

**Peninsula Regional Transportation Planning Organization  
Executive Board Meeting Minutes**

February 19, 2016

Jamestown S'Klallam Tribal Center

Blyn, WA

**Attendees**

**Executive Board**

Mark Ozias, Clallam County  
Rich James, Clallam County  
Wendy Clark-Getzin, Clallam Transit System  
Paul Hampton, City of Forks  
Genaveve Starr, City of Sequim  
David Garlington, City of Sequim  
David Sullivan, Jefferson County  
Tammi Rubert, Jefferson Transit Authority  
Sara Crouch, Jefferson Transit Authority  
Catharine Robinson, City of Port Townsend  
Adam Brockus, City of Bremerton  
David Forte, Kitsap County  
Marc Lewis-DeGrace, Kitsap County  
Bek Ashby, City of Port Orchard  
Randy Neatherlin, Mason County  
Melissa McFadden, Mason County  
Mike Oliver, Mason Transit Authority  
Judy Scott, Port of Allyn  
Dick Taylor, Port of Shelton  
Tracy Moore, City of Shelton  
Annette Nesse, Jamestown S'Klallam Tribe  
Teresa Wright, Squaxin Island Tribe  
Marty Allen, Skokomish Indian Tribe

**Guests/Staff**

Emily Wittman, Office of U.S. Senator Maria Cantwell  
Colleen Bryan, Office of U.S. Senator Patty Murray  
Allen Moore, Interested Citizen  
  
Dennis Engel, WSDOT  
Debbie Clemen, WSDOT

**Introductions**

David Sullivan welcomed those in attendance; introduced two special guests from the Offices of U.S. Senators Maria Cantwell and Patty Murray; and initiated self-introductions of those present. Members then expressed their gratitude to Annette Nesse for providing the wonderful meeting refreshments.

**Action Item: Approval of the November 20, 2015 meeting minutes**

David Sullivan asked if there were any revisions to the November 20, 2015 meeting minutes. Upon hearing none, David requested a motion to approve the meeting minutes as written. A motion was made, seconded and carried with no further discussion.

**Officer Elections**

David Sullivan commented that the Executive Board officers include a Chair, Vice-Chair and Secretary. Officers are elected to a two-year term at the February meeting. He relayed that we have received 2 nominations, Annette Nesse as the Chair and Judy Scott as the Secretary. David asked the group if there were any other nominations to consider. Hearing none, David inquired if anyone was interested in filling the Vice Chair position. Mike Oliver offered to take on the Vice-Chair position. David then asked for a motion to approve the new EB officers as presented. A motion was made and seconded with all members in favor.

David Sullivan relayed that it has been a pleasure to serve as the Executive Board Chair for the last 4 years. He commented that the group works well together and has accomplished a lot. The Peninsula RTPPO is a place for people to come together for a common need for transportation. Our TAC works well screening the issues and providing technical advice to the Executive Board. The Peninsula RTPPO needs federal partners too, and we appreciate the support from the Offices of U.S. Senators Maria Cantwell and Patty Murray.

**Certificate of Appreciation**

WSDOT’s Olympic Region Transportation Planning Manager, Dennis Engel, presented David Sullivan with a Certificate of Appreciation. The certificate was presented in recognition of his valuable contributions and dedicated service to the Peninsula RTPPO as the Executive Board Chair for the last 4 years.

