

Peninsula Regional Transportation Planning Organization Executive Board Meeting Minutes

April 17, 2015

Jamestown S'Klallam Tribal Center

Sequim, WA

Attendees

Executive Board

Jim McEntire, Clallam County
Brad Collins, Clallam Transit
Patrick Downie, City of Port Angeles
Laura Dubois, City of Sequim
Genaveve Starr, City of Sequim
David Garlington, City of Sequim
David Sullivan, Jefferson County
Zoe Ann Lamp, Jefferson County
Tammi Rubert, Jefferson Transit
Sara Crouch, Jefferson Transit
Catharine Robinson, City of Port Townsend
Adam Brockus, City of Bremerton
Andy Nelson, Kitsap County
Steffani Lillie, Kitsap Transit
Bek Ashby, City of Port Orchard
Melissa McFadden, Mason County
Loretta Swanson, Mason County
Mike Oliver, Mason Transit
Judy Scott, Port of Allyn
Dick Taylor, Port of Shelton
Mike Michael, City of Shelton
Annette Nesse, Jamestown S'Klallam Tribe
Jody Rosier, Skokomish Indian Tribe
Marty Allen, Skokomish Indian Tribe

Staff/Guests

Dennis Engel, WSDOT
Debbie Clemen, WSDOT
Brian Moorehead, WSDOT, Local Programs
Jim Mahlum, City of Port Angeles
Sarah Griu, Mason County

Introductions

Executive Board Chair David Sullivan called the meeting to order and thanked Annette Nesse for the wonderful homemade strawberry rhubarb crisp and coffee. He noted that a meeting quorum of members is in attendance. David then initiated self-introductions of those present.

Action Item: Approval of the February 20, 2015 Meeting Minutes

David asked if there were any revisions to the February 20, 2015, meeting minutes. Upon hearing none, David requested a motion to approve the meeting minutes as written. A motion was made, seconded and carried with no further discussion.

New Changes to the Federal Requirements

Brian Moorehead from WSDOT's Olympic Region Local Programs Office updated the group on the new changes to the federal requirements. Brian commented that over the past couple of months Local Programs has been working with FHWA on their interpretation and expectations for implementation of 2 CFR200. He relayed that beginning May 1, 2015, all agencies must use the new forms. Local Programs has updated the Local Agency Guidelines (LAG) Manual and associated forms to reflect the changes. The LAG manual explains the new requirements in detail and is now over 700 pages.

All projects are now required to have both a beginning and end date. The project's begin date is the date of FHWA authorization. Agencies will also need to indicate an end date for each phase of the project. WSDOT recommends that local agencies consider the following:

- Adding one year to the end date of planning only projects
- Adding one year to each phase of PE and RW projects
- Adding two years to the end date for CN projects
- FHWA approval is needed to change the end date indicated.

Reimbursement Costs:

Any costs incurred after the project agreement end date are not eligible for federal reimbursement. Agencies have only 90 days to submit the final bill for reimbursement after the end date.

In the past, FHWA has never taken away funds for lack of action on a project. Now, FHWA is pulling funds from those agencies that aren't actively working a project and submitting a bill each month.

Utilizing Federal Funds Prior to Construction

To maintain eligibility of federal funds utilized in a project prior to construction, the following federal provisions are applicable for all construction project even those using all local funds:

- Buy America
- Title VI, Americans with Disabilities Act (ADA)
- Compliance with the Uniform Act
- NEPA requirements
- Traffic Control K-Plans are no longer maintained by WSDOT. However, you may still download them from the internet.

A question was raised regarding the option to use a 10-year delivery date for the project end date. Brian commented that it isn't advisable because the end date needs to be within reason. Even though the CFR allows 10 years to deliver a project phase, WSDOT's headquarters has determined that ten years is not really reasonable.

Another question was asked if a time extension is even possible. Brian commented that a time extension is possible, but it must be approved by FHWA.

A member commented that it seems that the purpose of these changes are to get agencies to use the funding in a timely manner. FHWA wants to give funds to agencies that can spend it to keep projects moving.

A member asked if there were any LAG Manual training opportunities scheduled. Brian relayed that no training has been scheduled.

Action Item: Adoption of the Peninsula RTPO's Title VI Plan

Debbie Clemen commented that staff is looking for approval of the Peninsula RTPO's Title VI Plan. She relayed that the Title VI Plan is a new administrative requirement and has a standardized format. All RTPOs that receive federal funding must report their Title VI compliance following the guidance and requirements in FTA Circular 4702.1V.

Debbie asked members if there were any questions regarding the plan. Hearing none, a motion to adoption the Title VI Plan as written was made, seconded and carried with no further discussion.

