;
• The Regional Transportation Planning Organization Agreement with the Washington State Department of Transportation (WSDOT);
• The applicable policies and procedures of the PRTPO Lead Planning Agency;
• The applicable policies and procedures of the PRTPO Lead Fiscal Agent.

Where any of the above differ or conflict, the more restrictive shall govern.

**Code of Ethics**
No employee, officer or agent of PRTPO shall participate in the selection, award or administration of a contract or authorization of a purchase if he or she would be beneficially interested, whether directly or indirectly or whether the interest is real or apparent, as provided in chapter 42.23 RCW.

**Responsibilities**
The Executive Board has primary responsibility and oversight for purchasing activities of PRTPO and has the authority to delegate purchasing responsibilities as appropriate. The Executive Committee will periodically review and evaluate the procurement procedures to ensure the best internal controls possible and will recommend changes as necessary.

**Procedure**
1. Determine Total Purchase
   a. **Use Anticipated Cost**
      The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which procurement method and related purchasing requirements shall apply.
   b. **No “Splitting”**
      Procurements shall not be divided to artificially create a lower total cost to avoid a particular procurement method or purchasing requirement. If one item being purchased requires another item to "make a whole", the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which procurement method is applicable. If the two items are not available from a single supplier, this prohibition shall not apply.
   c. **Costs to Include**
      The total cost shall include all taxes, freight, installation, and other similar charges when determining which cost threshold and related purchasing requirements apply.
   d. **Include Total Quantity Needed**
      The total quantity of a needed item (when it can reasonably be projected) shall be considered when determining which cost threshold and related purchasing requirements apply.
   e. **Multiphase Programs**
      If a project is to be completed in phases, the total accumulated cost for all
phases shall be considered when determining which cost threshold and related purchasing requirements apply.

2. Procurement Approval and Method

A PRTPO Purchase Request Form (Attachment A) must be completed for all purchases and included with invoice documentation. Procurements must be covered by budget appropriations approved by the PRTPO’s Executive Board in the most current year Unified Planning Work Program (UPWP). Procurements requiring additional appropriations must also be approved by the Executive Board. All purchases shall be documented and invoiced in accordance with PRTPO’s Planning Invoice Reimbursement policy.

One of the following methods of procurement must be used:

a. Micro Purchases - Less than $7,500
Micro purchases cover the acquisition of materials, supplies, or equipment, or the acquisition of non-professional services when the aggregate annual dollar amount is less than $7,500. Micro-purchases do not require any formal competitive solicitation, but reasonable efforts should be made to receive the best price possible by obtaining informal cost information from three potential vendors before making a final determination. Purchase approval may be made by the head of the Lead Planning Agency or by the head of the Lead Fiscal Agency for micro purchases that directly support their respective responsibilities in administering PRTPO, or by a majority of the Executive Board to support PRTPO program needs.

b. Small Material Purchases - $7,500 to $15,000
Small material purchases cover the acquisition of materials, supplies and equipment when the aggregate annual dollar amount is $7,500 or more up to and including $15,000. Small material purchases shall be processed through a competitive solicitation process whereby a minimum of three (3) price or rate quotes are solicited from vendors who can reasonably be expected to provide the required goods and/or services. The quotes must be documented on a Purchase Request Form and approved by a majority of Executive Board members prior to execution of the procurement. The procurement shall be awarded to the lowest responsive and responsible offeror, based on the responsibility criteria in RCW 39.04.350 or any supplemental criterial adopted pursuant thereto.

c. Small Service Purchases - $7,500 to $50,000
Small service purchases cover acquisition of non-professional services when the aggregate annual dollar amount is $7,500 or more up to and including $50,000. Small service purchases shall be processed through a competitive solicitation process whereby a minimum of three (3) price or rate quotes are solicited from vendors who can reasonably be expected to provide the required services. The quotes must be documented on a Purchase Request Form and approved by a
majority of the Executive Board members prior to execution of the procurement. The procurement shall be awarded to vendor who provides the best quality and price available.

d. Competitive Proposals – material purchases greater than $15,000 and service purchases greater than $50,000

Purchases of materials, supplies or equipment resulting in an aggregate annual dollar amount of greater than $15,000 and purchases of non-professional services greater than $50,000 shall be procured using one of the following methods:

Request for Proposals (RFP)

RFPs are to be used to solicit solutions for a defined scope of work or project presented by the PRTPO. An RFP should identify criteria to evaluate and rank proposals and ask for a description of how the scope of work is to be accomplished, past experience in providing similar work, the cost of providing the work, a schedule of providing the work and any deliverables, and the identification of key personnel to be used along with their qualifications and availability.

Responses to an RFP are to be evaluated by a review committee based upon the criteria identified in the RFP. Where not prohibited by law, this method can also provide for limited negotiation of terms and conditions of the proposal, including price, before the award. An award will be made to the vendor whose proposal is determined to be the most advantageous to PRTPO.

Request for Qualifications (RFQ)

RFQs are to be used when seeking non-professional services that warrant the consideration and evaluation of the vendor based on demonstrated competency and qualification rather than price. An RFQ should identify criteria to evaluate and rank qualifications and ask for a consultant’s general capabilities, list of principals, previous projects, number of employees, and relevant licenses.

Responses to an RFQ are to be evaluated by a review committee based upon the criteria identified in the RFQ, which may include cost when allowed by law. Once a qualified consultant is selected, the PRTPO shall negotiate with the vendor on price and other terms and conditions. An award will be made to the consultant deemed to be the best qualified so long as an agreement is reached on all other terms, including cost, scope and schedule.

The following requirements apply to all competitive RFP and RFQ procurement methods:

- All RFP/Qs must be approved by a majority of the Executive Committee;
- The RFP/Q must be publicized in accordance with the applicable law that is the most restrictive;
- The RFP/Q must identify all evaluation factors and their relative
importance, and that only complete and timely submittals will be considered;

- Publication of the RFP/Q will be made in the paper of record, posted on the PRTPPO website, and distributed to known groups that could respond in an effort to obtain proposals from multiple qualified resources;
- A method shall be established for conducting technical evaluations of the proposals and qualifications received as part of the development of the RFP/Q;
- WSDOT shall be afforded the opportunity to serve on any review committee for consultant services;
- For RFPs involving the procurement of services, the proposal most advantageous to the PRTPPO will be selected, even when the preferred proposal is not the lowest-priced;
- For RFQs, competitors’ qualifications will be evaluated, and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation;
- Approval of all competitive awards will be made by a majority of the Executive Board; and
- Following approval by the Executive Board, the head of the Lead Planning Agency or the Chair of the PRTPPO Executive Board are authorized to sign all contracts.

e. Noncompetitive Proposals

Procurement through solicitation without competitive requirements may be used when at least one of the following applies:

- The item is clearly and legitimately available only from a single source;
- An emergency exists, as defined herein, provided that the procedures in RCW 39.04.280 are followed for the purchase of materials, supplies or equipment, that the procedures in RCW 53.19.030 are followed for the purchase of non-professional services, and RCW 39.80.060 is followed for the purchase of professional services;
- Noncompetitive negotiations are specifically authorized in a grant; or
- After solicitation of at least two (2) sources, competition is determined to be infeasible.

For all noncompetitive proposals, purchase approval must be made by a majority of the Executive Board members.

f. Other Government or Cooperative Contracts

Competition is not required when purchases of supplies, services or equipment are made through competitively secured contracts executed by other government agencies or bona fide cooperative purchasing agreements, such as purchases of telephone service, software and computer equipment through vendor contracts negotiated by the State of Washington. Purchase approval is made by a majority of the Executive Board members.
g. Intergovernmental Purchasing
Services provided by qualified public sector agencies through intergovernmental agreements with any governmental entity, whether federal, state or local, shall be exempt from the competitive solicitation requirements. Purchase approval is made by a majority of the Executive Board members.

h. Architectural and Engineering Services
The requirements outlined in RCW 39.80 must be followed to procure professional architectural or engineering services. Purchase approval is made by a majority of the Executive Board members.

i. Electronic data processing and telecommunication systems
The competitive negotiation requirements outlined in RCW 39.04.270 may be used for the purchase and installation of electronic data processing (e.g., computer) and telecommunication equipment, software or services. Purchase approval is made by a majority of the Executive Board members.

3. Contracts

a. Templates
To the extent possible, contracts for the purchase of materials, supplies, equipment, or services, whether professional or non-professional, shall use PRTPO contract templates.

b. Mandatory terms
All contracts must comply with terms required by the most recent Regional Transportation Planning Organization Agreement with WSDOT. When state funds are used to secure consultant services, provisions substantially similar to those set forth in Attachment B must be incorporated into the contract. When federal funds are used to secure services or materials, provisions substantially similar to those set forth in Attachment C must be incorporated into the contract. These attachments shall be updated when modified by the Regional Transportation Planning Organization Agreement with WSDOT.

c. WSDOT Approval
WSDOT shall review and approve any consultant services agreement prior to execution.

4. Procurement limitations

a. Equipment
Any equipment to be purchased shall first be listed in the Unified Planning Work Program (UPWP) and must be purchased, managed and disposed of in accordance with all current federal and state laws and regulations. All purchased equipment may only be used for the sole purpose of regional transportation planning activities and upon completion of the work, the equipment shall become property of the state when using state funds.
b. Nondiscrimination
In all purchases, the PRTPO shall not discriminate on the basis of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Washington's Law Against Discrimination (RCW 49.60.030), Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and all applicable requirements of any other nondiscrimination statute.

c. Federal Funding
When federal funds are used to procure materials or services, all purchasing shall comply with 2 CFR 200 et seq., including 2 CFR 1201 et seq., and Federal Transit Administration (FTA) Circular 4220.1F. This includes preferences for buying American made products in accordance with 49 USC 5323(j) and 49 CFR 6661, using U.S. Flag vessels for cargo under 49 CFR 381, and using U.S. Flag carriers under 49 USC 40118. It also includes refraining from using state or local preferences unless an exception is authorized (as described in FTA Circular 4220.1F).

Glossary
Relevant terms associated with this policy.

Appropriation
PRTPO Executive Board authorization to expend funds for a specific purpose.

Competitive Bidding
The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Emergency
A set of unforeseen circumstances beyond the control of PRTPO that either: present a real, immediate threat to the proper performance of essential functions; or may result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Non-Professional Services
All services that are not otherwise governed by chapter 39.80 RCW. These include personal services as defined in RCW 53.19.010(6), which are services that provide professional or technical expertise to accomplish a specific study, project, task, or other work statement, and purchased services as defined in RCW 53.19.010(8), which are services that provide routine, continuing, and necessary functions.
Professional services
Services provided within the scope of the general definition of professional practice in chapter 18.08 RCW (architects), chapter 18.43 RCW (landscape architects), or chapter 18.86 RCW (engineers and land surveyors). Professional services are governed by the procurement requirements in chapter 39.80.

Quote
A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser for purchases below the amount requiring formal bidding. For professional service contracts not covered by chapter 39.80 RCW, quotes would typically include the qualifications of the provider and may or may not include pricing information depending upon the situation.
# PRTPO Purchase Request Form

**Important:** Please refer to the PRTPO Procurement Policy for further instructions on purchasing and required documentation, and complete both sides of this Purchase Request Form. Approval is required as noted prior to purchase.

## Complete ALL Non-Shaded Sections (type or print legibly)

<table>
<thead>
<tr>
<th>Simple Purchase Request Title:</th>
<th>Person Requesting Authorization:</th>
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<th>Detailed Purchase Description:</th>
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<tr>
<th>Is this item or service included in the current year UPWP? <em>(select one)</em></th>
<th>Submittal Date:</th>
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<tr>
<th>UPWP Task Area <em>(select one)</em></th>
<th>Subtask</th>
<th>Unit Cost</th>
<th>Total Cost</th>
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| Total Final Cost: | $0.00 |

## Review and Approval

1. **Micro Purchase Approval:**

   
   ____________________________  
   Authorizing Signature  
   ____________________________  
   Date  

   (Print)  

   ____________________________  
   Name  
   ____________________________  
   Title  
   ____________________________  
   Agency  

2. **Approval of all other procurements requires a majority of the Executive Board.**

   ____________________________  
   PRTPO Chair  

   ____________________________  
   Date Approved:  

| Purchase Date: | Invoice Reimbursement Submittal Date: |
Select procurement method and complete vendor selection as appropriate:

☐ Micro Purchase (less than $7,500) Competition is not required. Describe basis for price:

☐ Catalog Price.  ☐ Market price or price offered to general public.
☐ Price set by law or regulation.  ☐ Price compared to recent purchases of similar goods and/or services.
☐ Other: ____________________________________________

☐ Small Material Purchase ($7,500 - $15,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors and/or an approved Vendor List. Attach documentation.

☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price.
Complete section below or reference RFP/Q if applicable:

Vendor 1 __________________________
Vendor 2 __________________________
Vendor 3 __________________________

Reason for final selection: ______________________________________________________________

☐ Small Service Purchases ($7,500 - $50,000) Competition is required - document price rates or quotes from at least three (3) qualified vendors. Attach documentation.

