

Peninsula Regional Transportation Planning Organization Executive Board Meeting Minutes

September 16, 2016

Mason Transit Center, Shelton, WA

Attendees

Executive Board

Joe Donisi, Clallam County
Wendy Clark-Getzin, Clallam Transit System
Genaveve Starr, City of Sequim
David Garlington, City of Sequim
David Sullivan, Jefferson County
Zoe Ann Lamp, Jefferson County
Catharine Robinson, City of Port Townsend
David Forte, Kitsap County
Bek Ashby, City of Port Orchard
Randy Neatherlin, Mason County
Dave Smith, Mason County
Loretta Swanson, Mason County
Danette Brannin, Mason Transit Authority
Mike Oliver, Mason Transit Authority
Judy Scott, Port of Allyn
Tracy Moore, City of Shelton
Annette Nesse, Jamestown S'Klallam Tribe
Carol Brown, Lower Elwha Klallam Tribe via conference call

Guests/Staff

Don Chartock, WSDOT
Allen Moore, Interested Citizen
Dennis Engel, WSDOT
Debbie Clemen, WSDOT

Introductions

Peninsula RTPO Chair Annette Nesse welcomed those in attendance. She mentioned that a quorum of members was not present today, so presentation would be of an informational nature only. Annette introduced herself and then initiated self-introductions of those present.

Note: A meeting quorum was fulfilled later in the meeting when Carol Brown was able to conference call in for the approval of the Peninsula RTPO's R-TIP and STIP documents.

Transit Study Legislative Proviso Update

Annette Nesse introduced Don Chartock from WSDOT's Public Transportation office. He informed members about the recent unfunded legislative proviso directing WSDOT to conduct a statewide transit study. Don relayed that the Washington State Transit Association's Small & Medium Transit Alliance subgroup requested the proviso. More specifically, WSDOT was tasked by the legislature to conduct a study of Washington's public transportation agencies that provide regional public transportation service outside the boundaries of the agency. The results of this proviso will help WSDOT to obtain a better understanding of what the service gaps are

and what it would cost to fill those identified gaps. WSDOT will also make an effort to capture all of the existing services being provided. A yearly statistical report that captures trips, miles, hours, and days of service is already produced by the Public Transportation office and a Regional Mobility Grant has documented these gaps.

The draft transit study report is scheduled to be available for review at the September 19th Transit Conference in Wenatchee. The transit study will identify and document the gaps, and the associated cost to fix those gaps. The basic level of service from rural to other rural areas was determined to be 4 round trips per day versus 12 round trips per day for urban to urban (Olympia to Tacoma) type trips. Wendy Clark-Getzin commented that the statewide data effort collectively is a strong message to send back to the legislature. Mike Oliver inquired what might the implementation look like? Don replied that it is beyond his scope. The next push is for a legislative set-aside to fund the regional trips.

Peninsula RTPO Travel Demand Model Update

David Forte relayed that data for the model development is progressing. The employment data contract with Employment Security has been signed. The housing and employment data is being assigned to Transportation Analysis Zones (TAZ). However, Employment Security is worried about privacy concerns. Apparently individuals have been able to go into a model and identify specific employers. This is strictly prohibited under the confidentiality contract. So Kitsap County needs to make sure that employers aren't identifiable by combining data over multiple TAZ's.

Kitsap County hopes to have the housing and employment TAZ data ready for members' validation in the October timeframe. The final travel demand model is scheduled to be completed in November 2016.

Approval of the PRTPO's R-TIP and STIP Documents

Debbie Clemen commented that she is seeking approval of the Peninsula RTPO's Regional Transportation Improvement Program (R-TIP), and the Peninsula RTPO's Statewide Transportation Improvement Program (STIP).

The Peninsula RTPO is required by federal and state regulations to develop annually a 6-year R-TIP and 4-year STIP document.

Each year, Peninsula RTPO members input their projects into the SecureAccess Washington (SAW) database creating the Peninsula RTPO's R-TIP. A copy of those projects with secured funding and those projects deemed regional significant are exported from the R-TIP. These projects are then forwarded to WSDOT headquarter for inclusion into the Statewide Transportation Improvement Program. WSDOT's headquarters combines those projects from the Peninsula RTPO with other MPOs/RTPOs across the state to create a master STIP document. The STIP is then submitted by WSDOT to FHWA and FTA for approval.

Debbie provided by agency, how many secured, planned and the total number of projects that were submitted by agencies. For the WSDOT Olympic Region secured projects, she provided a

detailed list by county for members' reference. Members had the following questions regarding the WSDOT projects:

Q: Why is WSDOT scheduling a Fish Barrier Removal project at US 101/Johnson Creek when it will impact the Simdars Interchange that the City of Sequim wants built?

A: As the fish passage project is developed the designers will consider the alignment of other proposed projects in the area (i.e. Simdars Interchange), and will not preclude the other improvements (Note: This response was provided after the meeting).

Q: Why is Eagle Creek programmed now? What priority number of this fish barrier?

