

***PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Technical Advisory Committee (TAC)***

**January 24, 2013
Meeting Summary**

Welcome Introductions

Rich James welcomed all present and ask them to introduce themselves.

Travel Demand Model Feasibility and Level of Service Consistency Study

Jim Rogers gave a brief update to the TAC members about the progress of the Travel Demand Model Feasibility and Level of Service Consistency Study, which included outreach to county Public Works office for inventory information.

Action items – The Kitsap Public Works office will continue its outreach and begin development of the study.

Regional transportation Plan Update

Gordon Neilson gave a brief update of the work he has done on the Regional Transportation Plan update including the outreach he has made to RTPO members. Gordon also gave an updated outline of the timeline for completion of the RTP.

Action items – Continue work on the Regional transportation Plan update.

Unified Planning Work Program

Patrick presented to the TAC members a handout of the revised UPWP for this new fiscal year. Patrick explained that much work had been done on the UPWP last year and the work this year included updating the work tasks to be completed.

Patrick asked members to get him any comments they may have by March 1, 2013.

Action items – make appropriate revisions to the UPWP based on any comments received and any new work tasks.

Legislative Outreach – Update

Patrick updated the TAC members about the November 30, 2012 Legislative Outreach committee luncheon in Olympia. David Sullivan added some comments about the usefulness of the outreach luncheon for the Peninsula RTPO.

Action items – Keep Peninsula RTPO legislative members of the Outreach Committee updated about our regional transportation priorities if requested by them.

Consolidated Grants

Patrick presented a brief explanation of the process used at the Dec. 6, 2012 meeting to rank the consolidation grant applications, which included a consensus process. He mentioned the Makah Tribe had been notified of the Consolidation Grants two meetings, but the transit folks in the tribe hadn't and he asked the TAC members to consider their grant application. Patrick also explained that because Clallam Transit lost two grant slots, these were now available.

A representative from the Makah Tribe gave the TAC members a brief presentation about their consolidated grant application and took questions about it. The TAC members, including transit agency members using a consensus model gave the Makah a "B" ranking; upgraded Squaxin Island's ranking to an "A" and put the Clallam Transit Comprehensive Plan application into the "C" ranking – up from the "D" ranking.

Action items –

Patrick sent the revised Consolidation Grant ranking to the WSDOT Public Transportation Office for their consideration.

Announcements/Adjourn

The meeting adjourned at 12:00 PM.

Peninsula Regional Transportation Planning Organization
Executive Council and Policy Board Meeting

Notes from the February 15, 2013
Mason County Public Works, Shelton, WA

In Attendance

Executive Council

David Sullivan, Chair
Randy Casteel
Jim McEntire
Jim Colebank
Terri Jeffreys
Robert Gray

Jefferson County
Kitsap County
Clallam County
Port Orchard
Mason County
Port Townsend

Policy Board

Annette Nesse, Chair
Terry Weed, Vice Chair
Tammie Rubert
Gordon Neilson
Lennea Wolfe
Josh Peters
David Thompson
Greg Cioc
Judy Scott
Dick Taylor
Brian Matthews
Mike Oliver
Patricia Willestoff

Jamestown S'Klallam Tribe
Clallam Transit
Jefferson Transit
Skokomish Tribe
Skokomish Tribe
Jefferson County Public Works
Port of Port Townsend
Kitsap County Public Works
Port of Allyn
Port of Shelton
Mason County Public Works
Mason Transit Authority
Port Townsend Paper Co.

Staff/Guests

Patrick Babineau
Ron Landon
George Kovich
Teri Hotsho

WSDOT Olympic Region
WSDOT Olympic Region
WSDOT Olympic Region
WSDOT HQ Planning

Brief Minutes of the meeting

Introductions

David Sullivan welcomed everybody to the meeting and initiated introductions around the room.

Approval of the Minutes from November 16, 2012

Motion to approve the minutes; the motion was seconded. The minutes were approved.

UPWP -Update

Patrick discussed the draft Unified Planning Work Program (UPWP) to the members. Patrick said that much work had been done on the UPWP last year, including reformatting the document and reducing it to a one year plan instead of two years as has been done in the past. Patrick explained that because we have not as yet received the budget funding amount for the new year, the budget figures from last year were being temporarily being used in the UPWP as a placeholder. As soon as we get the new funding amount, the new figures will be included.

Patrick then focused on the new work items to be done this coming fiscal year and ask if anyone had any questions. Patrick said that the members will be taking action on the UPWP at the April 19, 2013 meeting and said if they have any comments to get them to him by March 1, 2013.

Consolidation Grants - Update

Patrick Babineau discussed the consolidation grants process for the Peninsula RTPO. Patrick discussed the first consolidation grant meeting, which was held on November 8, 2012 in the Jefferson Library. At that meeting consolidation grant applicants were invited to share which plans they planned to apply for. The group decided on a December 6th ranking meeting, which would be held at the Jamestown Tribal Center and process by which they would rank the projects.