☐ This is a recurring purchase - price quotes will be obtained periodically as needed.
☐ Price quotes or RFP/Q were obtained to establish a competitive and reasonable price. Complete section below or reference RFP/Q if applicable:

Vendor 1 __________________________
Vendor 2 __________________________
Vendor 3 __________________________

Reason for final selection: ______________________________________________________________

☐ Competitive Proposal (Material purchases greater than $15,000 and service purchases greater than $50,000) Competition is required - document formal written bids, proposals, or qualifications from multiple qualified sources, if possible. RFP/Q's may be used. Select one:

☐ Approved RFP/Q was used to solicit proposals.
☐ Details of publication and technical review is in the RFP/Q file.
☐ Documentation of formal proposals or qualifications is attached.

Reason for final selection: ______________________________________________________________

☐ Noncompetitive Proposal. Only possible when none of the above methods apply and one of the following applies (check all applicable boxes):
☐ The item or services are available from only one source.
☐ An emergency exists beyond the control of PRTPO
☐ The granting agency authorizes noncompetitive negotiations.
☐ After solicitation of at least two (2) sources, competition is determined to be infeasible.

Notes: ____________________________________________

☐ Government Cooperative Contract

Name of Government or Purchasing Cooperative ____________________________

☐ Intergovernmental Purchase

Name of other Government ____________________________________________
Attachment B

Mandatory Terms When Using State Funds

1. **Conservation.** The Contractor shall recognize mandatory standards and policies relating to energy efficiency contained in the most current Washington State Energy Strategy developed under chapter 43.21F RCW.

2. **Requests for information.** The Contractor shall provide all information requested by the PRTPO within five (5) business days of the request when such is necessary for a progress report to the state. When information requested is for a performance and expenditure report, the Contractor shall provide all information requested on or before the date as conveyed by the PRTPO. Failure to do so may result in delayed payments to the Contractor.

3. **Records Retention and Access**  
The Contractor shall retain all records relating to performance of the Contract for six (6) years after completion of the Contract or longer if requested. The PRTPO and WSDOT, or any agent thereof, shall have full access to all records retained under the Contract during normal business hours and as often as they deem necessary. The PRTPO and WSDOT, or any agent thereof, shall be permitted to audit, examine, and make copies, excerpts or transcripts from such records at no cost.

4. **Audits.** The Contractor shall cooperate with and promptly respond to any independent audit conducted.

5. **Amendments.** This Agreement may be amended only in writing and only by agreement by both parties following review and approval by WSDOT.

6. **Purchases of Material.**  
Only those purchases of equipment specifically identified in the Scope of Work shall be allowed to be purchased under this Contract. All equipment must be purchased, managed, and disposed of in accordance with state law and with Title VI of the Civil Rights Act. All purchased equipment shall only be used for the sole purpose of regional transportation planning activities. Any equipment on hand at the completion of the work shall become property of the state.

7. **No obligation of the State**  
The PRTPO and the Contractor acknowledge and agree that absent the express written consent by WSDOT, the state is not a party to this Contract and shall not be subject to any obligations or liabilities to the PRTPO or the Contractor or any other party pertaining to any matter resulting from this Contract.

This provision is required to be included in any subcontract entered into by the Contractor or any subcontractor to carry out this Contract.
8. **Non-Discrimination**
   In all purchases, the PRTPO shall not discriminate on the basis of race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Washington’s Law Against Discrimination (RCW 49.60.030), Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and all applicable requirements of any other nondiscrimination statute.

9. **Compliance**
   The Contractor agrees to comply with all applicable federal, state, and local laws in the performance of this Contract.

10. **Equal Employment Opportunity**
    The Contractor agrees to abide by all state and federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.
Attachment C

Mandatory Terms When Using Federal Funds

1. Uniform Administrative Requirements
Any purchases for services or supplies under this Contract must be purchased, managed, and disposed of in accordance with 2 CFR 200 et seq., including 2 CFR 1201 et seq., and Federal Transit Administration (FTA) Circular 4220.1F when federal funds are used. This includes preferences for buying American made products in accordance with 49 USC 5323(j) and 49 CFR 6661, using U.S. Flag vessels for cargo under 49 CFR 381, and using U.S. Flag carriers under 49 USC 40118. It also includes refraining from using state or local preferences unless an exception is authorized (as described in FTA Circular 4220.1F).

2. Incorporation of Federal Terms
All applicable provisions required by the Federal Transit Administration are incorporated herein by this reference when federal funds are used. Further, when any Federal Transit Administration regulation, policy, procedure or directive is amended, such amendment shall automatically be incorporated into this Contract.

3. No obligation by the Federal Government
The PRTPO and the Contractor acknowledge and agree that absent the express written consent by the federal government, the federal government is not a party to this Contract and shall not be subject to any obligations or liabilities to the PRTPO or the Contractor or any other party pertaining to any matter resulting from this Contract.

This provision is required to be included in any subcontract entered into by the Contractor or any subcontractor to carry out this Contract.

4. Records Retention and Access
The Contractor shall retain all records relating to performance of the Contract for six (6) years after completion of the Contract or longer if requested. The PRTPO and WSDOT, or any agent thereof, shall have full access to all records retained under the Contract during normal business hours and as often as they deem necessary. The PRTPO and WSDOT, or any agent thereof, shall be permitted to audit, examine, and make copies, excerpts or transcripts from such records at no cost.

5. Use of Disadvantaged Business Enterprises
The Contractor agrees to take measures to facilitate participation by disadvantaged business enterprises (DBE) and comply with all federal requirements to do so, including 49 USC § 5332 and 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.”
6. **Non-Discrimination**
The Contractor agrees that it shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and the Americans with Disabilities Act of 1990 in the performance of the Contract. The provisions of 49 CFR 26 and 49 CFR 21 are incorporated by reference and made a part of this contract.

7. **Compliance**
The Contractor agrees to comply with all applicable federal, state, and local laws in the performance of this Contract.

8. **Interest of Members of or Delegates to Congress**
No member or delegate to the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit arising therefrom.

9. **Equal Employment Opportunity**
The Contractor agrees to abide by all state and federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.
SFY 2020
Unified Planning Work Program
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1. INTRODUCTION

In December 1990, representatives from Clallam, Jefferson, Mason, and Kitsap Counties by resolution formed the Peninsula Regional Transportation Planning Organization (RTPO) under the provisions of RCW 47.80. The primary purpose of the Peninsula RTPO is to provide for cooperative and respectful decision-making by the agencies within the region in order to bring about a continuous and comprehensive transportation planning process.

The regional priorities and needs of the Peninsula RTPO include the following projects, programs, needs, and/or policy and legislation to alleviate traffic congestion and promote safety and mobility for all users.

High priority projects, programs, needs, and/or policy and legislation include:

A. US 101 Elwha River Bridge Replacement Project;

B. SR 104 Paradise Bay Road to SR 3 Vicinity of the Hood Canal Bridge Improvements Project;

C. SR 16/SR 3 Gorst – Add Mainline Capacity, Non-Motorized Connectivity, and Resiliency;

D. City of Port Angeles – Peabody Creek & Lincoln Street Culvert Restoration;

E. Jefferson County: SR 19/SR 20 from the SR 116 Intersection to the Port Townsend Entryway Improvements;

F. City of Sequim: US 101 East Sequim Corridor Improvements;

G. Tribal Transit programs are a vital transportation link for both tribal and non-tribal communities. Tribal Transits provides regular route service within reservation boundaries and also allow riders to access other transit systems and communities.

H. Policy and legislation to incentivize the purchase and operations of zero-emission transit vehicles. The Peninsula RTPO supports policies and legislation to provide greater incentives to lower the cost in capital purchase and operations of zero-emission vehicles;

I. Rural Transit Needs: Public Transportation connects people to their jobs and vital community services. Regional connectivity and cross boundary transportation is essential to the residents of the Olympic Peninsula. Over the past five years, ridership has steadily increased, while State funding for transit has declined dramatically.
J. Access to Transit in Rural and Urbanized Areas: Research the development of a statewide grant program to improve non-motorized access to designated transit routes in rural areas and within urban growth areas. A lack of safe and comfortable access to transit routes is a deterrent to potential transit users. The increased use of existing transit service or through innovative transit service design will increase the financial sustainability of transit routes through increased fare revenues.

K. Washington State Ferries and Kitsap Transit’s Passenger Only Ferries: The economy and social environment in this region is inextricably tied to the ferry service provided between Kitsap County and downtown Seattle. Kitsap Transit provides Passenger-Only ferry service from Bremerton and Kingston, to downtown Seattle in 30 minutes or less. This vital ferry service provides an important link for the Peninsula RTPO communities with the Central Puget Sound and the rest of the state. The Washington State Ferries system is the east/west highway system over the waters of Puget Sound. The Peninsula RTPO supports legislation that provides a sustainable ferry system, which has long-term reliable funding, and provides the region’s communities affordable and reliable ferry service.

Of these high priority projects, programs, needs, and/or policy and legislation, several were included in the 2015 state transportation package known as Connecting Washington, a 16-year transportation funding package. This transportation package included Transit Oriented Development aspects such as park and ride lot improvements, and other public transportation amenities. The Peninsula RTPO intends to steward these important projects through practical solutions, context sensitive design and construction to alleviate traffic congestion and promote safety and mobility for all.

The Peninsula RTPO supports efforts that facilitate safe, cost effective and efficient delivery of rural transit services, transit projects; and an improved and integrated multi modal transportation system while including consistent use of Transit Oriented Development (TOD) practices in planning and construction of all types of projects.

2. PENINSULA RTPO STRUCTURE

The Peninsula RTPO is a voluntary regional organization, which consists of representation from four counties, nine cities, ten tribal nations, four transit agencies, five port districts, major employers of the region, and the Washington State Department of Transportation (WSDOT). The regional transportation planning activities described in this Unified Planning Work Program (UPWP) covers a four county rural, and suburban region defined by the boundaries of Clallam, Jefferson, Mason, and Kitsap Counties, including ten tribal reservations.

The Executive Board (EB) is the governing body of the organization. Responsible for the management of the organization, it is comprised of officials from jurisdictions, tribes and organizations in the Olympic and Kitsap peninsula region. The primary function of the
Executive Board is to establish the vision and goals for the Peninsula RTPO, approve policies devised from within the Peninsula RTPO, and provide the forum for coordination and cooperation of the participating agencies at the highest level of authority.

The Transportation Policy Board was established to provide policy advice to the Executive Board on regional transportation issues as provided by RCW 47.80.040.

The Technical Advisory Committee (TAC) provides technical advice to the members of the Executive Board on all matters, which may come before the Board. Its membership consists of technical staff from the various organizations within the Peninsula RTPO. If needed, the TAC may establish a subcommittee to deal with specific technical issues.

Kitsap Transit is designated as the Lead Planning Agency for the Peninsula RTPO. The duties of the Lead Planning Agency shall include, but not be limited to, the following: provide staff support and coordination for the Executive Board, the Transportation Policy Board, and the Technical Advisory Committee; hire, supervise and administer personnel, contractors and consultants as directed by the Executive Board; and provide such information, data, and services as may be necessary to carry out the purpose of the Peninsula RTPO.

Jefferson Transit Authority is designated as the Fiscal Agent for the Peninsula RTPO. The duties of the Fiscal Agent shall include: the financial duties as assigned by the Executive Board. These may include, but are not limited to, the collection and disbursement of funds for the purposes of the organization and the provision of information, data, and services as may be necessary to carry out the financial obligations of the Peninsula RTPO.

The Unified Planning Work Program (UPWP) is updated each year. If the UPWP needs to be amended during the fiscal year, Peninsula RTPO staff will prepare a briefing memo for the Executive Board explaining why the UPWP needs to be amended.

An amendment to the UPWP is required when new work tasks are identified that cause a budgetary change. When the Executive Board meets, it will decide by vote whether to approve the UPWP amendment.

The organizational chart featured in Figure A on Page 7, depicts a graphic representation of the structure of the Peninsula RTPO. Figures B, C, and D, on Pages 7 and 8 depict the membership of each respective committee. Figure F, on Page 9 depicts a map of the Peninsula RTPO’s regional boundaries.
A. ORGANIZATION CHART

B. EXECUTIVE BOARD (EB) MEMBERS

Clallam County
Jefferson County
Kitsap County
Mason County
City of Bremerton
City of Forks
City of Port Angeles
City of Port Orchard
City of Port Townsend
City of Sequim
City of Shelton
Naval Base Kitsap
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton
Jefferson Transit Authority

Clallam Transit System
Jefferson Transit Authority
Kitsap Transit
Mason Transit Authority
Jamestown S’Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Port Gamble S’Klallam Tribe
Quinault Indian Nation
Skokomish Indian Tribe
Squaxin Island Tribe
Suquamish Tribe
WSDOT, Olympic Region
Washington State Ferries
C. TRANSPORTATION POLICY BOARD MEMBERS

To be determined.

