

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

Sept. 19, 2014

Kitsap County Public Works Annex

Bremerton, WA

Attendees

Executive Board

Wendy Clark-Getzin, Clallam Transit
David Sullivan, Jefferson County
Catharine Robinson, Port Townsend
Jerry McDonald, Bremerton
Mike Sullivan, Bremerton
Andy Nelson, Kitsap County
Steffani Lillie, Kitsap Transit
Bek Ashby, Port Orchard
Mike Oliver, Mason Transit
Judy Scott, Port of Allyn
Dick Taylor, Port of Shelton
Tracy Moore, Shelton
Lennea Wolfe, Skokomish Tribe

Staff/Guests

Zoe Ann Lamp, Jefferson County
Dan Toepper, Candidate for Jefferson Co. Commissioner
Dennis Engel, WSDOT
George Kovich, WSDOT
Debbie Clemen, WSDOT

Introductions

Executive Board Chair David Sullivan called the meeting to order. David noted that a meeting quorum of members is not present today. Therefore the board is unable to approve the Regional and Statewide TIP. The approval of this action item will take place by email. Staff will send an email to Executive Board members requesting their approval of the Regional and Statewide TIP. David then initiated self-introductions of those present.

Regional & Statewide Transportation Improvement Program (RTIP & STIP)

Debbie Clemen provided a brief overview of the RTIP and STIP information. She commented that the purpose of the Regional Transportation Improvement Program (RTIP) is to identify federally funded projects and their financial feasibility; identify the priority of projects, the identification of any unfunded short-range needs and to demonstrate compliance with the state and federal air quality conformity requirements. The R-TIP consists of all planned and secured projects submitted by members for the next 6 years (2015-2020).

The Statewide Transportation Improvement Program or STIP document is a 4-year statewide financially constrained program of transportation related projects. The STIP consist of all of the secured funded projects shown in the R-TIP. All Regionally Significant projects planned or secured and any projects funded through FHWA or FTA are required to appear in the STIP. Members were also provided with a spreadsheet summary of R-TIP projects. The summary depicted the total number of secured and planned R-TIP projects and the total amount of Federal, State and Local funding for each agency.

George Kovich noted that Peninsula RTPO members within Kitsap County are members in both the Peninsula RTPO and the Puget Sound Regional Coordinating Council (PSRC). Kitsap County projects are submitted through PSRC.

Quarterly Budget Update

George Kovich updated the group on the Peninsula RTPO's 4th quarter budget expenditures. He commented that the financial report handout is for the fourth quarter encompassing expenditures from April 1st through June 30, 2014. On the reverse side of the handout is the budget report for FY 2015 which covers July 1 – Sept. 30th. George commented that the handout includes all the items budgeted in the Unified Planning Work Program (UPWP). George noted that in Task 3, LOS/Modeling, PRTPO staff hired Kitsap County to create a traffic model for the Peninsula RTPO. Kitsap County will use their current traffic model as a base model to build the regional model for the Peninsula RTPO. A total of \$48,000 is budgeted for the model and it is on target to be spent by June 30, 2015.

2015-2017 Transportation Alternatives Program (TAP) Grant Schedule

Debbie Clemen updated board members on the Transportation Alternatives Program. She commented that funds may be used for projects or activities that are related to surface transportation. Earlier this year, the Peninsula RTPO awarded 2014 TAP awards in the amount of \$284,195 which funded two Mason Transit projects, a Port Angeles waterfront trail and a Clallam County trail project. At that time, the TAC decided to award TAP grants for a 3 year cycle with a second call for projects in September.

The TAP grant awards will cover a 3-year span from 2015-2017.

Tentative Schedule

- Sept. 30th TAP Grant Applications are due
- Oct. 1-10, Applications will be reviewed for eligibility by WSDOT's Local Programs Office.
- Oct. 13-17, Applications will be available electronically for TAC member pre-review.
- Thursday Oct. 23rd, will be a special TAC meeting for project selection. Grant applicants will have 5 minutes to present their projects prior to the grant selection.