Then Patrick asked Executive Council/Policy Board members to tell anyone interested in applying for the consolidation grants get them into WSDOT by December 10, 2012 and to get their one-page project descriptions in the Peninsula RTPO before the December 6th ranking meeting and to attend that meeting.

Patrick then discussed the outcome of the December 6th meeting and handed out the scored projects. He also mentioned that although the Makah Tribe had been notified of the consolidation grants, their transit folks hadn't and they didn't get to the Dec. 6th meeting. Patrick said they asked to be included at the TAC meeting in December.

At the January 24th meeting of the TAC, the TAC discussed the ranked projects Makah Tribe made their presentation for the consolidation grant and were scored by the TAC and Transit members. Clallam Transit had lost two grant positions and so they allowed the Makah Tribe to be awarded. A couple of other minor changes were made and everyone was pleased with the results. Patrick sent the final scoring results to the WSDOT Public Transportation Office.

Legislative Outreach – Update

Patrick Babineau updated the Executive Council/Policy Board members about the planned annual Legislative Outreach Committee meeting with legislative members, which was scheduled on November 30, 2012 at the legislative campus in Olympia. Patrick explained that legislators who attended mentioned there was very limited funding available for any new transportation projects, but that it was important the Peninsula RTPO outreach Committee invited them to this annual meeting. During the meeting the Peninsula RTPO regional priorities were outlined to the legislators and the meeting went very well. David Sullivan, chair of the Executive Council/Policy Board, also attended the outreach meeting and shared his positive views about the annual meeting.

Regional Transportation Plan - Update

Lennea Wolfe outlined the work the tribe had done on the Regional transportation Plan (RTP) so far.

Gordon explained the timeline for completing the RTP and explained that funding to meet the new federal requirements for Map 21 won't be available till 2014 so they will not be included in this update. Gordon also outlined the timeline for meeting with local jurisdictions and agencies, and tribes to get feedback, including regional priorities for the RTP. It was noted that public outreach work wasn't included in the contract.

Travel Demand Model – Update

Greg Cioc outlined the work his office has done so far on the project. He explained that the work was not to create a regional model but look at the feasibility of creating one and the cost for it. Greg also mentioned that he will continue to get in touch with local contact members to get information for the feasibility work.

Greg explained that the cost estimate for a regional model will also depend on the level of specificity. For example, a regional model that focuses primarily on the major state highways will be less expensive than one that also focuses on local roadways. Greg said that they will send out a survey to look at existing local models being used now for roadways, transit and other multi-modal.

Budget – Update

Patrick gave a brief review of the quarterly budget for Peninsula RTPO and explained the various categories of work for each budget estimate.

Public Comments/Announcements

David Sullivan asked for any public comments or announcements.

Annette Nesse reminded folks that a separate Policy Board meeting will commence right after this meeting to finish the revision work of the by-laws.

George Kovich provided handouts as to the changes underway at the state level that affect Federal funding awarded to local projects. It was noted that WSDOT Highway and Local Programs had been meeting with the various lead agencies as to changes funding obligation deadlines.

Then David adjourned the meeting and thanked members for attending.

PRTPO Policy Board Meeting – February 15, 2013
Mason County Public Works Building, Shelton

Annette Nesse gave a brief summary of the progress of the Policy Board meeting, which was looking at revised the Peninsula RTPO by-laws. At prior meetings, the Policy Board looked at the structure of the Peninsula RTPO, its membership and group roles. The Policy Board met again right after the November 16th Executive Council/policy Board meeting and continued their work; Policy Board members were invited to attend.

Annette said that the Policy Board would meet separately after Executive Council/policy Board meeting until it has finished its work. Then, it would present its By-law revisions to the Executive Council/policy Board for their approval.

The Policy Board by-law committee continued where they had left off from the November meeting on Section 9 of the by-laws. The committee discussed revisions for section 9 through Section 13. The committee finished the revision work.

The committee discussed the next steps which include presenting the by-law revisions to the whole Executive Council/Policy Board at their April 19th meeting for their review then the Executive Council/policy Board will vote on it at their next scheduled meeting.

***PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Technical Advisory Committee (TAC)***

**March 21, 2013
Meeting Summary**

Welcome Introductions

Rich James welcomed all present and ask them to introduce themselves.

Travel Demand Model Feasibility and Level of Service Consistency Study

Jim Rogers gave a brief update to the TAC members about the progress of the Travel Demand Model Feasibility and Level of Service Consistency Study, which included outreach to county Public Works office for inventory information. He said the regional model should include arterials, collector routes transit routes and be multi-modal.

Jim said that unless funding was available, a regional model would probably not be available by the 2016 GMA comprehensive plan update deadline.

Action items – The Kitsap Public Works office will work to get additional data for the study including traffic counts and LOS standards.

Regional transportation Plan Update

Gordon Neilson gave a brief update of the work he has done on the Regional Transportation Plan update including the outreach he has made to RTPO members. Gordon said that he is working on a future network chapter to the RTP and will also look at four interest areas – population, health, land use, and transportation. Gordon discussed the unique aging population dynamics of the Peninsula RTPO region and how that will impact future medical transportation needs. Gordon also gave an updated outline of the timeline for completion of the RTP.