D. TECHNICAL ADVISORY COMMITTEE (TAC) MEMBERS

Clallam County
Jefferson County
Kitsap County
Mason County
City of Bremerton
City of Forks
City of Port Angeles
City of Port Orchard
City of Port Townsend
City of Sequim
City of Shelton
Naval Base Kitsap
Port of Allyn
Port of Bremerton
Port of Port Angeles
Port of Shelton
Jefferson Transit Authority

Clallam Transit System
Jefferson Transit Authority
Kitsap Transit
Mason Transit Authority
Jamestown S’Klallam Tribe
Lower Elwha Klallam Tribe
Makah Tribe
Port Gamble S’Klallam Tribe
Quinault Indian Nation
Skokomish Indian Tribe
Squaxin Island Tribe
Suquamish Tribe
WSDOT, Olympic Region
Washington State Ferries
E. REGIONAL MAP
3. SFY 2019 WORK PROGRAM ACCOMPLISHMENTS

A: LEGISLATIVE MANDATE

An RTPO has certain core requirements that are described as duties of the organization in RCW Section 47.80.023, and these requirements are summarized below for reference:

- To prepare and periodically update a transportation strategy for the Region.
- To prepare a regional transportation plan that is consistent with countywide policies, comprehensive plans in the Region, and with state transportation plans.
- To certify transportation elements of comprehensive plans that are adopted within the Region. Entities within Kitsap County submit their comprehensive plans for consistency and concurrence to the Puget Sound Regional Council.
- To certify that countywide planning policies and the regional transportation plan are consistent.
- To develop a six-year regional transportation improvement program.
- To advance special needs coordinated transportation through specific opportunities and projects included in the coordinated transit-human services plan.
- To review level of service methodologies used by cities and counties planning under GMA.
- To work with cities, counties, transit agencies, WSDOT, and others to develop level of service standards or alternative performance measures.
- To submit every four years an updated – Coordinated Public Transit-Human Transportation Services Plan (CPT-HSTP) to WSDOT’s Public Transportation Division.
- To submit a prioritized human service and rural transit project list every two years.

B: SFY 2019 ACCOMPLISHMENTS BY WORK PROGRAM TASKS

During the past program year, the Peninsula RTPO completed the following work program accomplishments under each of the following task headings:
1. PROGRAM ADMINISTRATION ACCOMPLISHMENTS

- Staff provided administrative support to the Peninsula RTPO’s respective committees and conducted 8 Executive Board (EB) meetings, 5 ILA/Bylaws Working Group meetings; and 6 Technical Advisory Committee (TAC) meetings to include coordinating and scheduling meetings, and facilitating meeting discussions.

- Participation in statewide planning document processes. Regional and statewide coordination includes the continuous support and participation in statewide planning document processes including the following activities: Washington Transportation Plan; Highway System Plan; FAST Act/Map-21 Target Setting and Reporting; Performance Framework, Plan Alignment Work Group, Corridor Studies; Statewide Model Plans; Practical Solutions; Washington State Ferry System Long-Range Plan; Active Transportation Plan; Enhanced Collaboration; and the Rail Plan.

- Biennial review of the Peninsula RTPO’s Bylaws by the Executive Board members. At the November 16, 2018 Executive Board meeting, the bylaws were reviewed for proposed revisions to Section 10: Contract Services were drafted. The revised bylaws were approved at the January 18, 2019, Executive Board meeting.

- Responded to informational requests from state and federal elected officials related to Peninsula RTPO plans and priorities while following state law RCW 42.17A.635 and other agency rules regarding use of state funds in lobbying.

- Updated the Legislative Outreach handout, depicting the Peninsula RTPO’s regional needs and priorities for use by members when talking with their legislators.

- Prepared the Annual Performance and Expenditure Report for the PRTPO as required. Submitted report to WSDOT on October 1, 2018.

- Prepared and submitted the Annual Title VI Accomplishment Report and Update as required by FTA Circular 47.02.1 to WSDOT’s Office of Equal Opportunity on January 31, 2018 and again on July 13, 2018 (the new due date for the Title VI report.)

- WSDOT announced its desire to transition away from the role as lead agency for the Peninsula RTPO. Staffing and funds were earmarked for transition expenses such as additional meeting support, funding for legal services, moving of the Peninsula RTPO’s website and webmap to a new host server, and Board member and officers liability insurance.

2. TRANSPORTATION PLANNING ACCOMPLISHMENTS

- Staff participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.
- An updated website is a means to manage transparency and public outreach. Staff continues to implement enhancements to its webpage. The Peninsula RTPO’s [webpage](#) is a vital communication asset with readily available information at a glance for members and public alike.

- Staff is currently working on a major update of the Regional Transportation Plan (RTP) 2040. The RTP is an on-going effort and core activity of the Growth Management Act (GMA).

- Staff updated the 2019-2021 Coordinated Public Transit - Human Services Transportation Plan, and prioritized the Consolidate Grant Application recommendations list as required by WSDOT’s Public Transportation Division.

- Developed a Peninsula Regional Non-Motorized Connectivity study document and webmap. Originally this work element was referred to as the Regional Trails Plan. This study provides an overview of the existing facilities serving as a building block to better connect trail facilities regionally as non-motorized projects move forward within the Peninsula RTPO.

3. REGIONAL & STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM ACCOMPLISHMENTS

- Staff developed the annual 6-year Regional Transportation Improvement Program (RTIP) and the 4-year Statewide Transportation Improvement Program (STIP) documents. This included contacting individual jurisdictions, tribes and agencies within the Peninsula RTPO region to gather the necessary data for the compilation of a complete list of projects. The completed RTIP was approved by the Executive Board on September 21, 2018. In October, the State Transportation Improvement Program (STIP) data was extracted from the SAW database, and forwarded to WSDOT Headquarters.

- Processed monthly STIP amendments and submitted to WSDOT’s Headquarters as required.

4. RTPO PLANNING DUTIES ACCOMPLISHMENTS

- Peninsula RTPO staff has reviewed the following local comprehensive plans, and provided consistency certification to the following member jurisdictions: Mason County, Jefferson County, and the City of Port Townsend.
Part II: PROGRAM YEAR 2020 - WORK SCOPE

The following work program identifies major work projects to be undertaken in the forthcoming year by the participating jurisdictions in the Peninsula RTPO. The work program further defines the implementation processes and responsibilities.

1. INTRODUCTION

The Peninsula Regional Transportation Planning Organization (RTPO) maintains an open, respectful and participatory process of communication, coordination and collaboration among its member jurisdictions, agencies and employers. This work program, which has been developed for Program Year 2020 (July 1, 2019-June 30, 2020), will continue to implement the work of this regional planning organization’s goals, strategies and programs and respond to the State and Federal planning areas of emphasis.

2. WORK PROGRAM EFFORTS

A. PROGRAM ADMINISTRATION

Purpose and Objectives

Program Management consists of the tasks to be completed by the lead agency for administrative support and management functions associated with regional transportation planning program and fulfillment of state requirements. The new lead agency will provide management and staff support for the regional transportation planning process.

WORK ELEMENTS

Funding Source: State RTPO Funds
Funding Amount: $89,758
Work Performed By: Lead Planning Agency, Legal Services and Fiscal Agent
Timeline: On-going, unless otherwise indicated.

Administer the Peninsula RTPO Transportation Planning Program by:

A-1 Providing program management and support to the Executive Board (EB), Policy Board, and Technical Advisory Committee (TAC), including coordinating and scheduling meetings, and facilitating meeting discussions. As well as providing and coordinating support to subcommittees as established by the Peninsula RTPO. Preparing and monitoring contracts and work agreements where needed and as deemed necessary to ensure delivery of contracted services or projects. Processing payment for PRTPO’s operating expenses such as: Errors and omissions liability insurance, website service fees, legal services, and dedicated phone service.

A-2 Regional and Statewide Coordination includes the continuous support and participation in statewide planning document processes, to include, but not limited to: Corridor Studies, Practical Solutions, Plan Alignment Work Group, Statewide Modal Plans and the Washington Transportation Plan 2040.
A-3 Update to foundation documents, the Peninsula RTPO has a new lead agency and will need to update any foundation documents as needed to reflect this change.

A-4 The Coordination/Communications with Federal and State Legislators task includes the response to inquiries and requests for information by regional legislators while following state law RCW 42.17A635 and other agency rules regarding use of state funding in lobbying. The Peninsula RTPO has developed a legislative handout, which depicts the needs and transportation priorities of the organization.

A-5 The development of the Unified Planning Work Program (UPWP) includes work proposed for the next fiscal year by major activity and task. The UPWP will be amended to reflect the changes with its work program as required.

A-6 The UPWP Annual Performance and Expenditure report summarizes the progress made on the approved UPWP tasks, programs, and planning activities usually due at the end of September.

A-7 The Grant Program Administration Support task provides coordination and administrative support for those grant programs administered through the Peninsula RTPO. These programs are primarily funded with federal and state formula grant funds, including the Consolidated Special Needs Transportation Grants and the Surface Transportation Block Grant (STBG) Program set-aside.

A-8 Update and approve Title VI Plan to reflect new lead agency. Change Title VI Complaint procedures for new Title VI officer and public contact information. Prepare the Title VI Annual Accomplishment and Update Report due on July 13, 2019.

A-9 Development of basic policies and procedures for the Peninsula RTPO such as a Code of Ethics document, Reimbursement Policy and Procedures, Procurement Policy, Public Records Request Policy, and a Grant Ranking Policy.

B. TRANSPORTATION PLANNING

Purpose and Objectives
The Peninsula RTPO plays an important role in meeting federal and state planning requirements to implement and coordinate the region’s transportation planning activities. The new lead agency will also provide management and staff support for the regional transportation planning process. The regional transportation planning process continues to evolve and strives to improve upon itself to ensure coordination of planning and implementation by all transportation interests. Transportation planning by nature is a long-term process.

WORK ELEMENTS

Funding Source: State RTPO Funds
Funding Amount: $32,792
Work Performed By: Lead Agency
Timeline: On-going
B-1 Peninsula RTPO staff participates in the quarterly MPO/RTPO/WSDOT Coordinating Committee meetings. For the Olympic and Kitsap Peninsula regions, the Peninsula RTPO acts as a central point for regional transportation planning.

B-2 The Regional Transportation Plan (RTP) is an on-going effort and core activity of the Growth Management Act (GMA). The RTP must be reviewed for currency every two years and updated as appropriate. This document’s last formal update was in 2015.

B-3 An updated website is a means to manage transparency and public outreach. Peninsula RTPO staff continues to implement enhancements to its webpage. The Peninsula RTPO’s webpage is a vital communication asset with readily available information at a glance for members and public alike. The Peninsula RTPO’s webpage will be moved to a new host site.

B-4 The Peninsula RTPO’s Coordinated Public Transit - Human Services Transportation Plan identifies the transportation needs of individuals with disabilities, seniors, people with low incomes, and other special transportation needs populations; provides strategies for meeting those local needs; and priorities transportation services and projects for funding and implementation. Peninsula RTPO staff will develop a continued coordination process for ongoing communications with this group of voluntary interested non-profit parties and RTPO member public agencies.

C. REGIONAL TRAVEL DEMAND MODEL

Purpose and Objectives
The Peninsula RTPO’s Travel Demand Model requires on-going maintenance to update the model as changes require. The ongoing maintenance required for the model is to make improvements to the model details and to maintain the best available information on the roadway network and land use.

Funding Source: State Planning Funds
Funding Amount: $0
Work Performed By: Kitsap County
Timeline: Suspended

C-1 At this time, no funding was allocated for the ongoing maintenance to the Regional Travel Demand Model. Kitsap County retains the model files. Kitsap County is re-evaluating their model. Employment Security is now requiring all users to sign a confidentiality agreement since cleansing the employer report information isn’t at a high enough “cleanse”.
D. REGIONAL AND STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Purpose and Objectives
The Peninsula RTPO must carry out a regional transportation program that complies with all state guidance and planning area of emphasis. Some of these requirements are ongoing while others are annual efforts. Transportation planning efforts are to maintain and operate a regional transportation planning process that supports effective, respectful and cooperative regional transportation decision-making. Planning efforts encompass long-range comprehensive objectives of local jurisdictions, port districts, transit agencies, and tribes.

WORK ELEMENTS

Funding Source: State Planning Funds
Funding Amount: $26,021
Work Performed By: Lead Agency with RTPO members
Timeline: On-going - annual process with monthly amendments

D-1 Prepare a definition or criteria for demonstrating regional significance to R-TIP projects. Develop the six-year Regional Transportation Improvement Program (RTIP) per WAC 468.86.160 that is based on programs and projects as identified by local jurisdictions, transit agencies, tribes, and WSDOT within the region. Those projects in the RTIP identified with a secured funding source are submitted to the new lead agency for inclusion in the Statewide Transportation Improvement Program (STIP). Prepare definition or criteria for demonstrating regional significance to RTIP projects. Prepare RTIP for adoption by the Executive Board.

D-2 STIP Amendments are compiled by the lead planning agency and submitted to the WSDOT’s Headquarters Local Programs as required on a monthly basis. Member jurisdictions within Kitsap County submit their six-year Regional Transportation Improvement Program (RTIP) and their Statewide Transportation Improvement Program (STIP) projects to the Puget Sound Regional Council (PSRC).

