

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
JULY 1, 2018 – JUNE 30, 2019
ANNUAL PERFORMANCE AND EXPENDITURE REPORT

SUMMARY:

This annual progress report reviews the Peninsula Regional Transportation Planning Organization's (RTPO) activities and accomplishments that occurred during the 12-month period from July 1, 2018 to June 30, 2019 as outlined in the Unified Planning Work Program (UPWP).

The Peninsula RTPO was formed for the purpose of coordinating the regional transportation planning activities in the Kitsap and Olympic Peninsulas. The Peninsula RTPO consists of elected and staff representatives from four counties, nine cities, ten tribal nations, four transit agencies, five port districts, and the Washington State Department of Transportation.

The Peninsula RTPO delivers its work program with support from the member agencies and jurisdictions. The Washington State Department of Transportation (WSDOT), Olympic Region, Multimodal Planning Office served as the lead agency for the Peninsula RTPO and provided staff support to the organization.

This annual report is divided into the major work effort categories as identified in the Unified Planning Work Program:

- A. Program Administration
- B. Transportation Planning
- C. Regional Travel Demand Model
- D. Transportation Improvement Program (TIP)
- E. RTPO Planning Duties
- F. Financial Summary

WORK PROGRAM EFFORTS

A) PROGRAM ADMINISTRATION

Throughout the work program there is a need for coordination and management of the transportation and planning activities for the Peninsula RTPO and support to the various committees. The WSDOT Olympic Region Multimodal Planning office provided organizational and committee support for the activities outlined in this report.

One of the most important achievements of the Peninsula RTPO has been the organization of a regional body that has demonstrated a commitment to regional coordination and solidarity over individual parochial interests. This has been accomplished through respectful, continuous and open communications.

During the past program year, the Peninsula RTPO Participated in or accomplished the following:

1) Administered the Peninsula RTPO Transportation Planning Program:

- a. Peninsula RTPO Staff provided administrative support to the Executive Board (EB), Transition Core Group, and the Technical Advisory Committee (TAC). Staff coordinated, prepared meeting materials, and facilitated eight EB meetings, five Transition Core Group meetings, and five TAC meetings. The Transition Core Group meetings helped address issues with the Lead Agency Staff transition from WSDOT to Kitsap Transit.
- b. As part of the lead agency transition, The Peninsula RTPO was required to recertify as a RTPO. The Transition Core Group members coordinated the update to the PRTPO's foundation documents. The bylaws were updated to be consistent with the new Inter-local agreement.
- c. Peninsula RTPO staff provides on-going communication and coordination between the Peninsula RTPO, WSDOT, State, and Federal Agencies.
- d. Developed the Unified Planning Work Program (UPWP) for Program Year 2020. The Peninsula RTPO staff worked closely with WSDOT headquarters on the review of the UPWP. The Peninsula RTPO's Executive Board members approved and adopted the UPWP on June 21, 2019.
- e. Coordinated and provided administrative support for the Peninsula RTPO's Consolidated Grant Applications Ranking and Prioritization process. The Consolidated Grant Program provides both state and federal funding to support public transportation services statewide.
- f. Peninsula RTPO funding was earmarked for Kitsap Transit, Jefferson Transit and the Kitsap County Prosecuting Attorney's office for the lead agency, fiscal agent, and legal services respectively during the transition. A total of \$59,157 was earmarked: \$39,336 for the new lead agency (Kitsap Transit); \$13,352 for legal services (Kitsap County Prosecuting Attorney), and \$6,469 for the fiscal agent (Jefferson Transit).

2) Facilitated coordinated transportation planning in the region

- a. Peninsula RTPO Staff participated in quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.
- b. The Peninsula RTPO acted as central point for regional transportation planning for the Olympic Peninsula region.
- c. Continued to support and participate in statewide planning document processes, to include, but not limited to Washington Transportation Plan 2040, Phase II, Washington State Ferries Long Range Plan, Highway System Plan, and Fast Act Target Setting Collaboration, Transportation Efficiency, Aviation System Plan, Corridor Sketches, Statewide Travel Demand Model, Practical Solutions, and GMA Enhanced Collaboration. This effort includes review of new and updated statewide planning documents per WAC 468.86.090(7) to ensure regional issues and policies are addressed.

B) TRANSPORTATION PLANNING

The regional transportation planning process continues to evolve and strives to improve to ensure coordination of planning and implementation by all transportation interests. Transportation planning by nature is a long-term process. During the past program year the Peninsula RTPO participated in or accomplished the following:

- a. Responded to informational requests from state/federal elected officials relating to the PRTPO's plan and priorities, while following state law RCW 42.17A.635, and other agency rules regarding use of state funding in lobbying. Note: The Peninsula RTPO's work program activities do not include lobbying. No lobbying activities occurred outside of those eligible activities conducted as part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, no certification and disclosure form as required by federal and state law was needed.
- b. The Regional Transportation Plan (RTP) is currently going through a major update process. The RTP is an on-going effort and core activity of the Growth Management Act with formal updates on an annual review and evaluation process. The Introduction; Policy Framework; Regional Transportation System; Trends, Conditions, Needs, and Performance; Financial Plan; Regional Transportation Strategies; sections are now updated. The Next Steps and Outreach sections will be completed later this year with the final plan scheduled for approval in November 2019.
- c. The [Peninsula RTPO's webpage](#) is a vital communication asset with readily available information at a glance for members and public alike. As part of the lead agency transition, the Peninsula RTPO's webpage was moved to Kitsap Transit. Administered the Peninsula RTPO's transportation planning communications and outreach information by:
 - i. Development of a Legislative fact sheet describing the Peninsula RTPO and their priority projects.
 - ii. Managed the Peninsula RTPO's webpage to increase its effectiveness to educate and inform the public on the organization as well as the dissemination of organizational information to the public and Peninsula RTPO membership.
- d. Completed the Peninsula RTPO's Peninsula Regional Non-motorized Connectivity Study. The study compiles existing information on regional non-motorized facility connectivity into a comprehensive map depicting consistent definitions and identification of non-motorized facility types, gaps, and options to close the gaps.
- e. Completed the update to the 2019 Coordinated Public Transit – Human Services Transportation Plan and the Consolidated Grant Applications Ranking and Prioritization process for the Peninsula RTPO.