Action items – Continue work on the Regional transportation Plan update.

Unified Planning Work Program

Patrick presented to the TAC members a handout of the revised UPWP for this new fiscal year, which included a few changes to the work tasks, including the new Transportation Alternative Grant program.

Patrick said the next step was to have the Executive Council/Policy Board vote on it at its April meeting.

Action items – make appropriate revisions to the UPWP based on any comments received and get it ready for the April Executive Council/Policy Board meeting.

WTP & State Freight Plan

George updated the TAC members about the new Freight Plan and its focus on at grade crossing. George mentioned that the Peninsula RTP region had few rail lines. George suggested that the Peninsula RTPO members could review the Washington Transportation Plan once it is updated and make comments on the draft update.

George also talked about the new Map 21 rural freight corridor requirement, which will be coming out in the near future and which the Peninsula RTPO will be most interested in.

George also updated members about the Adjusted Urban Boundaries process currently going on and gave a handout about it.

Action items – The Peninsula RTPO will be kept updated about the rural freight corridors as it comes out.

Transportation Alternatives Grant

Patrick explained that WSDOT Local programs Office asked RTPOs to help them get any unobligated funding from the last Enhancement Grant cycle (2010-2012) of any of its members obligated by June 1st. Three of the four awardees had already obligated their enhancement grant funding – only the City of Shelton hadn't so far. Patrick explained that the city of Shelton wasn't able to obligate its Enhancement Grant funding by the June 1 deadline so it requested to give its funding back to the Peninsula RTPO to give to a member that has a project ready to go and can meet the June 1st obligation deadline.

Patrick asked the TAC members if any had an enhancement project which met all of the requirements and was ready to go to obligate it by June 1, 2013 – two months and one week from the TAC meeting date. It was decided that Clallam County was the one best able to meet the June 1, 2013 deadline and help the Peninsula RTPO not lose the enhancement grant funding.

Patrick then outlined the new Transportation Alternatives Grant program, which replaces the older Enhancement Grant program and has a smaller amount of funding (\$189,000) and a tighter obligation deadline - Oct 1, 2013. Patrick outlined the schedule for the Call for Projects and asked for comments. Many TAC members recommended a streamlined approach to this smaller grant program and suggested that applicants be given 3 weeks to complete the grant application, not five weeks. They also suggested a simple one-page application for the process.

Action items –

Patrick will send out to Peninsula RTPO members a revised and faster Call for Projects schedule with all the pertinent attachments the following week.

Announcements/Adjourn

The meeting adjourned at 12:00 PM.

Peninsula Regional Transportation Planning Organization
Executive Council and Policy Board Meeting

Notes from the April 19, 2013
Kitsap County Public Works, Bremerton, WA

In Attendance

Executive Council

David Sullivan, Chair
Randy Casteel
Jim McEntire
Charlotte Garrido
Laura Dubois
Patrick Downie

Jefferson County
Kitsap County
Clallam County
Kitsap County
Sequim
Port Angeles

Policy Board

Annette Nesse, Chair
Terry Weed, Vice Chair
Lennea Wolfe
Josh Peters
David Thompson
Dick Taylor
Jon Watson
Jim Rogers

Jamestown S'Klallam Tribe
Clallam Transit
Skokomish Tribe
Jefferson County Public Works
Port of Port Townsend
Port of Shelton
Jefferson County Public Works
Kitsap County Public Works

Staff/Guests

Patrick Babineau
Kevin Dayton
George Kovich

WSDOT Olympic Region
WSDOT Olympic Region
WSDOT Olympic Region

Brief Minutes of the meeting

Introductions

David Sullivan welcomed everybody to the meeting and initiated introductions around the room.

Approval of the Minutes from February 15, 2013

Motion to approve the minutes; the motion was seconded. The minutes were approved.

UPWP -Update

Patrick Babineau mentioned to the members that we have received more guidance from WSDOT headquarters recently about the new federal requirements for UPWP's and will need to incorporate additional information into the Peninsula RTPO, Unified Planning Work Program. Patrick said that work would be done as soon as possible once we receive the guidance. When this is completed, Patrick will send out the revised UPWP to the Executive Council/Policy Board members for their review.

Patrick mentioned the UPWP will include a discussion of the contract work tasks as they get more completed.

The members agreed to vote on the UPWP at the September meeting.

Quarterly Budget – Update

Patrick Babineau updated the members about the quarterly budget report for the Peninsula RTPO. He explained the progress of the UPWP Work Task contract work and outlined the UPWP work and budget progress to date. Patrick mentioned that once more of the UPWP contract work tasks are completed more of that budget will be spent.