E. RTPO PLANNING DUTIES

Purpose and Objectives
The Growth Management Act (GMA) sets-up RTPOs as the venues for identifying regional priorities and coordinating transportation planning at all jurisdictional levels with local comprehensive plans. The regional transportation plan prepared by RTPOs play an important role in achieving consistency between state, county, city and town plans and policies. In order to achieve consistency, state law requires RTPOs to certify that the transportation elements of local comprehensive plans; 1) Reflect guidelines and principles established by the RTPOs; 2) Certify that local plans are consistent with the adopted regional transportation and; 3) Conform to the requirements of RCW 36.70A.070.
WORK ELEMENTS

**Funding Source:** State Planning Funds  
**Funding Amount:** $3,500  
**Work Performed By** Lead Agency with RTPO members  
**Timeline:** Mandatory comprehensive plan updates were due in 2016.

E-1 Review local comprehensive and transportation plans to ensure they are updated per RCW 47.80.026, including countywide planning policies, for consistency with the Regional Transportation Plan. Comprehensive Plan Updates were due by June 30, 2016 to the Washington State Department of Commerce. Comprehensive Plan concurrency for member jurisdictions is a challenge for the Peninsula RTPO. Only three jurisdictions out of ten have submitted their updated comprehensive plan for a consistency review.

E-2 Participate in state planning activities and coordinate with adjacent regions to work together on mutual issues and opportunities. This effort includes continued participation on interregional, state and federal transportation issues and policies of mutual interest to the Peninsula RTPO.

E-3 Analysis and Review of the Fixing America’s Surface Transportation (FAST) Act legislation.
## 3. SFY 2020 UNIFIED PLANNING WORK PROGRAM (UPWP) BUDGET

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### TASK FUNDING SUMMARY

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Part III: UNFUNDED WORK PROGRAM

1. INTRODUCTION

The Regional Transportation Planning work efforts considered by the Peninsula RTPO have been very ambitious and are limited only by funding constraints. In addition, there are other work efforts which the Peninsula RTPO feels are important to the long-range development of the regional transportation system, but which cannot be accomplished because of funding limitations. This element of the Work Program document describes those work items.

2. UNFUNDED WORK PROGRAM EFFORTS

A. COMPREHENSIVE COMMUNICATIONS & OUTREACH PACKAGE

The development of a comprehensive communications and outreach package to better promote the needs and priorities of the Peninsula RTPO.

The scope of this effort may include the identification of future transportation needs in the region and options for outreach to the public and the legislature.

*Estimated Cost to implement the comprehensive outreach package for this Unfunded Need: $10,000.*

B. AT-GRADE INTERSECTION PROJECT Phase 2

In the Peninsula RTPO region, there are quite a few at-grade intersections with crash histories. Unfortunately, most of these intersections don’t compete well when compared to similar intersections statewide according to WSDOT’s statewide safety criteria standards. The only alternative to addressing these intersections is to identify an alternate funding source. However most funding sources require support data substantiating the issue. This unfunded work program would provide support data for those member identified intersections with state routes that are suspected of failure of at least one turning movement level of service standard. This unfunded task would provide an intersection analysis report for a limited number of those identified intersections within the PRTPO region.

*Estimated Cost to implement this Unfunded Need is undefined*

C. ELECTRIC VEHICLE (EV) CHARGING NETWORK REGIONAL PLAN

Within the 4 county region, electric passenger vehicle charging stations will be examined for existing equipment, infrastructure, electric loads, and parking locations in context of the regional transportation system. In close resemblance to the legislative intent of
RCW 47.80.090, the Electric Vehicles Charging Network Regional Plan will study the siting requirements for public parking spaces and assist with model ordinances and guidance for local governments to install electric vehicle infrastructure, in particular, rapid battery charging stations. In the advent of the Volkswagen Settlement (Electrify America) and WSDOT EV Infrastructure Pilot Program, the PRTPO is in a unique position to extend the West Coast Electric Highway Network around the Olympic Peninsula. The economic development value to the region to build upon the Coastal Corridor Scenic Byway attributes and to be sensitive to the environmental and cultural resources makes the network worth expanding.

An inventory of the existing stations on public (or not-for-profit) land on the regional road system as designated by PRTPO with detailed specifications for units, electrical supply, rapid charge capability, vehicle type allowed (universal plug-ins), pay-for-charge mechanisms and/or technology, peak and low-season usage, etc. will be documented.

A gap analysis will be conducted with input from electric charging station manufacturers, tribal, transit, port, city and county staff, and other stakeholders such as Chambers of Commerce, US Department of the Interior, visitor and convention bureaus.

The EV Plan will be prepared to address the inclusion of the Olympic Peninsula Regional Network into the West Coast Electric Highway program. It will address the capital programming need, quantity, spacing, installation constraints and cost recovery of the charging stations to extend the WSDOT work-program to the Peninsula RTPO regional road network and major multi-modal facilities. Opportunities for a mutual-aid or interlocal agreement will be explored to manage life-cycle and O/M costs of the regional EV charging system. Guidance and recommendations will be developed to support land use planning, park and ride adaptation, model ordinances and best practices for permit requirements for siting rapid EV charging stations.

*Estimated Cost to implement this Unfunded Need is $50,000*
Part IV: GLOSSARY OF TRANSPORTATION TERMS AND ACRONYMS

ACCT Agency Council on Coordinated Transportation. A WSDOT-sponsored council of state agencies, transportation providers, consumer advocates and legislators. ACCT promotes coordination of transportation resources for people with special transportation needs.

ADA Americans with Disabilities Act. This federal legislation mandated significant changes in transportation, building codes, and hiring practices to prevent discrimination against people with disabilities.

Class I Facility Reference to a type of non-motorized transportation facility. Class I facilities are off-street facilities dedicated to bike, pedestrian, and other non-motorized travel. Most frequently, they utilize abandoned railroad corridors. Other designations include Class II, Class III, and Class IV facilities, all of which are on-street facilities and differ from each other in their function and design.

Comprehensive Plans. Local agencies are required by the Growth Management Act to develop and adopt long range plans that guide all development activity. Local Comprehensive Plans are required to be consistent with the long-range Regional Transportation Plan, which in turn is required by GMA to be consistent with the local plans. This overlapping consistency requirement ensures on-going coordination between local and regional agencies.

CPT-HSTP Coordinated Public Transit – Human Services Transportation Plan is a planning tool to help the RTPO identify public transportation need, and to provide recommendations to benefit those individuals who depend on public transportation services. It also provides a framework for coordinating and determining eligibility for federal funding for transportation projects.

CPT-HSTP Participants A voluntary group of interested non-profit parties and RTPO member public agencies.

CTPP Census Transportation Planning Package. Refers to data generated every ten years as a part of the census. Select household and travel characteristics are bundled together by regionally-designated analysis zones, instead of the traditional census block geographies.

CTR Commute Trip Reduction. State legislation requiring employers in the nine largest counties to implement measures to reduce the number of single occupant vehicle trips and vehicle miles traveled by their employees during the peak travel periods. Kitsap County is one of the affected counties.

Executive Board. The Executive Board (EB) is the governing body of the organization. Responsible for the management of the organization, it is comprised of officials from
jurisdictions, tribes and organizations in the Olympic and Kitsap peninsula region. The primary function of the Executive Board is to establish the vision and goals for the Peninsula RTPO, approve policies devised from within the Peninsula RTPO, and provide the forum for coordination and cooperation of the participating agencies at the highest level of authority.

FAST Act: Fixing America’s Surface Transportation Act is a 5-years (2016-2020) legislation to improve the Nation’s surface transportation infrastructure, including our roads, bridges, transit systems, and rail network. The bill reforms and strengthens transportation programs, refocuses on national priorities provides long-term certainty and more flexibility for states and local governments, streamlines project approval processes, and maintains a strong commitment to safety.

FHWA Federal Highway Administration. The Peninsula RTPO region is located within FHWA - Washington State Division.

Fiscal Agent. The duties of the Fiscal Agent shall include: the financial duties as assigned by the Executive Board. These may include, but are not limited to, the collection and disbursement of funds for the purposes of the organization and the provision of information, data, and services as may be necessary to carry out the financial obligations of the Peninsula RTPO.

FTA Federal Transit Administration. The Peninsula RTPO region is located within FTA Region 10.

GMA Growth Management Act. State legislation passed in 1990 requiring urban counties and their associated jurisdictions to cooperatively develop and periodically update plans related to land use, infrastructure, services, housing, etc. Under GMA, the Peninsula RTPO is responsible for creating and maintaining a regional transportation plan and for certifying that the transportation elements of each jurisdiction meet GMA requirements.

Lead Planning Agency. The duties of the Lead Planning Agency shall include, but not be limited to, the following: provide staff support and coordination for the Executive Board, the Transportation Policy Board, and the Technical Advisory Committee; hire, supervise and administer personnel, contractors and consultants as directed by the Executive Board; and provide such information, data, and services as may be necessary to carry out the purpose of the Peninsula RTPO.

LOS - Level of Service. Measure describing operational traffic conditions. State law allows agencies to use any number of performance measures to evaluate operational efficiency of the transportation system, as long as it is coordinated regionally. Current application of LOS in this region is based on the traditional Volume-to-Capacity ratio, or V/C ratio, of a given roadway segment during the busiest two hours of the evening commute period. As the volume of traffic on a roadway during the peak commute time approaches the designed capacity, congestion increases.

programs at over $105 billion for fiscal years (FY) 2013 and 2014, MAP-21 created a streamlined, performance-based, and multi-modal program to address the many challenges facing the U.S. transportation system.

**Olympic Region.** One of six WSDOT geographic regions that deal with state transportation issues. The Olympic Region includes the Peninsula RTPO counties of Clallam, Jefferson, Kitsap and Mason Counties, and is headquartered in Tumwater.

**RTIP - Regional Transportation Improvement Program.** RTIP is a required document produced by the Peninsula RTPO that identifies all federally funded projects for the current 3-year period. The RTIP is developed every year. In order for any federally-funded project to proceed, it must be included in the RTIP and the Statewide Transportation Improvement Program.

**RTP - Regional Transportation Plan.** The Peninsula RTPO is required by state and federal laws to maintain a plan that looks out over at least a twenty year horizon, and ensures coordination across all jurisdictions for all modes of transport. The current plan, initially adopted in the mid 1990’s is being revised and updated.

**RTPO - Regional Transportation Planning Organization.** State-designated agency created to ensure that regional transportation planning is consistent with county-wide planning policies and growth strategies for the region. Peninsula RTPO is the Planning Organization for Clallam, Jefferson, Mason and rural Kitsap counties.

**SFY - State Fiscal Year.** The time period from July 1 through June 30. The Unified Planning Work Program is based on this state fiscal year time period.

**STIP - Statewide Transportation Improvement Program.** Federally required document identifying all federally-funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. In order for a project to be included in the STIP it must first be included in the RTIP.

**STBG – Surface Transportation Block Grant Program (formerly known as STP).** The Surface Transportation Block Grant program provides flexible funding that may be used by state and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. In the Peninsula RTPO Region, STP funds are awarded directly to the counties and not through the Peninsula RTPO organization.

**Transportation Alternatives or “TA” Set-Aside.** Within the STBG funding is a set-aside amount called the Transportation Alternatives or “TA” Set-Aside. These funds include all activities that were previously eligible under TAP, encompassing a variety of smaller-scale, non-traditional transportation projects.

**TAC - Technical Advisory Committee.** Advisory body to the Executive Board on transportation issues, primarily technical in nature. All member jurisdictions are eligible to participate.
TAZ - Traffic Analysis Zone. A geographic area established for modeling purposes that ranges in size from a few blocks to several square miles. TAZs are characterized by population, employment, and other factors, and serve as the primary unit of analysis.

TDM - Travel Demand Management. TDM encompasses a suite of tools that modify peoples' travel behavior to better manage capacity resources of the transportation system, and improve operating efficiency. Examples of TDM tools range from “incentive” type programs like employer-subsidized bus passes, compressed work weeks, and telework options, to “market measures” like employee-paid parking and variable-rate toll roads with rates based on time-of-day travel.

TIP - Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a 3-6 year list of projects that will be pursued.

TITLE VI. Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.

Transportation Policy Board. The Transportation Policy Board was established to provide policy advice to the Executive Board on regional transportation issues as provided by RCW 47.80.040.

UPWP - Unified Planning Work Program. This document outlines the administrative work of the Peninsula RTPO for the next year and next biennia.
Part V: WSDOT’S OLYMPIC REGION MULTIMODAL PLANNING UPWP DEVELOPMENT PROCESS

The WSDOT’s Olympic Region covers an area of seven counties, ranging from the urbanized areas of Thurston and Pierce Counties to the rural areas of the Kitsap and Olympic Peninsulas. The Olympic Region Multimodal Planning Office serves as the lead office to coordinate planning, modeling, data collection and analysis, and programming activities with four regional planning organizations and agency divisions within WSDOT. In addition to several interstate and state routes that serve the region, WSDOT operates ferry service, vanpools and Amtrak services. Olympic Region Multimodal Planning works directly with tribes, cities, counties, agencies and organizations on transportation issues for the purpose of providing safe and efficient mobility of people and goods.