Quarterly Budget Update

Debbie Clemen reviewed the third quarter's financial report with the group. Debbie relayed that this report encompasses expenditures from January 1, through March 30, 2015. The first column is the Budget Line. It depicts the work tasks from the Unified Planning Work Program (UPWP). The next column indicates the balance remaining from the previous quarters. The amount expended column depicts the amount spent from January through March on each task. The last column indicates the balance remaining for the fourth quarter expenditures. The balance forward carried from the second quarter was \$101,239. The third quarter expenditures totaled \$43,825 and the balance remaining is \$57,414. Debbie commented that the budget looks good and we're right on target. However there is one area of concern, Task C-4 the LOS/Modeling effort for the Travel Demand Model being completed by Kitsap County. To date only \$9,252 has been spent. Kitsap County has \$35,281 to spend by June 30, 2015. Debbie relayed that she is confident that Kitsap County can spend the funds before the June 30 the deadline. It's the 6-week lag in billing that she's concerned about and processing the paperwork before WSDOT's end of biennium cut-off. Staff will work closely with Kitsap County to develop a solution to the billing concern.

Members Preferences on Transportation Tour Refreshments

Debbie Clemen commented that each June the Peninsula RTPO hosts a transportation tour of projects following an abbreviated Executive Board meeting. Since the tour usually lasts longer than the typical 2 hour meeting, tour refreshments are usually served. In the past refreshments ranged from cookies, package snacks or box lunches. Debbie asked the group if they would prefer having snacks on the tour or would like something more substantial like a box lunch. A member asked if the Peninsula RTPO had funding to cover the costs of the box lunches. Yes, the cost of the box lunches can be incorporated into the budget. A few members voiced their preference for box lunches and others had no preference. Staff will arrange box lunches for the transportation tour.

Invitation to the June Transportation Tour

David Sullivan invited members to the Transportation Tour in June. He commented that this year the tour is in Jefferson County. David highlighted a few of the tour projects.

- Jefferson Transit's new Maintenance and Administration facility located off of Four Corners Road. Voters approved an increase in sales tax to pay for the new transit facility. The facility also features; bus parking, a fuel island, wash facility, and provides a safe place for employees to park.
- Port Townsend's Howard Street Extension project. The city secured \$6.4 million in funding to link Howard Street with Discovery Road in an effort to encourage commercial and industrial development. This project constructs a roundabout at Discovery and Rainier Street.

- Milo Curry Road Trailhead which is the recently completed terminus of the 7.3 mile Larry Scott Trail.

The June Transportation Tour is scheduled to run from 10 AM to 1:15 PM. Members will meet at the new Jefferson Transit facility located off of SR 19 and Four Corners Road in Port Townsend. Driving Directions to the facility and a full tour agenda will be sent out to members shortly.

Public Comments/Announcements

Mason Transit Community Center Rededication Ceremony

Mike Oliver remarked that on April 1st, Mason Transit hosted a rededication ceremony for their Transit-Community Center. Mike commented over 400 people attended the grand opening ceremony. The event attendees included Governor Jay Inslee, Senator Maria Cantwell, Congressman Derek Kilmer, Norm Dicks, and various elected officials and representatives, the youth choirs, Shelton High School ROTC and community members. Mike commented that they have received great feedback from state and local folks. This project was 12 years in the making and the partnerships for this project were amazing.

New Building for Jefferson County Partnerships Create One-Stop Shopping

David Sullivan commented that several local economic development groups have transitioned into a single location to provide a one stop shopping type experience. Jefferson County's Chamber of Commerce, EDC Team Jefferson, Washington Small Business Development Center, and the Port Townsend Visitor Information Center now share a single space located at 2409 Jefferson Street, the building that formerly housed the Northwind Art Center. The move represents the City of Port Townsend's long-term commitment to furthering economic development. Note: Jefferson Transit will take ownership of the building that is centered in the Park and Ride.

New Kitsap Transit Facility in Poulsbo includes a 265-stall park and ride

Steffani Lillie mentioned that Kitsap Transit broke ground on their newest transit center in Poulsbo. The new Kitsap Transit facility is now under construction on Viking Way just north of Highway 305 across from the new Sonic restaurant. It will be one of the largest park and rides in the area. This project includes 265 stall park and ride, a five-bay transit center for buses, and a concrete-paved parking facility for bus operation with 53 stalls for bus parking. It also includes a fuel and bus-washing facility and security enhancements. Construction will take between 15 – 18 months.

Adjournment

David Sullivan noted that the next Executive Board meeting and Transportation Tour is scheduled for June 19, 2015, at the new Jefferson Transit Facility in Port Townsend. David adjourned the meeting.

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