



**Washington State
Department of Transportation**

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

June 27, 2019

Annette Nesse
Peninsula RTPO Executive Board Chair
Transportation Program Manager
Jamestown S'Klallam Tribe
1033 Old Bly Highway
Sequim, WA 98382

Dear Ms. Nesse:

The Washington State Department of Transportation (WSDOT) has reviewed the Peninsula Regional Transportation Planning Organization (PRTPO) Unified Planning Work Program (UPWP) for State Fiscal Year (SFY) 2020, effective July 1, 2019 - June 30, 2020.

This UPWP provides a scope of work that meets the work program requirements and the intent of RCW 47.80 and WAC 468-86.

It is our pleasure to approve the Peninsula RTPO UPWP for SFY 2020. If you have additional questions, please feel free to contact me anytime at (360) 705-7993 or hallcli@wsdot.wa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Clifford L. Hall".

Clifford L. Hall
Regional Coordinator
Tribal and Regional Planning Office

cc: Bek Ashby, Vice Chair Peninsula RTPO
John Clauson, Kitsap Transit
Tammi Rubert, Jefferson Transit
Shamus Misek, Public Transportation Division
Dennis Engel, Olympic Region Planning Office
Gabe Philips, Multimodal Planning Division



PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

UNIFIED PLANNING WORK PROGRAM (UPWP)

State Fiscal Year (SFY) 2020

July 1, 2019 – June 30, 2020

Approved June 21, 2019

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

TABLE OF CONTENTS

	Page
Part I: BACKGROUND and HISTORY	4
1. Introduction	4
2. Peninsula RTPPO Structure	5
A. Organizational Chart.....	7
B. Executive Board Members.....	7
C. Transportation Policy Board Members.....	8
D. Technical Advisory Committee Members.....	8
E. Regional Map	9
3. SFY 2019 Work Program Accomplishments.....	10
A. Legislative Mandate	10
B. SFY 2019 Accomplishments by Work Program Task.....	10
1. Program Administration Accomplishments	11
2. Transportation Planning Accomplishments	11
4. Regional & Statewide Transportation Improvement Program (TIP) Accomplishments.....	12
5. PRTPO Planning Duties Accomplishments.....	12
Part II: PROGRAM YEAR 2020 – WORK SCOPE	13
1. Introduction	13
2. Work Program Efforts	13
A. Program Administration	13
B. Transportation Planning.....	14
C. Regional Travel Demand Model.....	15
D. Regional & Statewide Transportation Improvement Program (TIP).....	16
E. RTPPO Planning Duties.....	16
3. SFY 2020 Unified Planning Work Program Budget.....	19
Part III: UNFUNDED WORK PROGRAM	21
1. Introduction	21
2. Unfunded Work Program Efforts.....	21
A. Comprehensive Communications & Outreach Package.....	21
B. At-Grade Intersection Project Phase 2.....	21
C. Electric Vehicle (EV) Charging Network Regional Plan	21
Part IV: GLOSSARY OF TRANSPORTATION TERMS AND ACRONYMS	23
Part V: WSDOT’S OLYMPIC REGION Multimodal PLANNING UPWP DEVELOPMENT PROCESS	27

Part I: BACKGROUND and HISTORY

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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.

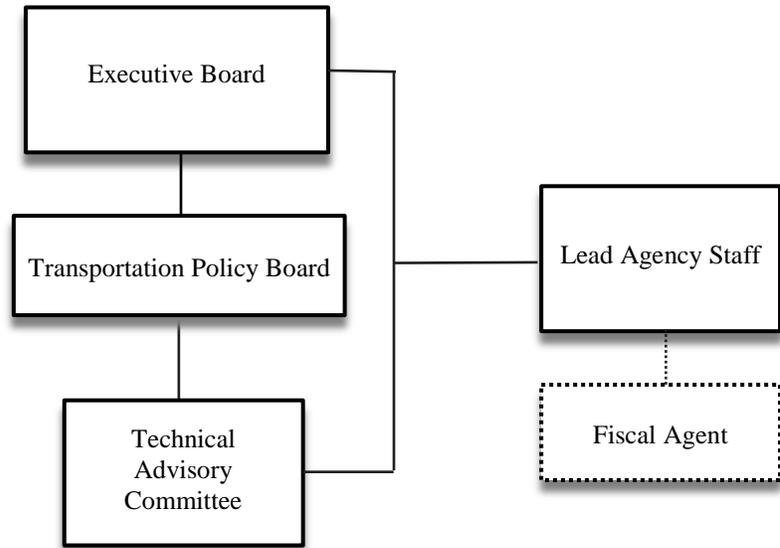
The Unified Planning Work Program (UPWP) is updated each year. If the UPWP needs to be amended during the fiscal year, Peninsula RTPO staff will prepare a briefing memo for the Executive Board explaining why the UPWP needs to be amended.