Transportation Alternatives Grant – Update

Patrick Babineau updated the Executive Council/Policy Board members about the Transportation Alternative Program, which used to be called the Enhancement Grants. Patrick explained that the City of Shelton was unable to obligate a 2010 Enhancement Grant by June 1, 2013 and so decided to return the grant to the Peninsula RTPO. At their March 21st meeting, the TAC members agreed by consensus to transfer the 2010 Enhancement Grant to Clallam County because they were the only ones ready to have their project obligated by the tight June 1, 2013 deadline.

Patrick also updated the members on the new Call for Projects for the Transportation Alternative Program, which has much less funding than prior enhancement grants and much tighter obligation deadlines. The new TAP obligation deadline is October 1, 2013.

Because of the tighter timelines, Patrick asked the Executive Council/Policy Board to authorize the TAC at its May 16th meeting to select the project or projects that will receive the TAP funding for this year and be able to meet its tight deadline. The members approved this process for this year.

Policy Board By-Laws Revision – Update

Annette Nesse gave a summary of the work the Policy Board has done to revise the RTPO by-laws. Annette mentioned that since the Peninsula RTPO has changed over the years, its by-laws needed to be updated to reflect those changes.

Annette briefly reviewed each of the 13 sections of the by-laws to outline the major revision in each section. A number of members discussed the quorum section changes to the by-laws and several changes were suggested.

She asked members to get any comments into her by May 1st. Annette said members should expect to vote on the by-law revisions at the September executive Council/Policy Board meeting.

Regional Transportation Plan - Update

Lennea Wolfe outlined the work the tribe had done on the Regional Transportation Plan (RTP) so far. She said they expect to have it completed by the June 30th deadline.

Lennea noted that public outreach work wasn't included in the contract. She mentioned there were several ways that the counties or jurisdictions could coordinate the public outreach.

Travel Demand Model – Update

Jim Rogers outlined the work his office has done so far on the project. He explained that the work was not to create a regional model but look at the feasibility of creating one and the cost for it. Jim provided the members with a handout which outlined the types of existing travel demand models that are currently used by jurisdictions within the Peninsula RTPO region.

Jim mentioned that the urban areas have recent models but the rural areas between them do not, leaving a gap that needs to be filled. None of the jurisdictions operate their models themselves; instead they use consultants to do that work. Only Kitsap County operates its own model.

VISUM and TransCAD are the dominant model platforms in the region. Jim said that either of these two models would be a good choice for a Peninsula RTPO model. Jim suggested that if outside consultants are chosen to develop and run the model, VISUM would probably be the preferred software, but if Kitsap County was chosen, TransCAD would be the preferred model.

Members expressed an interest in having a regional model available by the 2016 scheduled comprehensive plan updates that are required for jurisdiction planning under the Growth Management Act.

Public Comments/Announcements

David Sullivan asked for any public comments or announcements. Patrick Babineau reminded members that the annual Peninsula RTPO bus tour will occur in Clallam County on June 21st and he asked members who are planning to attend to notify him for a head count. Patrick also thanked Terry Weed, Director of Clallam Transit for volunteering one of his buses for the tour.

George Kovich mentioned that the Washington Transportation Commission will have a outreach meeting in Port Townsend on May 22nd with a focus on the northern part of the Peninsula – Clallam and Jefferson Counties, but that everyone was invited to attend.

Then David adjourned the meeting and thanked members for attending.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Technical Advisory Committee (TAC)

May 16, 2013

Meeting Summary

Welcome Introductions

Committee Chair, Rich James, opened the meeting with a welcome and initiated self-introductions.

Regional Transportation Plan Update

Lennea Wolfe gave a brief update of the work on the Regional Transportation Plan update including the outreach they have made to RTPO members. Lennea said that they are working to finish the remaining chapters and the maps with assistance from WSDOT. TAC members were given hard copies of the RTP and were asked to provide comments.

Action items – Continue to finish work on the Regional transportation Plan update, which includes providing the final draft RTP to be put on the website for review by Peninsula RTPO members and the final draft to be discussed at the August TAC meeting and Sept. Executive Council/Policy Board meeting. County wide meetings will later be set up for public review and comment.

Travel Demand Model Feasibility and Level of Service Consistency Study

Jim Rogers gave a brief update to the TAC members about the progress of the Travel Demand Model Feasibility and Level of Service Consistency Study. Jim mentioned that he had an inventory of the existing models in the region and their base and horizon years. Jim also noted that all of the urban areas have recent models with some good road network detail, leaving the rural areas between them with gaps that need to be filled. He said the regional model could include arterials, collector routes transit routes and be multi-modal with a some level of effort.

TAC members asked if the regional Travel Demand model could be available to support their 2016 comprehensive plan updates that are due for Peninsula RTPO jurisdictions. Jim said that unless funding was available, a regional model would probably not be available by the 2016 GMA comprehensive plan update deadline

Action items – The Kitsap Public Works office will finish the study by the due date of the end of June. Copies of the final report will be provided to the TAC for review and discussion at its next meeting in August.