A: WSDOT's Olympia Project Engineer's office is currently scheduled to complete the design of this particular fish barrier removal project in 2022. It has been noted to have Kim Mueller contact Annette Nesse at the Jamestown S'Klallam Tribe early on in the design phase for project coordination. Note: Eagle Creek, Johnson Creek and Leland Creek fish barrier removal projects may be grouped together for construction in order to gain efficiencies and a better price from contractors (Note: This response was provided after the meeting).

Q. Is the SR 3 Belfair Area Widening and Safety Improvements Stage 2 really funded?

A: Yes, SR 106 to Sweetwater Creek is funded through the National Highway Performance Program in the amount of \$26,122,937: PE 2017- \$2,991,559; RW 2019 - \$4,081,147; and CN in 2020 - \$19,050,231.

Q: A question was asked regarding the approval schedule of the R-TIP and STIP and the possibility of adjusting the project due dates to later in the year.

A: Debbie Clemen commented that August 5th deadline to submit jurisdiction's R-TIP projects is driven by the following requirements:

- December WSDOT submits STIP projects to FHWA and FTA for approval;
- November 30-day Public Review of Draft Master STIP
- October 15th Peninsula RTPO's STIP projects due to headquarters for inclusion into the master STIP
- September 16th Approval of R-TIP & STIP by the Executive Board members;
- August 16th Required 30-day Review period prior to the Peninsula RTPO's Executive Board meeting by members and the public;
- August 5th Project information input by jurisdictions into the SecuredAccess Washington database must be reviewed for accuracy and corrected if needed prior to the August 16th 30-day review period.
- Hence the August 5th deadline for jurisdictions to submit their project information.

Annette Nesse asked for a motion to approve the R-TIP and STIP as presented. A motion was made, seconded and carried with not further discussion.

Peninsula RTPo's Unfunded Work Program

Debbie Clemen commented that the Peninsula RTPo has \$52,000 in unspent planning type dollars from last year's budget. The Unified Planning Work Program (UPWP) identifies four unfunded work programs for members to consider. Note: these work programs are presented as high level ideas and will need to be further vetted prior to implementation. The plan is to hire a consultant to implement the selected work program. In order for members to select a work program more detailed information including a cost estimate is needed for each proposed work program. After a lively discussion of each work program option, it was determined that staff and identified members would seek out additional information and estimated costs for each of the following unfunded work programs:

UNFUNDED WORK PROGRAMS

- **Regional Mobility Work Program**

The Regional Mobility work program proposes to improve information tools for public and publicly funded transit service throughout the Peninsula RTPo region. The purchase of various specialized transit scheduling and travel planning tool software, would provide for better connections along US 101 and the Highways of Statewide Significance. Transit software such as Schedule Master, Route Match, Apple and Google Transit Map Enhancement software and a Rural Transit Assistance Program website development would provide a level playing field for the smaller transit agencies such as the Quileute Tribe, Makah Tribe, Dungeness Lines, Jefferson Transit Authority and Mason Transit Authority. Smart Phone mobile apps developers could also be identified and collaborated with to accept and envelope accurate transit travel data and fare information to expand their coverage into the Peninsula RTPo region. The goal of the travel planning information software is to make PRTPO regional transit options visible and accurate from a smart phone in rural areas. More decision to use transit for the longer regional, multi-agency journeys will be easier to accomplish with less risk missing connections and misinterpreting wait times.

Discussion:

Wendy Clark-Getzin commented that the social media trend has really changed the transit organization. Transit needs to be available to its customers, and the perceived time loss for use negotiable. She then relayed that Google Travel is only good as the data available. Clallam Transit Systems doesn't want to be left behind, so they hired a consultant to keep up with their agency's Google Travel data updates. Wendy estimates that the annual cost for Google Transit Map is less than \$20,000. Wendy will confirm costs.

- **Regional Trails Plan Work Program**

The Regional Trails Plan work program proposes the development of a four county Regional Trails Plan for the Peninsula RTPo region. The trails plan would document all existing and proposed trails as well as the identification of any missing trail links. Those missing trail linkages would be clearly identified, including the associated costs, likely funding sources, and planned construction dates. The plan would also identify how regional trails could be connected into a continuous system of trail routes to allow bicycle

travel between all the jurisdictions of the PRTP. The connection of regional trails to the proposed statewide trail system would also be illustrated. The plan would also include an automated map component based on a compilation of existing local and state GIS maps of regional trails.

Discussion:

Judy Scott commented that that trails and trail links are important. A Regional Trail Plan is a good first step. Jefferson County and Mason County members also voiced their support for the Regional Trails Plan. Staff will research a cost estimate for the plan.

- **Comprehensive Communications & Outreach Package Work Program**

The third unfunded work program option is the development of a comprehensive communications and outreach package to better promote the needs and priorities of the Peninsula RTPO. This effort takes the Peninsula RTPO one step beyond our legislative handout, and provides for more effective communications. The scope of this effort may include the identification of future transportation needs in the region and options for outreach to the public and legislators. The main focus for this work program would be on building relationships and maintaining an ongoing dialogue with state and federal legislators and their staff throughout the year and not just during legislative session.