WSDOT Strategic Plan

Vision – Washington Travelers have a safe, sustainable and integrated multimodal transportation system.

Mission – We provide safe, reliable, and cost-effective transportation options to improve communities and economic vitality for people and businesses.

Values:

Safety – promote public and employee safety

Engagement – Include all perspectives, disciplines and backgrounds in our outreach and decision making, employing a diverse workforce that reflects the communities we serve

Innovation – Encourage creativity, continuous improvement and the advancement of technology

Integrity – Be ethical, accountable, responsive and trustworthy

Leadership – Inspire, motivate, develop and support each other

Sustainability – Be resource stewards by supporting economic, environmental and community needs.

Goals:

Inclusion

Through Inclusion, WSDOT is strengthening our commitment to diversity and engagement in all WSDOT business processes, functions and services to ensure every voice is heard. This goal has both an internal and an external focus to assure that we have an inclusive and diverse workforce while at the same time, meeting our Disadvantaged Business Enterprise goals and creating opportunities for underrepresented populations to do business with us.
Practical Solutions

WSDOT has adopted Practical Solutions as an organizing principle for all agency functions, including all elements of planning, design, engineering, and delivering transportation solutions. WSDOT is using the Practical Solutions approach to increase the focus on transportation system performance and enable more flexible and sustainable transportation investment decisions. The approach includes increasing collaboration with communities and partners as we identify needs and develop coordinated strategies to address the needs. By using this approach, WSDOT can make transportation investments at the right place and time for the lowest cost.

When serving on the RTPO/MPO boards and committees, WSDOT will incorporate Practical Solutions into the discussions and decision-making.

Workforce Development

WSDOT wants to be an employer of choice and is creating a modern work environment. We're proactively working to find the best possible talent for the agency, while taking steps to retain our quality workforce. As part of our Workforce Development goal, we listen and act on employee feedback and we provide training and other opportunities for development. At the same time, we evaluate systems to achieve and maintain competitive compensation.

Multimodal Planning FY 2019-2020

WSDOT performs several transportation planning and external coordination activities. The activities included below represent multi-modal planning strategies within Results WSDOT that focus on transportation planning; they are not inclusive of all WSDOT projects and programs. This information highlights how the state’s planning process connects with the MPO and RTPO planning processes statewide. Each region office may also have specific planning studies that are underway.

Practical Solutions

- Practical Solutions is WSDOT’s approach to achieving the WSDOT mission – how we plan, design, build, operate and maintain the state’s transportation system. Our goal is to identify and solve problems as quickly and inexpensively as possible. This approach uses performance-based data-driven decision making, and early community involvement to guide the development and delivery of transportation investments
- WSDOT multimodal planning staff will apply practical solutions approaches in their planning work with MPOs and RTPOs.
- For more information: www.wsdot.wa.gov/Projects/Practical-solutions

Growth Management Act (GMA) Collaboration

- WSDOT’s vision of providing a sustainable and integrated multi-modal transportation system requires us to use all available capacity on the system and to leverage our limited resources. This is only possible by refocusing on working together with communities and other partners.
WSDOT recognizes city and county GMA Comprehensive Plans as the cornerstone of community decision-making, creating the foundations for future subarea plans, regional plans, development regulations, and transportation investment programs. Therefore, it is important for WSDOT to participate, listen to and understand these goals and plans, and share WSDOT strategies and policies for implementing a multi-modal transportation system, and to integrate land use with multimodal transportation.

WSDOT strives to increase regional planning staff interaction and coordination with cities, counties, and MPOs and RTPOs early in the comprehensive plan process.


**Governor’s Executive Order 14-04 Transportation**

- The Washington State Departments of Transportation, Commerce and Ecology are working with the RTPOs, counties, and cities to develop a new program of financial and technical assistance to help local governments implement measures to improve transportation efficiency, and to update their comprehensive plans.
- We will rely on the subcommittee we formed of MPOs and RTPOs, plus representatives of the Association of Washington Cities (AWC) and the Washington State Association of Counties (WSAC).
- For more information: http://www.wsdot.wa.gov/SustainableTransportation/CleanTranspo.htm

**FAST Act Implementation**

The President signed the Fixing America’s Surface Transportation (FAST) Act into law on December 4, 2015, which replaces the Moving Ahead for Progress in the 21st Century Act (MAP-21). Initial review of the FAST Act modifications and requirements does not reveal any necessary immediate changes for MPOs/RTPOs. Changes in federal requirements are usually accompanied with ample transition time; however, WSDOT will share any new information with MPOs/RTPOs as it becomes available.

- Transition to Performance Based Planning and Programming: As the analysis of the FAST ACT evolves, WSDOT will continue to work with the MPOs/RTPOs on any draft or final rules that are released, along with providing MPOs/RTPOs with the necessary information as we transition from MAP-21.

**Community Engagement Plan**

WSDOT’s Community Engagement Plan’s goal is to strengthen partnerships to increase credibility, drive priorities and inform decision making.

- WSDOT’s Community Engagement Plan strives to:
  1) Increase consent on decisions made by WSDOT, communities, stakeholders and the Legislature based on a shared understanding of transportation needs and opportunities.
2) Improve the understanding of transportation expenditures, investments, and respective benefits (outcomes).

3) Ensure community engagement is an inclusive process.

4) Improve public access to information and decision making so that WSDOT is recognized as the most credible source for information.

Transportation Plans and Corridor Studies

- WSDOT has completed work on Corridor Sketches around the state. Phase 2 of these studies looked at mobility needs, preservation, environmental and safety.

- WSDOT uses the corridor planning studies as a fundamental building block of various state transportation plans; examining current and future travel conditions and developing recommendations consistent with “Results WSDOT,” and Practical Solutions

Washington State Ferries

- The Washington State Ferries (WSF) 2040 Long Range Plan is completed, and was submitted to the Legislature on January 3, 2019. The Plan recommends short-, medium-, and long-term actions for WSF to pursue and focuses on a set of investments and service enhancements to be implemented over 20 years.

- Washington State Ferries 2040 Long Range Plan

Return to Contents
2040 Regional Transportation Plan
PRTPO’s Regional Transportation Plan 2040 describes existing and future conditions of the regional transportation system. Its goals and policies support coordinated efforts among the region’s partners and provide a framework for identifying and pursuing regional objectives. It is periodically updated to reflect current or emerging needs and to comply with state requirements.

The full plan can be viewed and downloaded here:

Regional Transportation Improvement Program
PRTPO’s 2020 Regional Transportation Improvement Program (RTIP) includes the six-year Transportation Improvement Programs (TIP) of members in Clallam, Jefferson, and Mason Counties. Those documents can be viewed and downloaded here: 
https://prtpo.kitsaptransit.com/publications.htm

TIPs from Kitsap County agencies are incorporated into the Puget Sound Regional Council’s RTIP. That RTIP can be found here: 
https://www.psrc.org/our-work/funding/transportation-improvement-program
2019 Human Services Transportation Plan
PRTPO’s Coordinated Public Transit-Human Services Transportation Plan provides a framework for coordinating and determining eligibility for federal grants that support mobility for people who depend on transit and improve coordination of services between transit agencies and human service transportation providers. The plan meets state guidelines and federal planning requirements and makes PRTPO partners eligible for Federal Transit Administration grants.

The full plan can be viewed and downloaded here: https://prtpo.kitsaptransit.com/docs/materials/prtpo_hstp2019_final.pdf
Transportation Outlook 2020

Note: The next two pages are formatted for two-sided printing and can be easily extracted to share as a stand-alone brief.
PRTPO Transportation Outlook 2020

Reintroducing Peninsula RTPO

Effective July 1, 2019 the Peninsula Regional Transportation Planning Organization began operating as an independent transportation planning organization for the first time in almost 30 years. In coordination with WSDOT, who administered the region well during that time, we developed our own framework for regional collaboration and have assumed responsibility for our own success.

Our new RTPO structure builds on the intergovernmental partnerships and cooperative relationships established over decades of working together to meet the mobility needs of Clallam, Jefferson, Kitsap, and Mason Counties. Our multimodal approach to coordinated regional transportation planning is tailored to the unique needs of the Peninsula Region. We are forging a strategic planning direction that harnesses our many opportunities to address our mobility needs.

Thank you for your past support of our regional mobility needs. With your help our transportation system is safer and more reliable, people have more travel choices than ever before, and environmental impacts are lessened.

We look forward to a productive relationship with the Legislature as we work together to meet mobility needs of the Peninsula Region’s communities.

As we think regionally about the issues and opportunities we face, we welcome the opportunity to talk with you about possible solutions to some tough topics:

- **Sustainable, reliable funding** for system preservation and safety, rural and intercity transit operations, marine highways, and freight access and mobility
- **Electrification** of the rural transportation system
- **De-federalizing more funds** for local transportation projects
- **Increasing system resiliency** in a highly rural region
- **Extending broadband access** to all communities in the region

Responding to I-976

If it withstands pending court challenges, I-976 will have devastating effects on essential transportation services and facilities in the region:

- 10-30 percent cuts in funding for rural and tribal transit services will diminish or eliminate important regional and special needs services
- Expansion of effective coordinated rural regional services like the Strait Shot and Olympic Connection will be curtailed
- A local funding option is eliminated that currently provides $1.4 million a year to augment basic preservation needs for our cities
- Reductions in WSF funding will hit the Peninsula region’s mobility and economy particularly hard since well over half of all ferry trips begin or end in the region, supporting passenger and freight mobility

We must restore funding for transit, ferries, and non-motorized needs and reinstate critical local funding options without jeopardizing Connecting Washington project funds. Revenues lost as a result of I-695 twenty years ago were never restored. There simply aren’t enough local reserves and efficiencies to offset I-976 cuts to public services.
Sample of Multimodal System Projects Across the Peninsula Region

A selection of projects PRTPO partners are pursuing that will improve regional mobility

- US 101 East Sequim Improvements (Design, Permits) Sequim (w/Clallam Cty, Jamestown S’Klallam) - $3 m
- Black Diamond Road Safety Project Clallam County - $790,000
- Bear Creek-Dewatto Road Clear Zone Improvement Mason County - $1,444,680
- Sportsman Club/New Brooklyn Rd Intersection Imp. Bainbridge Island - $3,056,945
- Kitsap Way/Warren Ave Signal & Multimodal Safety Bremerton - $2,183,400

- Silverdale Transit Center Project* Kitsap Transit - $10,876,631
- Noll Road Corridor Improvements* Poulsbo - $1,350,000
- SR 16/3 Gorst Area Improvements Kitsap County with WSDOT - $330,000,000
- North Mason / Belfair Park-and-Ride Construction * Mason Transit - $6,000,000
- SR 3 Freight Corridor* Mason County - $67,000,000

- Longhouse Market Trail Jamestown S’Klallam Tribe - $225,000
- Bay Street Pedestrian Pathway Situational Study Port Orchard - $566,474
- Spartan Ave/A St/Blackberry Ave Sidewalk Projects Forks - $352,897
- ODT Connection – 4 Corners Rd to Anderson Lake SP Jefferson County - $2,759,000

- Peabody Creek/Lincoln Creek Culvert Rehab Port Angeles - $3,446,300
- Main Base Facility Electrification Project Clallam Transit - $1,700,000
- Washington Street Improvements and Repairs Port Townsend - $2,350,000
- Village-wide Drainage Improvements Makah Tribe - $135,000

* Connecting Washington Commitments

Follow through on funding commitments for these priority regional projects that are already factored into local and regional plans.
Peninsula Regional Non-Motorized Connectivity Study
PRTPO’s Peninsula Regional Non-Motorized Connectivity Study, adopted in early 2019, provides an overview of the existing facilities that serve as building blocks to better connect non-motorized facilities regionally. It offers a gap analysis to assist PRTPO and its partners in identifying and prioritizing future opportunities to create a more complete and well-connected non-motorized network for the region.

The full plan can be viewed and downloaded here:

https://prtpo.kitsaptransit.com/docs/materials/ConnectivityStudy_20190111.pdf
Title VI Plan
PRTPO’s Title VI Plan, adopted in April 2015, describes the process by which PRTPO will comply with Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987. It includes program administration, identifying and resolving complaints, and implementation activities in special emphasis areas.


A link to PRTPO’s Title VI Policy and complaint form can be found here: https://prtpo.kitsaptransit.com/title6.htm
Public Participation Plan
PUBLIC PARTICIPATION PLAN

The Peninsula RTPO has established a vision that “…emphasizes a long-term quality of life for our generation and those to come by promoting economic growth, recreational resources, community services, non-motorized transport and public transit.” This vision cannot be achieved without communication and public interaction.

Through its Public Participation Plan (Plan), the Peninsula Regional Transportation Planning Organization (RTPO) intends to provide opportunity for appropriate broad-based, early, continuous, and meaningful public participation in all planning, programs, and projects. Further, the Peninsula RTPO intends to encourage an on-going forum for the discussion of regional issues, striving for an open exchange of information and ideas. The Plan calls for a broad range of public information and participation opportunities, supplying complete information, timely public notice and full access to key decisions.