Transportation Alternatives Program

Patrick mentioned that TAC members were provided, via email, the grant applications for TAP funding and were asked to review the applications prior to attending this TAC meeting. The purpose of this agenda item is to select and approve those applications for funding. Each of the three grant applicants (City of Port Angeles, City of Sequim, and City of Port Townsend) gave a brief five minute presentation and took questions from TAC members about their application. The TAC members discussed the merits of each application and finally selected the City of Port Angeles Waterfront & Transportation Improvement Plan (WTIP) Phase 2: West End Park Trail project to be awarded TAP funding.

Action Items – City of Port Angeles is to have the project obligated by Oct. 1, 2013.

Announcements/Adjourn

The meeting adjourned at 12:00 PM.

***PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
Technical Advisory Committee (TAC)***

**August 16, 2013
Meeting Summary**

Welcome Introductions

Lennea Wolfe welcomed all present and ask them to introduce themselves.

Federal Fund Obligations Status (Local Programs)

Brian Moorehead from WSDOT Olympic Region Local Programs, briefed the group as to the region status as to obligating its Federal funding. Brian noted that all local jurisdictions within the region as well as in the state meet their June and August obligation targets and there were no sanctions. Brian noted that the State is waiting to see what occurs statewide/nationwide and if any added funds will be available. If additional funding does become available due to other jurisdictions not meeting their obligation requirements, it will be divided among the various jurisdictions and added to their annual allocation. He reminded everyone present that the rules have changed and that meeting obligation target will become an annual requirement.

Action items – None

Unified Planning Work Program (UPWP)

George Kovich provided to the TAC members a handout of the revised UPWP for this new fiscal year as well as proposed work schedule to implement the UPWP. The Executive Council/Policy Board gave interim approval of the UPWP at their June 21, 2013 meeting; this was due to that the RTPO was still in discussions with WSDOT on the UPWP. The staff and committee chairs met with WSDOT to discuss the UPWP on July 11, 2013. Based on those discussions revisions were made to the UPWP needed to address state concerns. The next step is to take the UPWP to the Executive Council/Policy Board for final approval at their September meeting. Gordon noted a discrepancy as to describing SR 3 as an east-west route; it should read north-south.

George then proceeded to go over the work schedule with the group.

Action items – Incorporate changes as noted by the group and present the UPWP to the Executive Council/Policy Board in September.

Regional Transportation Plan – Review and Discussion

The group discussed the draft regional transportation plan that was on the website for review. There was a lengthy discussion of the plan and the next steps. The group agreed that the horizon year for the plan should be 2030 to reflect a 20-year horizon. The next step would be to conduct a public outreach process to obtain public comments as to the plan. There was an initial discussion as to if an open house was necessary and if so is there a need for one in each county.

The TAC was asked if the plan was ready to be presented to the Executive Council and Policy Board for review and ask their concurrence to move the plan into a public outreach process.

Action items – The plan would be sent to the Executive Council and Policy Board for their review and get their decision whether to go ahead with the public outreach portion and request public comments. Lennea and Gordon will prepare a presentation for the Executive Council/Policy Board meeting.

Travel Demand Model Feasibility and Level of Service Consistency Study Discussion

Jim Rogers gave a short synopsis of the final report and answered questions from the group. Due to the lack of members present who would have the most interest (counties and cities) in a regional model as well as technical understanding, George proposed that discussion of the agenda item be tabled and that a separate meeting be scheduled with the counties, cities and transit to discuss the study and get their feedback as to how to move forward with the effort to develop a regional model.

Action items – Staff will schedule a meeting with the counties, cities and transit members to discuss the feasibility of a regional model.

Main Street Program - Information

George provided a handout and briefed on an effort that Olympic Region undertook in response to a requirement from WSDOT. He noted that all the routes in the Peninsula RTPPO that were identified in 2010 as being eligible for the Main Street program remained on the list. There are no funds allocated for the program.

Action items – None

Announcements/Adjourn

The meeting adjourned at 12:00 PM.

Peninsula Regional Transportation Planning Organization
Executive Council and Policy Board Meeting

Notes from the September 20, 2013
Jefferson County Public Library, Port Hadlock, WA

In Attendance

Executive Council

David Sullivan, Chair
Randy Casteel
Patrick Downie
Teri Jeffreys
Nick Wofford

Jefferson County
Kitsap County
Port Angeles
Mason County
Bremerton

Policy Board

Annette Nesse, Chair
David Thompson
Dick Taylor
Lennea Wolfe
Mike Oliver
Carol Brown
Judy Scot
Gordon Neilson
Mellissa McFadden
Loretta Swanson
Kevin Dragon

Jamestown S'Klallam Tribe
Port of Port Townsend
Port of Shelton
Skokomish Tribe
Mason Transit
Lower Elwha Klallam Tribe
Port of Allyn
Skokomish Tribe
Mason County
Mason County
Squaxin Island Tribe

Staff/Guests

Patrick Babineau
Kevin Dayton
George Kovich
Dennis Engel
Teri Hickey

WSDOT Olympic Region
WSDOT Olympic Region
WSDOT Olympic Region
WSDOT Olympic Region
WSDOT HQ Planning

Brief Minutes of the meeting

Introductions

David Sullivan welcomed everybody to the meeting and initiated introductions around the room.

