

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

April 18, 2014

Jamestown S'Klallam Tribal Center

Blyn, WA

Attendees

Executive Board

Jim McEntire, Clallam County
Brad Collins, Clallam Transit
Patrick Downie, Port Angeles
Laura Dubois, Sequim
David Sullivan, Jefferson County
Tammi Rubert, Jefferson Transit
Pete Hanke, Port of Port Townsend
Catharine Robinson, Port Townsend
Bek Ashby, Port Orchard
Terri Jeffreys, Mason County
Brad Patterson, Mason Transit
Judy Scott, Port of Allyn
Dick Taylor, Port of Shelton
Tracy Moore, Shelton
Annette Nesse, Jamestown S'Klallam Tribe
Lennea Wolfe, Skokomish Tribe
Gordon Neilson, Skokomish Tribe

Staff/Guests

Dennis Engel, WSDOT
George Kovich, WSDOT
Debbie Clemen, WSDOT

Introductions

Executive Board Chair David Sullivan called the meeting to order. David reminded members that the meeting time was extended by a half hour to better accommodate today's presentations. David initiated self-introductions of those present.

Action Item: Feb. 14, 2014 Meeting Minutes

David asked if there were any revisions to the Feb. 14, 2014 meeting minutes. Upon hearing none, David requested a motion to approve the Feb. 14, 2014 meeting minutes as written. A motion was made, seconded and carried with no further discussion.

Quarterly Budget Update

George updated the group on budget for the Third Quarter period from Jan. 1 – March 31, 2014. He commented that we are back in our normal spending. Staff, as approved at the February meeting, transferred \$5,000 from Task 4: HSTP Update to cover the unexpected expenditures with the website and RTIP.

Kitsap County will soon be under a modeling contract with the PRTPO. We should start to see expenditure out of the LOS/Modeling task. George then commented that the budget for the year-end, April – June 2014 will be compiled and reviewed at the Sept. 19th Executive Board meeting. We will also take a look at the budget for the beginning of the new fiscal year. George asked if the group had any comments or concerns on the budget. No comments or concerns were raised.

2015 Unified Planning Work Program (UPWP) Update

A revised copy of the UPWP won't be available for review until after the On-site Review meeting. The Executive Board officers and staff are scheduled to meet with WSDOT Headquarters' on May 30th to collect any final revisions to the UPWP. Directly following the On-site Review meeting, staff will make any additional revisions and forward the revised UPWP to members for their review.

The bylaws' state a 30-day review period is required before adoption of the UPWP. Since there are only 18 days between the time the UPWP is available and the June meeting, staff request that members consider authorizing an exception to the 30-day review period. The deadline for adoption of the UPWP is June 30th. The 2015 UPWP will take effect on July 1, 2014. After a short discussion, a motion for a one time shortened review period of 18 days for the UPWP adoption was made, seconded and carried. A comment followed directing staff to send the revised UPWP out for review, with a flag indicating that it is sent with high importance to alert members of the quick turn-around.

Presentation: WTP & Voice of WA Survey

David introduced Paul Parker, Deputy Director from the Washington State Transportation Commission. Paul presented the highlights from the Washington Transportation Plan (WTP) 2035 Update. This plan is a blueprint for the future and is a comprehensive and balanced statewide transportation plan consistent with the state's growth management goals.

Paul also presented the highlights from the Voice of Washington (VOWS) statewide survey. The Voice of Washington State Survey panel was established in 2011 and has grown to over 40,000 members statewide. It is comprised of people from all over the state who want to share their view and preferences on all things transportation. To become a member visit www.voiceofwashingtonsurvey.org

For additional information on the WTP or VOWS, visit www.wtp2035.com; www.wstc.wa.gov or contact Paul Parker at parkerp@wstc.wa.gov.

Presentation: Regional Transportation Planning Organization (RTPO) 101 Refresher

George Kovich presented background information on what a regional transportation planning organization is. He reviewed the history, the difference between a metropolitan planning organization and a regional transportation planning organization, reviewed the membership and organizational structure of a RTPO, relayed what the duties and functions of a RTPO are, and reviewed the history, structure and stakeholders for the Peninsula RTPO. View the presentation (RTPO Overview, pdf 4 mb) on the PRTPO's website under the "About Us" tab listed under the "PRTPO References" heading at www.wsdot.wa.gov/partners/prtpo.

Presentation: Chicken Coop-Zaccardo Road Intersection Improvement Project

Annette Nesse, Chief Operations Officer for the Jamestown S'Klallam Tribe presented an overview of the Chicken Coop-Zaccardo Road Intersection Improvement project. The Jamestown S'Klallam Tribe submitted a Tiger VI grant application to fund this project. The tribe is seeking \$2.5 million in Tiger VI funds and will provide the \$1.85 million match with Tribal Discretionary funds for a total project cost of \$4.35 million. This project will improve three deficient US 101 intersections with Clallam County roadways in the vicinity of the Tribal campus. Chicken Coop Road (with two separate access points) and Zaccardo Road intersect with US 101 in three separate locations within 75 feet of each other creating safety and mobility issues. To correct these deficiencies this project proposes eliminating two of the intersections and improving the third one. The intersection of Chicken Coop Road with US 101 will be upgraded to WSDOT standards with a 90-degree intersection. In addition, a center turn lane with acceleration and deceleration lanes will be added to US 101 in this vicinity. For more information, please contact Annette Nesse at 360-681-4620 or visit the tribe's webpage at <http://www.jamestowntribe.org/>.

Discussion: Additional Executive Board Meetings

David commented that the Peninsula RTPO's meeting schedule features 5 Executive Board meetings and 6 TAC meetings. The Executive Board meets in February and April, the transportation tour takes place during the June meeting, then there is a meeting gap during the summer months, with the Executive Board meetings resuming in September and November. Lately, it seems that the Executive Board is taking on more work and sometimes it's tough to get the work done. WSDOT has changed its oversight and is creating more work in the process. The group discussed a variety of options from adding additional meetings, extending the meeting hours of existing meetings, and meeting via email or conference call.

The group decided to leave the decision up to the Executive Board officers on a case by case basis. If the Executive Board officers feel that additional time was needed, they would work with staff to extend the meeting time or create additional meetings.

Public Comments/Announcements

American Census Survey

Lennea Wolfe commented that the American Community Survey (ACS), which is part of the Census and is conducted yearly rather than once every 10 years is flawed when applied in rural areas. Lennea feels that the ACS data is flawed because a vacation homeowner is just as likely to be randomly selected to complete the ACS form as an actual full time resident in the rural areas. It's also more than likely that the vacation homeowner will report a higher income than the rural resident thus skewing the results of the random survey for the area. The ACS provides up-to-date information on the social and economic needs of communities.

Letter of Support

The Jamestown S'Klallam Tribe has requested a letter of support from the Peninsula RTPO for their Chicken Coop-Zaccardo Road Intersection Improvement Project Tiger VI grant application. David commented that he will sign the letter of support drafted by staff directly following the Executive Board meeting.

Adjournment

David Sullivan adjourned the meeting. The next Executive Board meeting is scheduled for June 20th. The Transportation Tour will be hosted by Mason County. Members will meet at 10 a.m. at the Mason County Public Works building in Shelton.

###