The Plan provides a broad overview of basic public participation policy. Certain major planning efforts, programs, or projects may include public participation plans specific to that effort. The term “major” is to be applied loosely. If a proposed action or decision is clearly a normal-course-of-business activity that does not significantly affect the public or alter public policy, it may not be necessary to apply these public procedures. If there is a question as to whether the Plan should be followed, Peninsula RTPO shall follow it to ensure appropriate public notification and participation.

The Plan will be reassessed as necessary to determine if the public’s needs for information and access are being met or to comply with changing regulatory requirements.

Failure to exactly comply with all Plan elements shall not constitute a failure of public process, nor render any actions or decisions invalid.

Public Access

The Peninsula RTPO will provide the public with timely notice and reasonable access to meetings and information.

All regular meetings of the Peninsula RTPO, Executive Board and any subcommittee shall be open to the public, except as allowed under the state Open Public Meetings Act. Special meetings such as public hearings, forums, workshops and open houses shall also be open to the public.

The Peninsula RTPO shall hold all regular and special meetings at venues that are accessible to persons with disabilities. Every effort will be made to select venues that are accessible to people who rely on public transportation.

The Peninsula RTPO shall make every effort to hold special meetings, workshops and other outreach efforts in local communities and rural areas and at different times of day to allow more opportunity for attendance by all members of the community.
The Peninsula RTPO shall make every effort to accommodate persons with special needs. Individuals needing special accommodation to participate in meetings should contact the Peninsula RTPO three days prior to the scheduled meeting.

Public notification of all regular meetings of the Peninsula RTPO Executive Board and subcommittees shall be made in advance of the meeting. Each agenda shall also include the date of the next scheduled meeting. In the case of special meetings, every attempt will be made to provide at least 10 days advance notice. Meeting notices will also be posted on Peninsula RTPO’s website.

Notification of all regular and special meetings will be provided to Peninsula RTPO membership, meeting participants, local news media, and anyone requesting notification. Notification will be made via mail and or/electronic means and posted on the Peninsula RTPO website and shall include the time, date and location of the meeting. In certain circumstances, notice may also take the form of a press release, paid legal notice or advertisement, or may use non-traditional methods to reach certain segments of the community.

All Peninsula RTPO plans and documents shall be made available for public review at the Peninsula RTPO office. In certain circumstances, copies of documents and plans will also be distributed to public libraries and other public venues for review. When feasible, plans and documents will be posted on the Peninsula RTPO website.

Most publications will be made available free of charge. When appropriate, a charge may be assessed to cover the cost of production and mailing.

The Peninsula RTPO will provide reasonable access to technical and policy information used in the development of plans and programs.

Upon request, and within a reasonable timeframe, the Peninsula RTPO will make every effort to make plans and documents available in alternative formats and languages.

**Public Outreach**

Peninsula RTPO shall create opportunities for all segments of the community to learn about and engage in issues under consideration by the Council, particularly those that may be directly impacted by the outcomes of specific recommendations and decisions.

The Peninsula RTPO shall inform and educate the public about regional issues using a variety of means, including, but not limited to: regular and special meetings, workshops, printed materials, exhibits, open houses, electronic communication, and town hall meetings. Efforts will be made to “take the information to the people” by traveling to different parts of the region with issues of regional interest and including the information as part of other general or special interest gatherings.

The Peninsula RTPO shall use visualization techniques to aid the public in understanding plans, projects or programs. These may include sketches, drawings, artist renderings, physical models and maps, simulated photos, videos, computer modeled images, interactive GIS systems, GIS based scenario planning tools, photo manipulation and computer simulation.
The Peninsula RTPO shall identify ways to reach out to certain underrepresented members of the community, who may because of income, location, language or other barriers have been unable to fully participate in the process. Outreach efforts may enlist the assistance of civil, social service, faith-based, or political entities to better understand the community and may result in production of special materials.

Peninsula RTPO shall develop and maintain a list of civic, advocacy, service and other organizations and interested or potentially interested persons to disseminate information about regional activities.

Special efforts shall be made to include members of potentially underserved groups, including minority and low-income populations.

The Peninsula RTPO will seek new methods and technologies to enlist in informing and engaging the public regarding all agency plans, projects and programs.

The Public Participation Plan shall be reviewed periodically to determine its effectiveness assuring full and open access to all.

**Public Input**

The Peninsula RTPO values a two-way conversation with the public it serves. Explicit consideration of public input and response to public input shall be an integral element of the Peninsula RTPO’s decision-making processes.

A public comment period shall be provided during each regular meeting of the Peninsula RTPO Executive Board; the Chair may limit the duration of comments or provide alternative options for public comment in certain circumstances.

As needed, Peninsula RTPO will utilize surveys to assess either widespread or selected public opinion.

The Peninsula RTPO shall offer different avenues for public comment – written, oral, formal, informal, electronic and other means suitable to the project and the community involved.

Certain plans and programs require an extended review period, to allow for the submittal of written comment. For projects with such extended review, the Peninsula RTPO shall provide ample notice and opportunity for review and written comment.

Written and oral comments will be maintained in Peninsula RTPO’s files. In certain circumstances, the comments may be incorporated into plans, programs or studies, either in total or in summary.
In addition to the procedures outlined in the Plan, the Peninsula RTPO will comply with all applicable state and federal laws, including but not limited to:

- Open Public Meetings Act {RCW 42.30}
- State Environmental Policy Act {RCW 43.21C}
- State Growth Management Act {RCW 36.70A}
- Americans With Disabilities Act of 1990 {P.L. 101-336}
- The Civil Rights Act of 1964 {42 U.S.C 2000d}
- Rehabilitation Act of 1973, Section 504 {29 U.S.C. 790}
- Age Discrimination Act of 1975 {42 U.S.C. 6101}
- Civil Rights Restoration Act of 1987 {P.L. 100-209}

Peninsula Regional Transportation Planning Organization
Phone: 360.704.3204
FAX: 360.357.2748
Website: [http://www.wsdot.wa.gov/partners/prtpo/](http://www.wsdot.wa.gov/partners/prtpo/)

On a regular basis, Peninsula RTPO shall convene gatherings of community members in a variety of formats and venues to provide the opportunity for the public to express comments, suggestions, concerns and ideas on regional issues.
RCW 47.80
Chapter Listing | RCW Dispositions

Chapter 47.80 RCW

REGIONAL TRANSPORTATION PLANNING ORGANIZATIONS

Sections

47.80.010  Findings—Declaration.
47.80.011  Legislative intent.
47.80.020  Regional transportation planning organizations authorized.
47.80.023  Duties.
47.80.026  Comprehensive plans, transportation guidelines, and principles.
47.80.030  Regional transportation plan—Contents, review, use.
47.80.040  Transportation policy boards.
47.80.050  Allocation of regional transportation planning funds—Eligibility—Federally recognized tribes, voting membership.
47.80.060  Executive board membership.
47.80.070  Statewide consistency.
47.80.080  Majority vote on state matters.
47.80.090  Regional transportation planning organizations—Electric vehicle infrastructure.
47.80.902  Captions not part of law—1994 c 158.
47.80.904  Effective date—1994 c 158.

RCW 47.80.010

Findings—Declaration.

The legislature finds that while the transportation system in Washington is owned and operated by numerous public jurisdictions, it should function as one interconnected and coordinated system. Transportation planning, at all jurisdictional levels, should be coordinated with local comprehensive plans. Further, local jurisdictions and the state should cooperate to achieve both statewide and local transportation goals. To facilitate this coordination and cooperation among state and local jurisdictions, the legislature declares it to be in the state's interest to establish a coordinated planning program for regional transportation systems and facilities throughout the state.

[ 1990 1st ex.s. c 17 § 53.]

RCW 47.80.011

Legislative intent.

The legislature recognizes that recent legislative enactments have significantly added to the complexity of and to the potential for benefits from integrated transportation and comprehensive planning and that there is currently a unique opportunity for integration of local comprehensive plans and regional goals with state and local transportation programs. Further, approaches to transportation demand

https://app.leg.wa.gov/RCW/default.aspx?cite=47.80&full=true
management initiatives and local and state transportation funding can be better coordinated to insure an efficient, effective transportation system that insures mobility and accessibility, and addresses community needs.

The legislature further finds that transportation and land use share a critical relationship that policymakers can better utilize to address regional strategies. Prudent and cost-effective investment by the state and by local governments in highway facilities, local streets and arterials, rail facilities, marine facilities, nonmotorized transportation facilities and systems, public transit systems, transportation system management, transportation demand management, and the development of high capacity transit systems can help to effectively address mobility needs. Such investment can also enhance local and state objectives for effective comprehensive planning, economic development strategies, and clean air policies.

The legislature finds that addressing public initiatives regarding transportation and comprehensive planning necessitates an innovative approach. Improved integration between transportation and comprehensive planning among public institutions, particularly in the state's largest metropolitan areas is considered by the state to be imperative, and to have significant benefit to the citizens of Washington.

[ 1994 c 158 § 1.]

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**RCW 47.80.020**

Regional transportation planning organizations authorized.

The legislature hereby authorizes creation of regional transportation planning organizations within the state. Each regional transportation planning organization shall be formed through the voluntary association of local governments within a county, or within geographically contiguous counties. Each organization shall:

1. Encompass at least one complete county;
2. (a) Have a population of at least one hundred thousand, (b) have a population of at least seventy-five thousand and contain a Washington state ferries terminal, (c) have a population of at least forty thousand and cover a geographic area of at least five thousand square miles, or (d) contain a minimum of three counties; and
3. Have as members all counties within the region, and at least sixty percent of the cities and towns within the region representing a minimum of seventy-five percent of the cities' and towns' population.

The state department of transportation must verify that each regional transportation planning organization conforms with the requirements of this section.

In urbanized areas, the regional transportation planning organization is the same as the metropolitan planning organization designated for federal transportation planning purposes.

[ 2017 c 68 § 1; 2016 c 27 § 1; 1990 1st ex.s. c 17 § 54.]

**NOTES:**

Effective date—2016 c 27: "This act takes effect July 1, 2016." [ 2016 c 27 § 2.]
**RCW 47.80.023**

**Duties.**

Each regional transportation planning organization shall have the following duties:

1. Prepare and periodically update a transportation strategy for the region. The strategy shall address alternative transportation modes and transportation demand management measures in regional corridors and shall recommend preferred transportation policies to implement adopted growth strategies. The strategy shall serve as a guide in preparation of the regional transportation plan.

2. Prepare a regional transportation plan as set forth in RCW 47.80.030 that is consistent with countywide planning policies if such have been adopted pursuant to chapter 36.70A RCW, with county, city, and town comprehensive plans, and state transportation plans.

3. Certify by December 31, 1996, that the transportation elements of comprehensive plans adopted by counties, cities, and towns within the region reflect the guidelines and principles developed pursuant to RCW 47.80.026, are consistent with the adopted regional transportation plan, and, where appropriate, conform with the requirements of RCW 36.70A.070.

4. Where appropriate, certify that countywide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan are consistent.

5. Develop, in cooperation with the department of transportation, operators of public transportation services and local governments within the region, a six-year regional transportation improvement program which proposes regionally significant transportation projects and programs and transportation demand management measures. The regional transportation improvement program shall be based on the programs, projects, and transportation demand management measures of regional significance as identified by transit agencies, cities, and counties pursuant to RCW 35.58.2795, 35.77.010, and 36.81.121, respectively, and any recommended programs or projects identified by the agency council on coordinated transportation, as provided in *chapter 47.06B RCW, that advance special needs coordinated transportation as defined in *RCW 47.06B.012. The program shall include a priority list of projects and programs, project segments and programs, transportation demand management measures, and a specific financial plan that demonstrates how the transportation improvement program can be funded. The program shall be updated at least every two years for the ensuing six-year period.

6. Include specific opportunities and projects to advance special needs coordinated transportation, as defined in *RCW 47.06B.012, in the coordinated transit-human services transportation plan, after providing opportunity for public comment.

7. Designate a lead planning agency to coordinate preparation of the regional transportation plan and carry out the other responsibilities of the organization. The lead planning agency may be a regional organization, a component county, city, or town agency, or the appropriate Washington state department of transportation district office.

8. Review level of service methodologies used by cities and counties planning under chapter 36.70A RCW to promote a consistent regional evaluation of transportation facilities and corridors.

9. Work with cities, counties, transit agencies, the department of transportation, and others to develop level of service standards or alternative transportation performance measures.

10. Submit to the agency council on coordinated transportation, as provided in *chapter 47.06B RCW, beginning on July 1, 2007, and every four years thereafter, an updated plan that includes the elements identified by the council. Each regional transportation planning organization must submit to the council every two years a prioritized regional human service and transportation project list.

[ 2009 c 515 § 15; 2007 c 421 § 5; 1998 c 171 § 8; 1994 c 158 § 2.]

**NOTES:**
RCW 47.80.026

Comprehensive plans, transportation guidelines, and principles.

