

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.