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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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	Clallam Transit System
Jefferson County	Jefferson Transit Authority
Kitsap County	Kitsap Transit
Mason County	Mason Transit Authority
City of Bremerton	Jamestown S’Klallam Tribe
City of Forks	Lower Elwha Klallam Tribe
City of Port Angeles	Makah Tribe
City of Port Orchard	Port Gamble S’Klallam Tribe
City of Port Townsend	Quinault Indian Nation
City of Sequim	Skokomish Indian Tribe
City of Shelton	Squaxin Island Tribe
Naval Base Kitsap	Suquamish Tribe
Port of Allyn	WSDOT, Olympic Region
Port of Bremerton	Washington State Ferries
Port of Port Angeles	
Port of Shelton	
Jefferson Transit Authority	

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:

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

- 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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

- 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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

- 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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

3. SFY 2020 UNIFIED PLANNING WORK PROGRAM (UPWP) BUDGET

		TASK FUNDING SUMMARY				
Task Code	Task Description	FEDERAL	STP for Planning	STATE - RTPO	LOCAL	TOTAL
2A	Program Administration					
A-1	Program Management and Support	\$0	\$0	\$65,509	\$0	\$65,509
A-2	Regional and Statewide Coordination	\$0	\$0	\$1,664	\$0	\$1,664
A-3	Update to Foundation Documents	\$0	\$0	\$4,289	\$0	\$4,289
A-4	Coordination/Communication with Federal and State Legislators	\$0	\$0	\$1,500	\$0	\$1,500
A-5	Unified Planning Work Program (UPWP) Development	\$0	\$0	\$3,260	\$0	\$3,260
A-6	UPWP Annual Report	\$0	\$0	\$2,180	\$0	\$2,180
A-7	Grant Program Administration	\$0	\$0	\$3,879	\$0	\$3,879
A-8	Public Involvement/Title VI Plan	\$0	\$0	\$2,582	\$0	\$2,582
A-9	Development of basic policies and procedures documents	\$0	\$0	\$4,895	\$0	\$4,895
	Administration Total	\$0	\$0	\$ 89,758	\$0	\$89,758
2B	Transportation Planning					
B-1	External Coordination with WSDOT and MPO/RTPO Members	\$0	\$0	\$4,815	\$0	\$4,815
B-2	Regional Transportation Plan (RTP) Update (including regional strategy)	\$0	\$0	\$17,643	\$0	\$17,643
B-3	Public and Stakeholder Participation and Outreach	\$0	\$0	\$5,134	\$0	\$5,134
B-4	Human Services Transportation Plan (HSTP) Ongoing Coordination	\$0	\$0	\$5,200	\$0	\$5,200
	Transportation Planning Total	\$0	\$0	\$32,792	\$0	\$32,792
2C	Data Collection and Analysis					
C-1	Peninsula RTPO's Regional Travel Demand Model	\$0	\$0	\$0	\$0	\$0
	Data Collection and Analysis Total	\$0	\$0	\$0	\$0	\$0
2D	Transportation Improvement Program (TIP)					
D-1	TIP Development	\$0	\$0	\$15,551	\$0	\$15,551
D-2	TIP Amendments	\$0	\$0	\$10,470	\$0	\$10,470
	Transportation Improvement Program (TIP) Total	\$0	\$0	\$26,021	\$0	\$26,021
2E	RTPO Planning Duties (in addition to the above requirements)					
E-1	Review of County, City, and Town Comprehensive Plans		\$0	\$2,000	\$0	\$2,000
E-2	Participate in State Planning Activities (WSDOT modal & corridor plans)		\$0	\$1,500	\$0	\$1,500
E-3	Analysis and Review of FAST Act Requirements		\$0	\$0	\$0	\$0
	RTPO Planning Duties Total		\$0	\$3,500	\$0	\$3,500
	UPWP TOTAL	\$0	\$0	\$152,071	\$0	\$152,071

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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.

MAP 21. On July 6, 2012, President Obama signed into law P.L. 112-141, the Moving Ahead for Progress in the 21st Century Act (MAP-21). Funded surface transportation

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

- 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.
- For more information on the Washington State Department of Commerce Comprehensive Plan update schedule, refer to:
<http://www.commerce.wa.gov/Documents/GMS-GMA-Update-Schedule-2015-2018.pdf>

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.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

- 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](#)