Each regional transportation planning organization, with cooperation from component cities, towns, and counties, shall establish guidelines and principles by July 1, 1995, that provide specific direction for the development and evaluation of the transportation elements of comprehensive plans, where such plans exist, and to assure that state, regional, and local goals for the development of transportation systems are met. These guidelines and principles shall address at a minimum the relationship between transportation systems and the following factors: Concentration of economic activity, residential density, development corridors and urban design that, where appropriate, supports high capacity transit, freight transportation and port access, development patterns that promote pedestrian and nonmotorized transportation, circulation systems, access to regional systems, effective and efficient highway systems, the ability of transportation facilities and programs to retain existing and attract new jobs and private investment and to accommodate growth in demand, transportation demand management, joint and mixed use developments, present and future railroad right-of-way corridor utilization, and intermodal connections.

Examples shall be published by the organization to assist local governments in interpreting and explaining the requirements of this section.

[ 1994 c 158 § 3.]

RCW 47.80.030

Regional transportation plan—Contents, review, use.

(1) Each regional transportation planning organization shall develop in cooperation with the department of transportation, providers of public transportation and high capacity transportation, ports, and local governments within the region, adopt, and periodically update a regional transportation plan that:

(a) Is based on a least cost planning methodology that identifies the most cost-effective facilities, services, and programs;

(b) Identifies existing or planned transportation facilities, services, and programs, including but not limited to major roadways including state highways and regional arterials, transit and nonmotorized services and facilities, multimodal and intermodal facilities, marine ports and airports, railroads, and noncapital programs including transportation demand management that should function as an integrated regional transportation system, giving emphasis to those facilities, services, and programs that exhibit one or more of the following characteristics:

(i) Crosses member county lines;

(ii) Is or will be used by a significant number of people who live or work outside the county in which the facility, service, or project is located;

(iii) Significant impacts are expected to be felt in more than one county;

(iv) Potentially adverse impacts of the facility, service, program, or project can be better avoided or mitigated through adherence to regional policies;
(v) Transportation needs addressed by a project have been identified by the regional transportation planning process and the remedy is deemed to have regional significance; and

(vi) Provides for system continuity;

(c) Establishes level of service standards for state highways and state ferry routes, with the exception of transportation facilities of statewide significance as defined in RCW 47.06.140. These regionally established level of service standards for state highways and state ferries shall be developed jointly with the department of transportation, to encourage consistency across jurisdictions. In establishing level of service standards for state highways and state ferries, consideration shall be given for the necessary balance between providing for the free interjurisdictional movement of people and goods and the needs of local commuters using state facilities;

(d) Includes a financial plan demonstrating how the regional transportation plan can be implemented, indicating resources from public and private sources that are reasonably expected to be made available to carry out the plan, and recommending any innovative financing techniques to finance needed facilities, services, and programs;

(e) Assesses regional development patterns, capital investment and other measures necessary to:

(i) Ensure the preservation of the existing regional transportation system, including requirements for operational improvements, resurfacing, restoration, and rehabilitation of existing and future major roadways, as well as operations, maintenance, modernization, and rehabilitation of existing and future transit, railroad systems and corridors, and nonmotorized facilities; and

(ii) Make the most efficient use of existing transportation facilities to relieve vehicular congestion and maximize the mobility of people and goods;

(f) Sets forth a proposed regional transportation approach, including capital investments, service improvements, programs, and transportation demand management measures to guide the development of the integrated, multimodal regional transportation system. For regional growth centers, the approach must address transportation concurrency strategies required under RCW 36.70A.070 and include a measurement of vehicle level of service for off-peak periods and total multimodal capacity for peak periods; and

(g) Where appropriate, sets forth the relationship of high capacity transportation providers and other public transit providers with regard to responsibility for, and the coordination between, services and facilities.

(2) The organization shall review the regional transportation plan biennially for currency and forward the adopted plan along with documentation of the biennial review to the state department of transportation.

(3) All transportation projects, programs, and transportation demand management measures within the region that have an impact upon regional facilities or services must be consistent with the plan and with the adopted regional growth and transportation strategies.

[ 2005 c 328 § 2; 1998 c 171 § 9; 1994 c 158 § 4; 1990 1st ex.s. c 17 § 55.]

**RCW 47.80.040**

Transportation policy boards.

Each regional transportation planning organization shall create a transportation policy board. Transportation policy boards shall provide policy advice to the regional transportation planning organization and shall allow representatives of major employers within the region, the department of transportation, transit districts, port districts, and member cities, towns, and counties within the region to participate in policy making. Any members of the house of representatives or the state senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization are
considered ex officio, nonvoting policy board members of the regional transportation planning organization. This does not preclude legislators from becoming full-time, voting board members.

[2003 c 351 § 1; 1990 1st ex.s. c 17 § 56.]

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**RCW 47.80.050**

Allocation of regional transportation planning funds—Eligibility—Federally recognized tribes, voting membership.

(1) Biennial appropriations to the department of transportation to carry out the regional transportation planning program shall set forth the amounts to be allocated as follows:

(a) A base amount per county for each county within each regional transportation planning organization, to be distributed to the lead planning agency;

(b) An amount to be distributed to each lead planning agency on a per capita basis; and

(c) An amount to be administered by the department of transportation as a discretionary grant program for special regional planning projects, including grants to allow counties which have significant transportation interests in common with an adjoining region to also participate in that region's planning efforts.

(2) In order for a regional transportation planning organization to be eligible to receive state funds that are appropriated for regional transportation planning organizations, a regional transportation planning organization must provide a reasonable opportunity for voting membership to federally recognized tribes that hold reservation or trust lands within the planning area of the regional transportation planning organization. Any federally recognized tribe that holds reservation or trust land within the planning area of a regional transportation planning organization and does not have voting membership in the regional transportation planning organization must be offered voting membership in the regional transportation planning organization every two years or when the composition of the board of the regional transportation planning organization is modified in an interlocal agreement.

[2019 c 118 § 1; 1990 1st ex.s. c 17 § 57.]

**NOTES:**

Effective date—2019 c 118: "This act takes effect August 1, 2019." [2019 c 118 § 2.]

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**RCW 47.80.060**

Executive board membership.

In order to qualify for state planning funds available to regional transportation planning organizations, the regional transportation planning organizations containing any county with a population in excess of one million shall provide voting membership on its executive board to the state transportation commission, the state department of transportation, the four largest public port districts within the region as determined by gross operating revenues, any incorporated principal city of a metropolitan statistical area within the region, as designated by the United States census bureau, and any incorporated city within the region with a population in excess of eighty thousand. It shall further
assure that at least fifty percent of the county and city local elected officials who serve on the executive board also serve on transit agency boards or on a regional transit authority.

[ 2007 c 511 § 1; 2005 c 334 § 1; 1992 c 101 § 31.]

NOTES:

Section headings not part of law—Severability—Effective date—1992 c 101: See RCW 81.112.900 through 81.112.902.

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**RCW 47.80.070**

**Statewide consistency.**

In order to ensure statewide consistency in the regional transportation planning process, the state department of transportation, in conformance with chapter 34.05 RCW, shall:

1. In cooperation with regional transportation planning organizations, establish minimum standards for development of a regional transportation plan;
2. Facilitate coordination between regional transportation planning organizations; and
3. Through the regional transportation planning process, and through state planning efforts as required by RCW 47.01.071, identify and jointly plan improvements and strategies within those corridors important to moving people and goods on a regional or statewide basis.

[ 1994 c 158 § 5.]

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**RCW 47.80.080**

**Majority vote on state matters.**

When voting on matters solely affecting Washington state, a regional transportation planning organization must obtain a majority vote of the Washington residents serving as members of the regional transportation planning organization before a matter may be adopted.

[ 2003 c 351 § 2.]

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**RCW 47.80.090**

**Regional transportation planning organizations—Electric vehicle infrastructure.**

1. A regional transportation planning organization containing any county with a population in excess of one million in collaboration with representatives from the department of ecology, the department of commerce, local governments, and the office of regulatory assistance must seek federal or private funding for the planning for, deployment of, or regulations concerning electric vehicle infrastructure. These efforts should include:
(a) Development of short-term and long-term plans outlining how state, regional, and local
government construction may include electric vehicle infrastructure in publicly available off-street parking
and government fleet vehicle parking, including what ratios of charge spots to parking may be
appropriate based on location or type of facility or building;

(b) Consultations with the state building code council and the department of labor and industries
to coordinate the plans with state standards for new residential, commercial, and industrial buildings to
ensure that the appropriate electric circuitry is installed to support electric vehicle infrastructure;

(c) Consultation with the workforce development council and the student achievement council to
ensure the development of appropriate educational and training opportunities for citizens of the state in
support of the transition of some portion of vehicular transportation from combustion to electric vehicles;

(d) Development of an implementation plan for counties with a population greater than five
hundred thousand with the goal of having public and private parking spaces, in the aggregate, be ten
percent electric vehicle ready by December 31, 2018; and

(e) Development of model ordinances and guidance for local governments for siting and installing
electric vehicle infrastructure, in particular battery charging stations, and appropriate handling, recycling,
and storage of electric vehicle batteries and equipment.

(2) These plans and any recommendations developed as a result of the consultations required by
this section must be submitted to the legislature by December 31, 2010, or as soon as reasonably
practicable after the securing of any federal or private funding. Priority will be given to the activities in
subsection (1)(e) of this section and any ordinances or guidance that is developed will be submitted to
the legislature, the department of commerce, and affected local governments prior to December 31,
2010, if completed.

(3) The definitions in this subsection apply throughout this section unless the context clearly
requires otherwise.

(a) "Battery charging station" means an electrical component assembly or cluster of component
assemblies designed specifically to charge batteries within electric vehicles, which meet or exceed any
standards, codes, and regulations set forth by chapter 19.28 RCW and consistent with rules adopted
under RCW 19.27.540.

(b) "Battery exchange station" means a fully automated facility that will enable an electric vehicle
with a swappable battery to enter a drive lane and exchange the depleted battery with a fully charged
battery through a fully automated process, which meets or exceeds any standards, codes, and
regulations set forth by chapter 19.28 RCW and consistent with rules adopted under RCW 19.27.540.

(c) "Electric vehicle infrastructure" means structures, machinery, and equipment necessary and
integral to support an electric vehicle, including battery charging stations, rapid charging stations, and
battery exchange stations.

(d) "Rapid charging station" means an industrial grade electrical outlet that allows for faster
recharging of electric vehicle batteries through higher power levels, which meets or exceeds any
standards, codes, and regulations set forth by chapter 19.28 RCW and consistent with rules adopted
under RCW 19.27.540.

[ 2012 c 229 § 592; 2009 c 459 § 2.]

NOTES:

Effective date—2012 c 229 §§ 101, 117, 401, 402, 501 through 594, 601 through 609, 701
through 708, 801 through 821, 902, and 904: See note following RCW 28B.77.005.

Finding—Purpose—2009 c 459: "The legislature finds the development of electric vehicle
infrastructure to be a critical step in creating jobs, fostering economic growth, reducing greenhouse gas
emissions, reducing our reliance on foreign fuels, and reducing the pollution of Puget Sound attributable
to the operation of petroleum-based vehicles on streets and highways. Limited driving distance between battery charges is a fundamental disadvantage and obstacle to broad consumer adoption of vehicles powered by electricity. In order to eliminate this fundamental disadvantage and dramatically increase consumer acceptance and usage of electric vehicles, it is essential that an infrastructure of convenient electric vehicle charging opportunities be developed. The purpose of this act is to encourage the transition to electric vehicle use and to expedite the establishment of a convenient, cost-effective, electric vehicle infrastructure that such a transition necessitates. The state's success in encouraging this transition will serve as an economic stimulus to the creation of short-term and long-term jobs as the entire automobile industry and its associated direct and indirect jobs transform over time from combustion to electric vehicles.” [2009 c 459 § 1.]

RCW 47.80.902

Captions not part of law—1994 c 158.

Captions used in this act do not constitute any part of the law.

[1994 c 158 § 11.]

RCW 47.80.904

Effective date—1994 c 158.

This act shall take effect July 1, 1994.

[1994 c 158 § 13.]
Chapter Listing

Chapter 468-86 WAC

RTPO PLANNING STANDARDS AND GUIDELINES

WAC Sections

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PURPOSE/AUTHORITY

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468-86-020 Purpose/intent.

PART TWO
GENERAL REQUIREMENTS

468-86-030 Definitions.
468-86-040 Determining the region.
468-86-050 Establishing the organization.
468-86-060 Relationship to MPOs.
468-86-070 Designation procedures.

PART THREE
REGIONAL TRANSPORTATION PLAN

468-86-080 Least-cost planning methodology.
468-86-090 Regional transportation goals and objectives.
468-86-100 Regional transportation strategy.
468-86-110 Needs, deficiencies, data requirements, and coordinated regional transportation and land use assumptions.
468-86-120 Financial component.
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468-86-140 High capacity transit and public transportation interrelationships.

PART FOUR
CERTIFICATION

468-86-150 Certification.

PART FIVE
TRANSPORTATION IMPROVEMENT PROGRAM

468-86-160 Regional transportation improvement program.

468-86-010 Authority.