Discussion:

Bek Ashby commented that members of the West Sound Alliance have had discussion regarding the expansion of the group. However, Mason County Commissioner Randy Neatherlin relayed that the West Sound Alliance's focus is strictly on the industrial corridor and nothing else. *Note: This group is composed of 19 jurisdictions and economic development organizations in Mason, Pierce, and Kitsap counties. This group was created to address their joint traffic congestion concerns on the west side of Puget Sound (Kitsap Peninsula).*

Bek relay that the West Sound Alliance was thinking of asking Jefferson County to join because they felt that SR 104 is an extension of the Kitsap Peninsula. She noted that the major difference between the West Sound Alliance and the Peninsula RTPO, is that the West Sound Alliance members are very familiar with all the projects that it supports. Members have no problem with speaking to each project. Whereas, the Peninsula RTPO's projects are not comprehensive, and members are unable to speak to them unless it's their agency's project.

Randy then remarked that the Peninsula RTPO should be doing something similar to the West Sound Alliance. He commented that the power is in members working together and supporting each other's projects.

- **At-Grade Intersection Work Program**

This work program would examine the Level of Service (LOS) of 15 selected intersections with a state route in each member county that are suspected of failure of at least one turning movement level LOS standard. In the Peninsula RTPO region, there are quite a few at-grade intersections with crash histories. Obtaining LOS intersection data would bring jurisdictions that much closer to fixing their at-grade intersection problem. In the Peninsula Region, most of these problem intersections just don't rate a fix according to WSDOT's statewide safety criteria standards when compared to similar intersections statewide. The only alternative to fixing the problem is for jurisdictions to request a legislative fix. Jurisdictions need supporting data to substantiate the problem.

Discussion:

Mason County Randy Neatherlin remarked that transit gets to negotiate these problem intersections daily. It would be really good to get these intersections corrected..

Annette Nesse mentioned that the Jamestown S'Klallam Tribe hired a consultant to perform a Roadway Safety Audit of identified problem intersections along US 101. The Roadway Safety Audit documented and provided the support data needed to apply for federal grant funding. The At-Grade Intersection work program is an important conceptual project. Annette then relayed that this work program could really help to add a center turn lane which is a common problem across the region.

David Sullivan stated that Jefferson County has intersections all along US 101 that are problematic. Especially if you measure driver's anxiety levels with certain problem intersections.

Legislative Handout Discussion

Debbie Clemen referenced the Peninsula RTPO's Legislative handout last updated in January 2015. She asked members if they had any recommendations for updating the handout.

Bek Ashby commented that most lobbyists don't anticipate more or a lot of funding. The West Sound Alliance is focusing on making sure that the funding stays in place and is not interrupted for those projects already funded as part of the 2015 Connecting Washington Projects package.

Bek also commented that you need your elected officials talking in Olympia. We need to utilize all of our legislators in the region to support our projects. We need to come together as a group and voice a consistent message.

It would be most helpful to incorporate comprehensive project information into the legislative handout. This would enable members and their elected officials to champion PRTPO projects when meeting legislators on other matters.

Highlight the Connecting Washington Projects. The other thing is to consider new redefining projects mid-term (8-years out).

Note: The 2015 Connecting Washington funding package is a \$16 billion investment in our state's multimodal transportation system over the next 16 years. The 11.9-cent gas tax increase was phased in over two years: there was a 7-cents increase on August 1, 2015, and 4.9 cents increase on July 1, 2016.

The following is a high-level breakdown of spending, which includes:

- *\$9.4 billion for state highways and local roads*
- *\$1.4 billion state highway maintenance, operations and preservation*
- *\$1.3 billion for non-highway projects such as bike paths, walkways, rail and transit*
- *\$602 million for ferries and terminals*
- *\$300 million for fish barriers*
- *In the outer years, anticipated cost savings from practical design will be used to fund preservation and unforeseen capital projects.*

Members need to identify ways on how to make the Legislative Handout more comprehensive.

David Sullivan commented that initially the Legislative Handout was good. Now it is much more difficult to meet with the legislators.

Create an electronic version of the handout with links to a bigger picture.

Zoe Ann Lamp commented that the Legislative Handout seems to be more of an overview sheet. The PRTPPO should select one or two projects to focus on.

We need to make sure that none of the Connecting Washington funded projects gets lost.

A suggestion was made to feature one high priority project from each agency as a constant reminder of the projects importance.

Wendy Clark-Getzin suggested moving the message to the top of the handout and expanding the "Thank You" message. Also a photo of each project should be added for emphasis.

A suggestion was made to have TAC members draft a reformatted Legislative Handout incorporating the above noted suggestions for Executive Board review in November.

Public Comments or Announcements

Annette Nesse asked if members had any public comments or announcements to share.

No members had any comments or announcements to share.

Adjournment

Annette Nesse reminded members that the next Executive Board meeting was scheduled for November 18th at the Kitsap County Public Works Annex in Bremerton and then adjourned the meeting.

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