**Presentation: FAST Act Legislation**

Emily Wittman the Outreach Assistant & Grant Coordinator from the Office of the U.S. Senator Maria Cantwell presented an overview of the Fixing America’s Surface Transportation (FAST) Act legislation. Fast Act was signed by President Obama on December 4, 2015. The Act provides 5 years of funding certainty for infrastructure planning and investment and it authorizes \$305 billion over the fiscal year 2016 – 2020. Five year program allocations were disbursed as:

FHWA	\$226.3 billion
FTA	\$61.1 billion
Federal Motor Carrier Safety Administration	\$3.2 billion
Pipeline & Hazardous Material Administration	\$.4 billion
National Highway Traffic Safety Administration	\$4.7 billion
Federal Railroad Administration	\$10.3 billion

## **Presentation: FAST Act Legislation** continued

### FAST Act Notes:

- The Surface Transportation Program (STP) is now referred to as the Surface Transportation Block Grant Program (STBGP).
- TAP and the Recreational Trails Program are now Set Asides under the STBGP.
- There is a new National Highway Freight Program.
- The FAST Act provides incrementally larger funding each Fiscal Year.

### **Cantwell's Freight Provisions**

- New Nationally Strategic Freight and Highway Grant Program
  - a) \$107.9 million formula funding to Washington state
  - b) \$4.5 billion competitive grant funds over 5 years
- National Multimodal Freight Policy
  - a) Strategically identifies freight bottlenecks, major trade corridors, and helps prioritize federal investment.
- National Freight Strategic Plan
  - a) Will assess the condition of the multimodal freight network, and identify trade gateways and bottlenecks that can be approved with targeted investment.
- National Multimodal Freight Network
  - a) Requires that port facilities, freight rail lines, and waterways be added to the National Highway Freight network to make it multimodal.
- State Freight Plans and Advisory Committees.

### **Freight Fun Facts:**

- 54 million tons of freight move across our nation every day.
- By 2040, the value of freight will grow to \$39 trillion an increase of 125% from today.
- Freight bottlenecks and other forms of congestion cost about \$200 billion, or 1.6% of our Gross Domestic Product (GDP), a year.

## Federal Grant Assistance

Emily Wittman is Senator Cantwell's dedicated Federal Grant Staffer who can:

- Connect stakeholders and communities with federal funding opportunities;
- Liaison with Federal Agencies and Program Managers;
- Troubleshoot issues with federal grants;
- Provide letters of support and additional advocacy for grant applications; and
- Track federal investment in Washington State.

Emily encouraged members to contact her if they are thinking about going after a federal grant. Senator Cantwell can help you. Emily is available to assist Peninsula RTPPO members. She may be contacted by phone at 206-220-6400 or by email at [emily\\_wittman@cantwell.senate.gov](mailto:emily_wittman@cantwell.senate.gov)

Note: Colleen Bryan, Kitsap and Olympic Peninsula Director from the Office of U.S. Senator Patty Murray, commented that Senator Murray was instrumental in the creation of the Tiger Grant. Colleen then relayed that Senator Murray has a lot of sway with the selection process for this particular grant. Please give her a call if your agency is submitting a Tiger Grant application. Colleen may be contacted by phone at 253-572-3636 or by email at [colleen\\_bryan@murray.senate.gov](mailto:colleen_bryan@murray.senate.gov).

## Quarterly Budget Update

Debbie Clemen presented the second quarter financial report for October through December 2015. Debbie commented that \$21,582 was expended in the second quarter. The following is a breakout of expenditures by task:

Task 2A: General Program Administration	\$12,235
Task 2B: Regional Transportation Planning	\$8383
Task 2C: Data Collection and Analysis	\$0
Task 2D: Transportation Improvement Program	\$964
<u>Task 2E: RTPPO Planning Duties</u>	<u>\$0</u>
Total:	\$21,582

The remaining balance at the close of the second quarter is \$88,790 out of a yearly budget allocation of \$133.658.

## Peninsula RTPPO's Travel Demand Model

Melissa McFadden inquired about the status of the Peninsula RTPPO's Travel Demand Model. She heard that Kitsap County had some recent staff changes, and she wanted to know how this would affect the development of the model.

## **Peninsula RTPO's Travel Demand Model** continued

David Forte commented that there have been several setbacks delaying the model's development. We are working the issues and apologize for the delay. David confirmed that yes Kitsap County's modeler Jim Rogers has left the agency. However, Kitsap County is considering a variety of ways to get the model completed including borrowing a modeler from another agency or hiring a consultant.