The regional transportation planning program was authorized by the 1990 legislature as part of the state's Growth Management Act. The program is contained in chapter 47.80 RCW, with funding appropriations made as part of the Department of Transportation Appropriations Act.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-010, filed 4/15/97, effective 5/16/97.]
Chapter 468-86 WAC:

468-86-020
Purpose/intent.

(1) The regional transportation planning program creates a formal mechanism for local governments and the state to coordinate transportation planning for regional transportation facilities. The act authorized the creation of regional transportation planning organizations (RTPO) by local governments to coordinate transportation planning among jurisdictions and develop a regional transportation plan. The regional transportation planning program is available to all counties and cities statewide (RCW 47.80.020).

(2) The legislature has authorized a grant program to fund this work. The department has the authority to administer this grant program, and to develop in cooperation with the RTPOs:

(a) Minimum planning standards for the development of a regional transportation plan;
(b) The RTPO regional transportation improvement program;
(c) Planning guidelines and principles;
(d) Certification standards for the transportation portion of local comprehensive plans and county-wide planning policies;
(e) The adoption of LOS standards on state transportation facilities; and
(f) RTPO regional transportation strategies.

(3) The purpose of the minimum planning standards is to guide RTPOs in the use of the regional transportation planning grants, and in the development of planning products under the program. Work proposed by each regional transportation planning organization shall be included in a work program that demonstrates adherence to the planning standards within this chapter. The intent of the department is to provide guidance that is sufficient to ensure a minimum level of consistency across the state, while providing flexibility for regions to meet specific mobility needs.

(4) The department will achieve this purpose through the establishment of these rules and through the cooperative development and maintenance of a set of RTPO planning standards and guidelines. Copies of these standards and guidelines will be available through the department's transportation planning office.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-020, filed 4/15/97, effective 5/16/97.]

468-86-030
Definitions.

"Consistency" means that no feature of a plan or regulation is incompatible with any other feature of a plan or regulation. Consistency is indicative of a capacity for orderly integration or operation with other elements in a system.

"Department" means the department of transportation (WSDOT).

"Least cost planning" means a process of comparing direct and indirect costs of demand and supply options to meet transportation goals and/or policies where the intent of the process is to identify the most cost-effective mix of options.

"Level of service" means an established minimum capacity for both transit and regional arterials that must be provided per unit of demand or other appropriate measure of need.

"Organization" means regional transportation planning organization (RTPO).

"Region" means the area that includes the local jurisdictions that comprise the regional transportation planning organization.

"Urbanized area" means those areas designated as such by the U.S. Bureau of the Census.

"Urban growth areas" means those areas designated by a county pursuant to RCW 36.70A.110.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-030, filed 4/15/97, effective 5/16/97.]
468-86-040

Determining the region.

Local governments should decide the geographic extent and composition of their region. The region should reflect common transportation concerns and a willingness among the local governments to work together in a cooperative planning process.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-040, filed 4/15/97, effective 5/16/97.]

468-86-050

Establishing the organization.

(1) A regional transportation planning organization is a voluntary association of local governments within the region. It shall be a formal organization formed through an interlocal agreement that establishes the organization, defines duties and relationships, and includes a transportation policy board. The establishment of a technical advisory committee (TAC) is recommended. The RTPO must determine its own structure to ensure equitable and acceptable representation by member governments. Regions are encouraged to seek Native American tribal involvement.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-050, filed 4/15/97, effective 5/16/97.]

468-86-060

Relationship to MPOs.

The federal government requires a regional transportation planning process in urbanized areas with over fifty thousand population. This process is carried out by metropolitan planning organizations (MPOs) that have been jointly designated by local governments and the state. The intent is that the regional transportation planning program be integrated with the metropolitan planning organization program in these urbanized areas. RCW 47.80.020 requires that RTPOs shall be the same organization as that designated as the MPO. The regional transportation planning program provides the opportunity for transportation planning in rural areas within the RTPO. The department intends to jointly administer these two programs.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-060, filed 4/15/97, effective 5/16/97.]

468-86-070

Designation procedures.

(1) Local governments desiring participation in the regional transportation planning program must submit an RTPO designation package to WSDOT. This information is necessary for WSDOT to verify that the RTPO meets the requirements of RCW 47.80.020. This package shall contain the following items:

(a) A description of the region;
(b) A formal designation of the RTPO, in the form of a resolution or other legal declaration;
(c) A list of all RTPO member local governments;
(d) A copy of the interlocal agreement that will govern RTPO operations;
(e) A formal designation by the RTPO of the lead planning agency; and
(f) A description of the RTPO's transportation policy board.
(2) WSDOT has the responsibility of verifying that RTPOs designated by local governments meet the state requirements. The most recent annual OFM population data will be used to verify population figures. WSDOT will review the RTPO designation package, make a finding of verification, and concur with or deny the local designation. Once verified, the RTPO may proceed in carrying out its duties and may receive regional transportation planning formula grants. If significant changes are made in the structure of the RTPO, WSDOT may request that another designation package be submitted for verification review.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-070, filed 4/15/97, effective 5/16/97.]

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**468-86-080**

**Least-cost planning methodology.**

The methodology shall consider direct and indirect costs and benefits for all reasonable options to meet planning goals and objectives. The methodology shall treat demand and supply resources on a consistent and integrated basis. The regional transportation planning organizations shall consult the guidelines set forth by the department for implementing a least-cost planning methodology. Regional transportation plans should incrementally incorporate least-cost planning methodologies as these concepts are developed. The regional transportation plan adopted after July 1, 2000, shall be based on a least-cost planning methodology appropriate to the region.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-080, filed 4/15/97, effective 5/16/97.]

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**468-86-090**

**Regional transportation goals and objectives.**

The regional transportation planning program is meant to foster an ongoing transportation planning and decision-making process that actively plans for the improvement of regional transportation systems and coordinates this process among jurisdictions. The goals and objectives of the regional transportation plan should incorporate existing transportation related county-wide planning policies or multicounty transportation related planning policies where adopted and adhere to the following principles:

1. Build upon applicable portions of the existing local comprehensive plan and process and promote the establishment of a regional perspective into the local comprehensive plan;
2. Encourage partnerships between federal, state, local and tribal governments, special districts, the private sector, the general public, and other interest groups during conception, technical analysis, policy development, and decision processes in developing, updating, and maintaining the regional transportation plan;
3. Ensure early and continuous public involvement from conceptual planning through decision making;
4. Shall be ongoing, and incorporate short and long range multimodal planning activities to address major capacity expansion and operational improvements to the regional transportation system;
5. Use regionally coordinated, valid and consistent technical methods and data should be used in identifying and analyzing needs;
6. Consider environmental impacts related to the development of regional transportation policies and facilities and;
7. Address the policies regarding the coordination of transportation planning among regional jurisdictions, including the relationship between regional transportation planning, local comprehensive planning and state transportation planning.

Within these principles, regions shall develop their own ongoing planning process for the development and refinement of the regional transportation plan, and provide a forum for the discussion of regional transportation planning issues.
Regional transportation strategy.

Each regional transportation planning organization shall develop a regional transportation strategy. The strategy should identify alternative transportation modes within the region and recommend policies to:

1. Address each transportation mode;
2. Address intermodal connections between modes; and
3. Address transportation demand management where required.

The regional transportation strategy is intended to guide development of the regional transportation plan and any periodic updates.

Adopted multicounty and county-wide planning policies and policies from local comprehensive plans that are regional in scope and regionally consistent should provide the basis for the regional transportation strategy. The regional transportation strategy should be periodically reviewed and updated as necessary to reflect changing priorities or to maintain regional consistency.

Needs, deficiencies, data requirements, and coordinated regional transportation and land use assumptions.

1. The following components shall be developed and incorporated in the RTP:
   a. An inventory of existing regional transportation facilities and services, including physical, operational, and usage characteristics of the regional transportation system;
   b. An evaluation of current facilities and services, comparing current usage, and operational characteristics to level of service standards, and identification of regional transportation needs;
   c. Forecasts of future travel demand, based on the regional transportation strategy and local comprehensive plans;
   d. Identification of future regional transportation system deficiencies, comparing future travel needs for movement of people and goods to available facilities and services; and
   e. Coordinated common regional assumptions (growth, population, employment, mode split, etc.) among local jurisdictions for the development of all transportation models to ensure consistency within the RTPO, and:
      i. These common regional assumptions shall recognize the planning requirements of the state's Growth Management Act, and;
      ii. Be consistent with population forecasts prepared by the office of financial management.

2. Performance monitoring. An integral part of the regional transportation plan is monitoring the performance of the regional transportation system over time. This information is necessary to determine the success of plan implementation and the effect of the desired improvements on the performance of the regional transportation system. Each RTPO shall describe their performance monitoring system in the regional transportation plan. The performance monitoring measures shall include traffic volumes and vehicle miles of travel (VMT) at a minimum and can include, but are not limited to, travel time, speed, safety standards and other measures. Performance monitoring measures should be coordinated and measurable on a consistent basis throughout the RTPO.

3. Regional development patterns and investments. The regional transportation plan shall include a general assessment of regional development patterns and investments. This analysis is intended to provide
direction and background information for updates of the regional transportation plan. The RTP updates shall be based upon a general retrospective discussion of current land use and transportation patterns and their relationship to the region's goals and objectives and elsewhere in the regional transportation plan. Current and projected development patterns and the expected magnitudes and time frame in which these developments are expected to occur should be reviewed and evaluated against the regional growth and transportation strategies. If the regional growth and transportation strategies have changed or current and projected development can be shown to be inconsistent, the plan should be updated to reflect these changes, or development policies should be updated to assure consistency and continuity of transportation and land use issues within the region. The region's interrelationships between growth and transportation should be discussed along with strategies such as access control, development of heritage corridors, and other measures designed to maintain current and proposed development patterns consistent with the regional transportation plan and the transportation and land use elements of local comprehensive plans.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-110, filed 4/15/97, effective 5/16/97.]

468-86-120
Financial component.

The financial component shall include the following:

(1) An analysis of funding capacity including an inventory of revenue sources for regional transportation improvements, and probable funding levels available for regional transportation improvements from each source;

(2) Probable funding comparisons with identified current and future needs, including identified funding shortfalls; and

(3) If funding shortfalls are identified, an analysis of additional funding resources to make up the shortfall, or a reassessment of the regional transportation strategies, at a minimum, to ensure that transportation needs fall within probable funding levels.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-120, filed 4/15/97, effective 5/16/97.]

468-86-130
Proposed future transportation network.

Based upon the identified needs and probable funding levels within the region, the proposed future transportation network defines specific facility or service improvements, transportation system management strategies, and demand management strategies proposed for implementation on the regional transportation system. The plan shall identify priority levels for these improvements to guide local jurisdictions and the state in implementation and development of the regional transportation improvement program.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-130, filed 4/15/97, effective 5/16/97.]

468-86-140
High capacity transit and public transportation interrelationships.

Within those RTPOs where there is an existing or proposed high capacity transit system, the regional transportation plan shall discuss the relationship between the high capacity transit system and conventional
public transit system. This could include policies to maintain coordinated arrivals and departures of interconnecting routes, coordination with other multimodal transportation centers, and other strategies targeted at improving these intermodal relationships over time.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-140, filed 4/15/97, effective 5/16/97.]

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**468-86-150**

Certification.

1. By December 31, 1996, each RTPO shall certify, that the transportation element of all comprehensive plans for cities and counties planning under the Growth Management Act:
   a. Reflect the transportation guidelines and principles established in the regional transportation plan;
   b. Are consistent with the adopted regional transportation plan; and
   c. Conform with the requirements of RCW 36.70A.070.

2. Each RTPO shall also certify that county-wide planning policies adopted under RCW 36.70A.210 and the adopted regional transportation plan are consistent.

3. Regions shall cooperatively define and establish measures and processes to determine regional consistency with the adopted regional transportation plan.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-150, filed 4/15/97, effective 5/16/97.]

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**468-86-160**

Regional transportation improvement program.

1. Each RTPO shall compile a regional transportation improvement program (TIP) at least once every two years. The regional TIP shall:
   a. Be developed on a cooperative basis by local government agencies, public transit agencies, and the department of transportation within each region;
   b. Consist of a list of regionally significant transportation projects and programs including projects proposed for construction and transportation demand management measures proposed to be implemented during each year for the next six-year period;
   c. Consist of regionally significant projects included in the local six-year transit development plans and six-year comprehensive transportation programs required by RCW 35.58.2795, 35.77.010, and 36.81.121 for transit agencies, cities, towns, and counties;
   d. Include all proposed WSDOT projects in the region;
   e. Include only projects consistent with the regional transportation plan;
   f. Include a financial section outlining:
      i. Sources of funding reasonably expected to be received for each year of the ensuing three-year period; and
      ii. All assumptions and explanations supporting the expected levels of funding consistent with information included in the financial component of the regional transportation plan.

2. The six-year regional TIP developed by each RTPO is intended for use as a planning document and shall be available at the lead planning agency office of the RTPO.

[Statutory Authority: RCW 47.80.070 and SHB 1928, Section 5. WSR 97-09-046 (Order 169), § 468-86-160, filed 4/15/97, effective 5/16/97.]