C) DATA COLLECTION AND ANALYSIS

Kitsap County developed a travel demand model for the Peninsula RTPO region. The model requires on-going maintenance to update it as changes require. The funds allocated for maintenance were reprogrammed since the Kitsap County's modeler position is unfilled at this time.

D) TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Compiled and developed a 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. The RTIP is then submitted to WSDOT for inclusion in the State Transportation Improvement Program (STIP).

Staff worked with the TAC and individual RTPO members in the compilation and development of the Regional Transportation Improvement Program (R-TIP) for jurisdictions, tribes, and agencies within the Peninsula RTPO region. This included contacting local offices and gathering the necessary data to compile a complete list.

The completed R-TIP was approved by the Executive Board on September 21, 2018. State Transportation Improvement Program (STIP) data was extracted from the R-TIP and forwarded to WSDOT in October 2018. This effort included monthly amendments to the STIP as changes were provided by member jurisdictions, agencies, and tribes as required and is an on-going effort.

As part of the transit, R-TIP training for Kitsap Transit staff was provided.

E) RTPO PLANNING DUTIES (In addition to the above requirements)

- a. 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 plans 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) Are consistent with the adopted regional transportation plan; 3) Conform to the requirements of RCW 36.70A.070.

Staff reviewed local comprehensive and transportation plans to ensure that they are updated per RCW 47.80.026, including countywide planning policies, for consistency with the Regional Transportation Plan. While performing these reviews, staff implemented a review process for certification of local comprehensive plans and maintains the required documentation. Member jurisdictions within Kitsap County will have their comprehensive plans reviewed by PSRC for consistency.

- b. Participated in Statewide planning document processes by supporting and participating in Statewide planning document processes.

Reference Section F, on Page 5 for the Actual SFY 2019 Financial Summary.

F) ACTUAL SFY 2019 FINANCIAL SUMMARY

Task Code	Task Description	FHWA - PL			FTA - 5303			FHWA STP for Planning	STATE - RTP	LOCAL	TOTAL
		Total FHWA 100%	FHWA 86.5%	Local Match 13.5%	Total FTA 100%	FTA 86.5%	Local Match 13.5%				
2A	PROGRAM ADMINISTRATION										
2A-1	Program Management and Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,760	\$0	\$19,760
2A-2	Update to Foundation Documents	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,352	\$0	\$13,352
2A-3	Regional and Statewide Coordination	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$987	\$0	\$987
2A-4	Coordination/Communication with Federal & State Legislators	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$435	\$0	\$435
2A-5	Unified Planning Work Program (UPWP)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,160	\$0	\$1,160
2A-6	Grant Program Administration Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,355	\$0	\$2,355
2A-7	Lead Agency Staffing Transition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,805	\$0	\$45,805
	PROGRAM ADMINISTRATION TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$83,854	\$0	\$83,854
2B	TRANSPORTATION PLANNING										
2B-1	External Coordination with WSDOT and MPO/RTPO Member	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$828	\$0	\$828
2B-2	Regional Transportation Plan (RTP) Update	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,867	\$0	\$22,867
2B-3	Public and Stakeholder Participation and Outreach	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,134	\$0	\$2,134
2B-4	Peninsula Regional Non-motorized Connectivity Study (Trails Plan)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,554	\$0	\$52,554
	TRANSPORTATION PLANNING TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$78,383	\$0	\$78,383
2C	REGIONAL TRAVEL DEMAND MODEL										
	REGIONAL TRAVEL DEMAND MODEL TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2D	TRANSPORTATION IMPROVEMENT PROGRAM (TIP)										
2D-1	TIP Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,026	\$0	\$11,026
2D-2	TIP Amendments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,470	\$0	\$8,470
	TIP TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,496	\$0	\$19,496
2E	RTPO PLANNING DUTIES										
2E-1	Review of County, City, and Town Comprehensive Plans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,510	\$0	\$2,510
2E-2	Participate in State Planning Activities (WSDOT modal & corridor plans)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,535	\$0	\$1,535
	RTPO PLANNING DUTIES TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,045	\$0	\$4,045
	SFY 2019 TASK SECTION SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$185,778	\$0	\$185,778
	SFY 2018 TOTAL								\$76,100	\$0	\$76,100
	SFY 2019 TOTAL								\$185,778	\$0	\$185,778
	BIENNIUM TOTAL								\$261,878	\$0	\$261,878
	Turn Back Funds to Another MPO/RTPO								\$40,941	\$0	\$40,941
	Biennium Grand Total								\$302,819	\$0	\$302,819