Approval of the Minutes from April 19, 2013,

Motion to approve the minutes; the motion was seconded. The minutes were approved.

UPWP -Action

Patrick Babineau mentioned to the members that the Unified Planning Work Program (UPWP) was approved by WSDOT Head Quarters Planning office and that the only significant change to the UPWP was an \$80,000 grant the RTPO received from the Public Transportation Office of WSDSOT. This represents a doubling of the grant amount we received from them four years ago.

Motion to approve the UPWP; the motion was seconded. The UPWP was approved.

Quarterly Budget – Update

Patrick Babineau updated the members about the fourth quarter, quarterly budget report for the Peninsula RTPO. He outlined the budget progress to date. Patrick mentioned that the Peninsula RTPO budget was fully spent out for the fiscal year that ended on June 30, 2013.

R-TIP/S-TIP Project List – Action

Patrick Babineau explained what the R-TIP/S-TIP Project List is and why the members vote on it each September. He also said that every jurisdiction that wanted to submit projects for the list, did so this year and none were missing.

Motion to approve the R-TIP/S-TIP Project List; the motion was seconded. The proposed R-TIP/S-TIP Project List was approved.

Policy Board By-Laws Revision – Action

Annette Nesse gave a brief summary of the work the Policy Board has done to revise the RTPO by-laws. Annette mentioned that since the Peninsula RTPO has changed over the years, its by-laws needed to be updated to reflect those changes. Annette also mentioned that WSDOT will continue to be the lead agency for the PRTPO.

Annette asked if there were any questions about Section 7 of the proposed by-laws – the last section to be further revised since the last meeting. After a brief discussion, a motion was made to approve the Policy Board By-law revision; the motion was seconded. The Policy Board By-law revision was approved.

Regional Transportation Plan - Update

George Kovich outlined the work done on the Regional Transportation Plan and mentioned the need to bring the document to the public for its review. George suggested that a subcommittee be created to come up with recommendations about how to do the public outreach.

Lennea Wolfe outlined the work the tribe had done on the Regional Transportation Plan (RTP) so far. She mentioned the work the subcommittee did to revise many of the RTP chapters and the work she and Gordon did under contract to finish the regional transportation plan.

The members agreed that the regional transportation plan be moved to its public review.

Public Comments/Announcements

David Sullivan asked for any public comments or announcements. George Kovich mentioned that the State Senate Transportation outreach meetings are being held throughout the state; George gave out the handouts about them and said the nearest one will be held in Tacoma.

Patrick Babineau mentioned that this would be the last meeting Randy Casteel will attend since he will retire shortly. The group thanked Randy for his faithful years of service to the organization since 1993.

Then David adjourned the meeting and thanked members for attending.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Technical Advisory Committee (TAC)

October 17, 2013

Meeting Summary

Welcome Introductions

Committee Chair, Rich James, opened the meeting with a welcome and initiated self-introductions.

By-law Adoption – Update

Patrick Babineau, mentioned that the Executive Council/Policy Board approved the new by-laws that the Policy Board has worked on for a number of months. The by-laws adoption effectively eliminated the two bodies – the Executive Council and the Policy Board and combined them into the new Executive Board. The new Executive Board will have a Chair, Vice Chair and Secretary. The makeup of the Technical Advisory Committee (TAC) was not changed by the adoption of the new by-laws and will still have a Chair and Vice Chair. Both groups will need to elect their officers at their first meeting in the new year – 2014.

Action items – Elect the officers of the TAC at its January 16, 2014 meeting. Since the by-laws go into effect in 2014, current officers of the TAC are eligible to be elected to these offices.

Regional Transportation Plan Update – Outreach

Patrick Babineau and Lennea Wolfe gave a brief update to the TAC members about the progress of the Regional Transportation Plan Outreach progress. The Skokomish Tribe will conduct the outreach process and public comment with some help from the WSDOT Olympic Region Planning office. Lennea said that all four open houses have been planned to get public comments for the RTP. She said that the Clallam County open house will be held at the Clallam County Commission chambers in Port Angeles, the Mason County open house will be held at the Mason County Commission chambers in Shelton, and the Jefferson County Open House will be held at the Trans Lab in Port Townsend. A tribal open house will be held at the Jamestown Tribal Center in Blyn. Patrick is currently working on an agreement with the Skokomish Tribe for their outreach effort.

Action Items - Lennea Wolfe and Patrick Babineau will continue preparing for the open house events and Patrick will send out email notices to the Peninsula RTPO memberships. Press release notices will also be sent out to newspapers in the regions and CDs of the Regional transportation Plan will be sent to area libraries. Completion of an agreement with the Skokomish Tribe.

