

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

Feb. 14, 2014

Kitsap County Public Works Annex

Bremerton, WA

Attendees

Executive Board

Jim McEntire, Clallam County
Brad Collins, Clallam Transit
Patrick Downie, Port Angeles
David Sullivan, Jefferson County
Tammi Rubert, Jefferson Transit
Pete Hanke, Port of Port Townsend
Jerry McDonald, Bremerton
Mike Sullivan, Bremerton
Jon Brand, Kitsap County
Bek Ashby, Port Orchard
Terri Jeffreys, Mason County
Dick Taylor, Port of Shelton
Annette Nesse, Jamestown S'Klallam Tribe
Darryl Davidson, Quileute Tribe
Lennea Wolfe, Skokomish Tribe
Gordon Neilson, Skokomish Tribe
Fred Salisbury, Port of Bremerton

Staff/Guests

Melissa McFadden, Mason County
Dennis Engel, WSDOT
George Kovich, WSDOT
Debbie Clemen, WSDOT

Introductions

Executive Board Chair David Sullivan called the meeting to order. David then turned the meeting over to Dennis Engel for an update on WSDOT staff changes pertinent to the Peninsula RTPO. Dennis commented that Patrick Babineau is no longer with WSDOT due to budget reduction. He relayed that WSDOT will continue to provide staff support to the Peninsula RTPO. Debbie Clemen will take over as the PRTPO Coordinator.

David commented that there are several new members in the group today. He extended a welcomed back to Brad Collins after Brad's 10 year absence from the group. David initiated self-introductions of those present and then turned the meeting over to George Kovich for the status of the reorganization efforts.

Reorganization Status

George Kovich commented that in September of last year, the bylaws for the PRTPO were revised. Each year, per the adopted bylaws, member entities are required to submit a signed letter designating its representative and one alternate.

Requests for designation letters from the RTPO member jurisdictions, agencies, and tribes were sent out in early December. There are still some members who have not submitted their designation letters. WSDOT will continue to follow-up with those jurisdictions that have not yet submitted representative designation letters.

Based on the letters received to date, there was a quorum for today's meeting.

Officers for the TAC were elected on January 16, 2014. Rich James was reelected as the TAC Chair and Lennea Wolfe was elected as the Vice Chair.

Action Item: Nov. 15, 2013 Meeting Minutes

David Sullivan asked if there were any requested revisions to the Nov. 15, 2013 meeting minutes. Upon hearing none, David requested a motion to approve the Nov. 15, 2013 meeting minutes as written. A motion was made, seconded and carried with no further discussion.

Quarterly Budget Update

George Kovich updated the group on the PRTPO's budget status over the past two quarters. He noted that under Task 3: RTIP Development and Updates, \$16 is remaining in the budget. George commented that we spent more than anticipated on this task due to the number of revisions requested by jurisdictions and HQ WSDOT.

The PRTPO had budgeted \$12,000 for the Coordinated Human Service Transportation Plan (HSTP) update anticipating the same amount as last year (\$40,000) or less. However the RTPO received an \$80,000 grant to update the HSTP. The staff submitted a scope of work to the TAC in January and does not anticipate needing the total \$12,000 to complete the effort.

Therefore, the staff proposes transfer of \$5,000 from Task 4: HSTP Update to cover the unexpected expenditures with the website and RTIP. Task 2: Education/Outreach will receive \$2,000 of the transfer to complete more work on the PRTPO's website and Task 3: RTIP Development & Updates will receive the remaining \$3,000 from the funds transfer.

George asked the group if there were any comments or concerns regarding the transfer of funds. No comments or concerns were raised.

Regional Transportation Plan (RTP) Update

George commented that the PRTPO is in the process of rewriting its regional transportation plan. In 2011, the TAC established a sub-committee to develop a vision statement, goal and objectives, and guiding principles for the RTP. The goals and policies developed by the sub-committee were approved by the PRTPO in early 2012. The PRTPO entered into an agreement with the Skokomish Tribe to complete the RTP. A draft of the document was provided to membership for internal review in July 2013. In

September, the Executive Board recommended moving the RTP forward into the Public Outreach phase to solicit public comments on the document.

The RTP was made available for public review at local libraries and on the PRTPO's website. News Releases were sent out to the media announcing the availability of the document in Clallam, Jefferson, Mason and Kitsap counties. In early December, the PRTPO conducted four public open houses to include one specifically for the region's tribes. Open Houses were conducted in Port Angeles, Port Townsend, Sequim and Shelton. Attendance varied at the open houses from 5 to 29 participants. It is noted that more people attended at some locations, but failed to sign in.

Seventeen written comments were received from the open houses and four by emails from citizens. The Jamestown S'Klallam Tribe, Jefferson County Public Works, Clallam County and WSDOT's Statewide Transportation Planning Office provided written comments. Due to the tardiness of some comments responses are still being developed. Lead Agency staff is in the process of reviewing the comments and determining the level of effort needed to revise the RTP based on comments provided. Staff is also looking at the budget to determine the ability to complete the update for the RTP with the remaining allocated funds this fiscal year.