The following TAP grant allocations are available for award:

- 2015 \$282,918
- 2016 \$190,000
- 2017 \$190,000

Total Allocation: \$662,918

The following items were noted regarding the TAP grant program:

- TAP is a reimbursement grant program. Only after a Local Agency Agreement is approved by WSDOT, will project costs become eligible for reimbursement.
- It is possible to fund one large regional project using a large portion of the available TAP funds with TAC approval.
- Awarded grant funds, regardless of year, may be obligated once they appear in the STIP (Feb. 2015).
- TAP funds cannot be used to supplement the construction of an existing project. For Example, TAP funds cannot be used to pay for the sidewalk portion on an existing road project.
- All awarded funds must be obligated by June 30 of the year the funds are allocated for. Funding will be removed and reallocated from projects if not obligated by June 30 of that year.
- Construction phases must advertise for bids within six weeks of obligation.

Human Services Transportation Plan Consolidated Grants Schedule

Debbie Clemen commented that WSDOT uses the consolidated grant application for both state and federal public transportation grants. All competitive projects will be evaluated based on local and state criteria. Projects must be based on the needs and strategies identified in the Peninsula RTPPO's Human Services Transportation Plan.

The PRTPO's role in the Consolidated Grants selection process is a bit different than most grant programs. The PRTPO's role is to prioritize the grant applications NOT award them. WSDOT's Public Transportation Office will select and award the projects based on a letter grade priority designated by the PRTPO ranging from A - D. Those grant applications prioritized with an A or B will most likely be funded. However, those applications prioritized with a letter D, will not likely be funded.

Debbie relayed the following milestone dates for the grant process:

- Monday, Nov. 3, Draft grant applications are due by 5 PM to TJ Nedrow.
- Monday, Nov. 9. Applications will be available for review on the PRPTO website
- Friday, Nov. 14 All day Ranking Workshop at the Jamestown S'Klallam Tribe
- Wed. Nov. 19 Final applications are due by 5 PM
- Wed. Dec. 17 Last day to submit requested application corrections

Clallam Transit's alternate, Wendy Clark-Getzin, questioned the make-up of the grant review panel. She wanted to know why the majority of the grant panel members weren't all from transit agencies since they are the majority of the grant recipients. Dennis Bloom of InterCity Transit is the only transit professional on the panel of six. Note: the 2014 Consolidated Grants ranking panel is comprised of participants not submitting grant applications directly to the Peninsula RTPPO.

Countywide Meeting Results

George Kovich commented that only PRTPO members from both the Executive Board and TAC levels were invited to participate in the countywide meetings. The purpose of these meetings was to identify each county's transportation system issues and needs and then identify which of those priorities were considered regional. The information gathered will assist staff in its efforts

to revise the Regional Transportation Plan (RTP). The identification of regional projects will also provide the Legislative Outreach Committee with feedback as it considers its message for the next legislative session. George referenced a handout of raw data collected from the countywide meetings. A few of the common issues collected were: funding, bike/pedestrian facility needs, transit needs and a contingency plan is needed for the Hood Canal Bridge.

Legislative Outreach

Debbie Clemen asked the group if they were interested in having an event with the legislature this year. The group felt that it was important to host a legislative event. Debbie commented that in the past, interested members of the Peninsula RTPO hosted an annual Legislative Outreach Committee luncheon with legislative members to bring them up-to-date on the needs and priorities of the Peninsula RTPO. This meeting was usually scheduled in early December on the Capitol Campus in Olympia. However this year, we are looking at more of a coffee type affair than a luncheon.

David Sullivan commented that he had attended the legislative events in the past. Attendees usually consisted of the four county commissioners, cities, port, tribal representatives and any other interested members presenting the PRTPO's priorities as a group. It is really good to have a broad base of the membership in attendance at this meeting. The Legislators seem to really appreciate the consensus approach. David relayed that transportation faced a lot of confusion last year and is facing it again this year. Last year, there was talk of a transportation budget. It was very difficult to schedule an event because the legislators were so busy. Our event was rescheduled and then we ended up canceling it altogether. However, it is important to have a unified voice for the PRTPO.

A member recommended that the PRTPO incorporate short and long term projects, moving the larger projects out to the future, on the legislative handout.

Debbie will send out an email to gauge interest in the Legislative Outreach Committee meeting with the legislature.

Public Comment/Announcements

2014 Washington Tribal-State Transportation Conference

Debbie Clemen commented that the 2014 Tribal Transportation Conference is scheduled for November 12th & 13th at the Great Wolf Lodge in Grand Mound, WA. Additional information on the conference is available online at www.wsdot.wa.gov/tribal/2014TribalTransConfMaterials

Adjournment

David Sullivan adjourned the meeting. The next Executive Board meeting is scheduled for November 21 at the Jefferson County Courthouse, in the basement level Council Chambers in Port Townsend.

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