Public Transit/Human Service Plan - Update

George Kovich explained to the TAC members that the Peninsula RTPO needs to update its Public Transit/Human Service Plan every four years and 2014 is the update year for the plan. He said that this plan is essentially an update of the plan developed four years ago, which will include updating data and including a few new federal requirements. The WSDOT Public Transportation Office provided a grant to help us do to the plan update.

Action Items – Begin the preliminary work to start the plan update in early, 2014.

Regional Travel Demand Model – Update

George Kovich noted that a conference call was conducted with the county and city public works members to discuss the Regional Travel demand Model. Per conversation the group was alright with moving forward with a middle level model to start with, to allow for possible further development of a higher detail model at a later date. The TAC was asked what they would like to do now that the preliminary study was completed by Kitsap County Public Works and a recommendation was made to continue with model development by Kitsap County by local jurisdictions. The TAC discussed the possibility of having a regional model ready to use for their 2016 comprehensive plan updates that are due for Peninsula RTPO jurisdictions. Jim Rogers noted that unless funding was available, a regional model would probably not be available by the 2016 GMA comprehensive plan update deadline

Action items – The Peninsula RTPO group will ask the Kitsap Public Works Department to develop a scope of work for the continuation of the Regional Travel Demand Model work which will be presented to the group at its December meeting.

Announcements/Adjourn

The meeting adjourned at 12:00 PM.

Peninsula Regional Transportation Planning Organization Executive Board

November 15, 2013
Mason County Public Works Building
Off U.S. 101, Shelton, WA

In Attendance

Executive Board

David Sullivan, Chair
Dan Di Guilio
Teri Jeffreys
Jim McEntire
Jon Brand
Laura Dubois
Robert Gray
David Thompson
Dick Taylor
Lennea Wolfe
Mike Oliver
Carol Brown
Judy Scott
Mellissa McFadden
Loretta Swanson
Kevin Dragon
Tammi Rubert
Kevin Dayton

Jefferson County
Port Angeles
Mason County
Clallam County
Kitsap County
Sequim
Port Townsend
Port of Port Townsend
Port of Shelton
Skokomish Tribe
Mason Transit
Lower Elwha Klallam Tribe
Port of Allyn
Mason County
Mason County
Squaxin Island Tribe
Jefferson Transit
WSDOT Olympic Region

Staff/Guests

Patrick Babineau
George Kovich
Dennis Engel

WSDOT Olympic Region
WSDOT Olympic Region
WSDOT Olympic Region

Minutes of the meeting

Introductions

David Sullivan welcomed everybody to the meeting and initiated introductions around the room.

Approval of the Minutes from September 20, 2013 Meeting

Motion to approve the minutes; the motion was seconded. The minutes were approved.

Quarterly Budget – Update

Patrick Babineau gave the Executive Board a review of the budget for the Peninsula Regional Transportation Planning Organization for the first quarter of the Fiscal Year 2014, which goes from July 1, 2013 to September 30, 2013. Patrick outlined each work task and the funding used for each item.

Regional Transportation Plan – Update

George Kovich outlined the public outreach efforts the Peninsula RTPO is doing to encourage citizens to attend give us comment input about the Regional Transportation Plan. George mentioned the press releases that have been sent out and the CD's created of the Regional Transportation Plan that is being sent to each of the library system in the region.

George also talked about the four open houses the Peninsula RTPO is planning in December to get more public input about the Regional Transportation Plan. They will be held between early December and mid-December and will be held in Port Angeles for Clallam County, Port Townsend for Jefferson County, Jamestown S'Klallam Tribal Center for tribes and Shelton for Mason County.

Emails to the Peninsula RTPO members will continue to be sent to encourage members to give input about the RTP and to encourage them to attend the open house in their area. The Peninsula RTPO website also has information about the RTP public comment period, which lasts until December 31, 2013. Comments will be provided to the TAC in January and the Executive Board in February.

UPWP – 2015

George Kovich talked about the Unified Planning Work Program (UPWP) for the organization in the upcoming year. He mentioned that the new by-laws require that the TAC begin work on the UPWP at its December meeting. The plan is to get the UPWP done earlier this coming year so it can be adopted by the Executive Board at its April or June meeting. Board members were encouraged to talk their technical representative if there is any work effort they would like inputted into the UPWP.

Nomination Process for Officers

Patrick Babineau discussed the nomination process for the Executive Board officers, which now includes the Chair, Vice Chair and Secretary. According to the new by-laws adopted by the Executive Board at its September meeting, the board needs to elect its officers at its February 2014 meeting. The current officers are eligible to be elected. To get elected, a person has to first be nominated. Patrick asked Executive Board members to email him the nominations for the board by February 7th.

Legislative Outreach – Update

Patrick Babineau updated the Executive Board about its Legislative Outreach Committee meeting. The committee decided to retain the existing regional priority list of projects for the upcoming legislative session. Because of the change in schedule of the legislative assembly days from early December to right before the Thanksgiving holiday, the committee will not be able to have its outreach committee luncheon this calendar year, but will work on arranging another date in 2014.