Unfortunately, obtaining the population and employment data from the Employment Security office has been problematic.

- Employment Security no longer offers data in the TAZ format. Kitsap County will be required to perform an extra step to create their own TAZs from the raw data received.
- A Confidentiality Agreement is required between Kitsap County and the Employment Security office in order to obtain the population and employment data. This contract may exclude the option of hiring a consultant to finish the model due to confidentiality.

David hopes to have the model ready for calibration by June of this year. During the calibration phase, the model's out-put volumes will be compared to existing traffic counts and observed travel patterns. Adjustments will be made to the models coefficients until the modeled existing conditions replicate.

## **Draft Unified Planning Work Program (UPWP)**

Debbie Clemen reviewed the draft forty-six page UPWP with the group. She commented that this document was for Executive Board member review. Staff will seek approval of this document at the June 17<sup>th</sup> Executive Board meeting.

The UPWP is the official document of the Peninsula RTPO that describes the on-going regional work program. It features the work to be done and the identification of the funding resource that will be used to perform the work. This document highlights the work tasks for the State Fiscal Year (SFY) 2017, beginning July 1, 2016 through June 30, 2017.

The UPWP document is divided into the following five sections:

1. Background and History;
2. Program Year 2017 Work Scope;
3. Unfunded Work Program;
4. Glossary of Transportation Terms and Acronyms
5. WSDOT's Olympic Region Planning UPWP Development Process

## UPWP Approval Schedule

Debbie reviewed the UPWP's Approval Schedule with the group. She relayed the following milestone dates for the document's development:

March 23, 2016	Submit Draft UPWP to WSDOT's HQ for review of compliance with federal and state requirements;
April/May	On-site UPWP review meeting with WSDOT HQ, Peninsula RTPO officers and WSDOT's Olympic Region Planning staff;
May 17, 2016	30-Day Review Period by members for the final version of the UPWP
June 17, 2016	Adoption of the UPWP by the Executive Board;
June 17, 2016	Adopted UPWP is submitted to WSDOT Headquarters;
June 22, 2016	WSDOT submits adopted UPWP to FHWA/FTA for federal review;
July 1, 2016	UPWP takes effect.

## Unfunded Work Program

The Peninsula RTPO is required to list unfunded work items in their UPWP. The following are additional work items that members' feels are important to the long-range development for the regional transportation system, but cannot be accomplished due to funding limitations.

### 1. Regional Mobility Program

Making carless travel easy and attractive for area residents, commuters, and visitors.

### 2. Regional Trail Plan

Collaboration is essential to connect all planned, proposed, and potential trail corridors in the region's communities. Create a GIS map of all trails in the PRTPO region.

### 3. Comprehensive Communications & Outreach Package

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

### 4. At-Grade Intersection Project

The identification of county road intersections with US 101 and other state routes that are suspected of failure of at least one turning movement level of service standard.

## **Public Comments/Announcements**

### Maintaining Transit Connections

David Sullivan proposed the creation of a TAC subcommittee to discuss regional mobility. The group would consist of transit agencies and other interested participants. David's thought is to improve the traveling experience for transit commuters who travel across county lines. The coordination of route schedule updates would reduce or eliminate long waiting times for passengers transferring to another route. This topic will be discussed further at the next TAC meeting.

### Squaxin Island Tribe's Pow-wow is this weekend.

The Squaxin Island Tribe will host their 8<sup>th</sup> annual Sa'Heh' Wa' Mish Days Pow-wow Saturday and Sunday February 21 & 22, at the Little Creek Casino Resort in Shelton.

## **Adjournment**

David Sullivan noted that the next Executive Board meeting is scheduled for April 15<sup>th</sup> "Tax Day" in Jefferson County. David adjourned the meeting.

###