George commented that we are not looking at a major rewrite of the plan. Our goal is to try and keep the plan as a smaller, useable, reader friendly document.

George extended his appreciation to all for working on the plan and especially to the Skokomish Tribe for coordinating and setting-up the open houses.

We originally thought that we would have the plan completed by June 2014. However, we have quite a few revisions to complete and may require extending the deadline, probably to December 2014.

At the April Executive Board meeting, there will be an update on the progress of the RTP.

2015 Unified Planning Work Program (UPWP)

Next George updated the group on the UPWP. The compilation of a yearly UPWP is a state mandated tool for ensuring compliance. The UPWP is based on the transportation planning priorities of the region as well as required state emphasis areas. The intent of the UPWP is to ensure a comprehensive, continuing, and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and system development.

The UPWP is the official document that describes the agency's on-going regional work program. It describes the work to be done and funding resources that will be used to perform the work for the ensuing state fiscal year.

This document is not only adopted by the PRTPO but it must be approved by WSDOT. The final adopted UPWP is due to WSDOT by June 20, 2014 and takes effect on July 1, 2014. George provided the initial draft 2015 UPWP for the Executive Board's review and comment. The associated budget for the work program will be provided to the Executive Board in April after consideration by the TAC.

Work items include the Six-year regional transportation improvement program (Peninsula RTP), Travel Demand Model, Coordinated Human Services Transportation Plan, Regional Transportation Plan Update work; and the Transportation Alternative Program. We are also waiting for Kitsap County to submit a Scope of Work for Kitsap County to begin the travel demand model. Kitsap and Olympic Peninsulas will be highlighted in the model.

On April 7, 2014, WSDOT is scheduled to conduct an on-site review meeting to review the draft UPWP. The chairs of the Executive Board and TAC are asked to attend the review.

Officer Elections

George commented that members were asked for nominations to fill 3 officer positions on the Executive Board. We have received 3 nominations. David Sullivan was nominated as Chair, Annette Nesse as Vice-Chair, and Judy Scott was nominated to fill the Secretary position. He then asked if there were any additional nominations to consider. Hearing none, a motion was made to elect the nominees by acclamation. The motion was seconded and approved.

Since the Secretary position is newly developed, staff will work with Judy on her specific duties.

David commented that in the past decision were consensus based. It's been interesting consolidating committees. He extended his appreciation to the group for their assistance in following this new process.

Public Comments/Announcements

George commented to the group that in their packets is an updated meeting schedule for the upcoming and following year. He noted that the annual tour will be in Mason County in June. The staff will be coordinating with Mason County in the near future.

George noted that the staff has been discussing the idea of providing a RTPO 101 presentation at the next Executive Board meeting to introduce new members to the RTPO and as a refresher for returning members. He also notes that there have been questions about the Washington Transportation Plan (WTP) and its status. Staff is considering inviting the Washington Transportation Commissioner to come and present on the WTP as well as the results of the Voice of Washington Survey.

Gordon Neilson relayed that Secretary Peterson mentioned the need to relook at level of service (LOS) and addressing Corridor Capacity at the Rail-Volution Conference last year. Gordon wanted to know where WSDOT was with that idea and how it will affect the Peninsula RTPO.

George noted that WSDOT had just held the first meeting of a working group looking into LOS last week and will be discussing the topic from the Department's perspective over the next few months.

Members offered the following suggestions for future meeting agenda items:

- Invite Amy Scarton, Assistant Secretary of Community & Economic Development, to speak to the PRTP.

- Discussion of Freight Corridor Designations as noted in the recent State Freight Plan.
- Identify what the PRTPO's regional system is and also identify the state routes (this item will be addressed during the RTP comment review and plan revision).
- Terri Jeffreys would like a map format showing what projects are supporting our local system.
- An update on the transportation package.
- Washington State Ferries (WSF) is currently working on its Long Range Plan. It was suggested to have a presentation on the plan including a discussion of ferry run closures due to lack of staffing or weather issues.
- It was suggested that there be more presentations by jurisdictions highlighting their project accomplishments.

David Sullivan noted that Jefferson County is looking for a Transportation Planner and an announcement will be out soon. Contact David Sullivan for more information.

The MPO/RTPO Coordinating Committee meeting is scheduled for Feb. 25, 2014 at the Puget Sound Regional Council in Seattle. WSDOT staff will attend. Gordon Neilson commented that he will also attend the meeting and Judy Scott may attend in person or by conference call.

Adjournment

David Sullivan adjourned the meeting at 11:11 a. m. The next Executive Board meeting is scheduled for April 18th at the Jamestown S'Klallam Tribal Center near Sequim.