Public Comments/Announcements

David Sullivan asked for any public comments or announcements. George Kovich updated members about the recent MPO/RTPO Coordinating Committee meeting issues, including that the Washington State Transportation Plan wants to get regional priorities from the MPOs and RTPO's to be included in the new WTP update.

Then David adjourned the meeting and thanked members for attending.

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Technical Advisory Committee (TAC)

December 19, 2013

Meeting Summary

Welcome Introductions

Committee Chair, Rich James, opened the meeting with a welcome and initiated self-introductions.

Regional Travel Demand Model – Update

Jim Roger discussed the PRTPO Travel Demand Modal Development proposal with the TAC members. He said that the PRTPO had selected the middle level model, the Highways and Transit Routes, to begin the development of this regional modal. The regional travel demand modal project has been in the Unified Planning Work Program (UPWP) for some time as unfunded, but was funded in the State Fiscal Year (SFY) 2013 UPWP to do a feasibility study. Based on that study the RTPO set aside \$24,000 for further effort in SFY 2014.

George Kovich noted that the member jurisdictions recommended moving forward with the modelling effort at a reduced detail level. The scope of work presented to the TAC indicates that Kitsap could build a model that would incorporate existing model at the higher level of detail and remaining areas of the region at a mid-level. The proposed cost to develop a base year and forecast model was \$48,000 with a completion date April 2015. Jim said that the regional model would standardize the travel demand modeling in the Peninsula region and would be especially helpful to provide data for the rural areas that currently have no data for them. The TAC group approved the regional travel demand model to move forward and recommended funding \$24,000 for the SFY 2015 UPWP.

Action items – The Peninsula RTPO staff will send out the proposal via email to all TAC members and ask for any more comments.

Regional Transportation Plan Update – Outreach

Lennea Wolfe gave a brief update to the TAC members about the progress of the Regional Transportation Plan outreach process. The Skokomish Tribe conducted the outreach process and public comment process with some help from the WSDOT Olympic Region Planning office. Lennea said that all four open houses went well. She referred to the handout which showed that over 27 people attended the four open houses, most of them at the Jefferson County open house and we received 16 written comments from the four open houses. It was noted not all who attended the open houses signed in, therefore more than the 27 were probably in attendance. Patrick Babineau will send out another email to Peninsula RTPO members as a reminder that RTP comments are due 31 December.

Action Items – Patrick Babineau will continue to collect any comments about the RTP until the December 31st deadline for public comments and we will present the comments to the TAC group at its January 16th meeting; the TAC meeting was later re-scheduled to January 24th.

UPWP – Work Tasks for the Upcoming Year – Discussion

Patrick Babineau reviewed the Unified Work Planning Program (UPWP) for the upcoming year (SFY 2015), which included a number of on-going work tasks and some new ones like the follow-up work with the RTP, which includes establishing work performance measures as required in MAP-21. Patrick asked the TAC group if they wanted to add any other new work items to the UPWP; none were mentioned.

Action Item – The new UPWP for the up-coming year will be presented to the Executive Board for its review at its February 14, 2014 meeting.

Public Transit/Human Service Plan - Update

George Kovich explained to the TAC members that the Peninsula RTPO needs to update its Public Transit/Human Service Plan every four years and 2014 is the update year for the plan. He said that this work task is essentially an update of the plan developed four years ago, which will include updating data and addressing requirements.

George stated that Olympic Region just received approves and signed grant agreement for the \$80,000 from WSDOT that week. We had a meeting with WSDOT Public Transportation and Contract Services, at which time we had not received the \$80,000, due administrative requirements a consultant would not be able to be onboard till March at the earliest. In order to start the plan update sooner rather than later the staff recommended that the update be done by the staff in-house. No TAC member voiced any opposition to this suggestion. Lennea Wolfe asked that the Planning office provide a scope of work and schedule for the plan update effort.

Action Items – An initial stake holders' meeting is being planned for January 15th at the Jefferson County Library to acquaint the stakeholders with the requirements as laid down by WSDOT, to give a general idea of the schedule milestones and how the update effort be conducted, insure all the right folks are involved and get feedback from the group as to the previous plan. A scope of work and schedule will be provided to the TAC at the next TAC meeting.

Statewide Public Transportation Plan Advisory Group – Update

Gordon Neilson represents the Peninsula RTPO at this advisory group and shared with us some of the items of interest from their recent meeting. This statewide group is working to revise the State wide Public Transportation Plan for Washington State.

Action Item – Gordon will update us in the future after he attends these advisory meetings.

Announcements/Adjourn

George Kovich pointed out the handout in the packet that related to the Commute Trip Reduction (CTR) Board's proposed solution to expand the CTR program to include all trips not just commute trips.

Patrick Babineau reminded TAC members that the TAC Chair and Vice Chair positions need to be voted on at the January TAC meeting. He said that both of the current TAC officers are eligible to be elected as well as any TAC member. Patrick asked TAC members to send him , via email nominations for these two positions.

The meeting adjourned at 12:00 PM.