

**Peninsula Regional Transportation Planning Organization  
Technical Advisory Committee (TAC) Meeting Summary**

August 15, 2014

Jefferson County Library  
Port Hadlock, WA

**Attendees**

Zoe Ann Lamp, Jefferson County  
Doug Bullis, Jefferson Transit  
Ed Coviello, Kitsap Transit  
Michelle Thompson, Makah Nation  
Loretta Swanson, Mason County  
Melissa McFadden, Mason County  
Mike Oliver, Mason Transit Authority  
Jim Mahlum, Port Angeles  
Larry Crockett, Port of Port Townsend

Pete Hanke, Port of Port Townsend  
Judy Scott, Port of Allyn  
Lennea Wolfe, Skokomish Tribe  
Neal Campbell, WSDOT Local Programs  
Dennis Engel, WSDOT  
George Kovich, WSDOT  
T.J. Nedrow, WSDOT  
Debbie Clemen, WSDOT

**Welcome Introductions**

Committee Vice Chair Lennea Wolfe opened the meeting with a welcome and then initiated self-introductions.

**Human Services Plan Status Update**

T.J. Nedrow the project lead for the Human Services Plan update provided a status update. He commented that he has identified the appropriate stakeholders. Four stakeholder meetings were conducted one in each of the 4 counties and a tribal meeting was held at the Jamestown S’Klallam Tribe. T.J. also conducted 23 follow-up interview with tribes, select public transportation providers, non-profit human services agencies, health providers, the veterans administration and hospitals.

The data collection effort for existing services is complete. Staff continues to update the catalog of human services information such as fixed route transit, shuttle and demand-response and paratransit services.

Service Providers were asked to complete a survey compiling their customer’s unmet needs.

Identification of Unmet Transportation Needs Survey Results

- 50% of the customers lacked auto Insurance
- 75% of the customers were unable to drive
- 82% of the customers didn’t have access to a vehicle
- 82% of the customers were disabled

Service Demand Results

- 88%+ of the customers would use service providers monthly.
- 5% of the customers would use service providers daily or weekly.

### Identified Gaps in Service

- Funding
- Service Frequency
- Service Hours
- Lack of qualified volunteer drivers
- Lack of vehicles available to provide service
- Lack of door to door service available
- Lack of timely response

Note: New to this update is the Emergency Management section. Project staff is compiling how human services transportation providers address emergency preparedness & management issues on the Olympic Peninsula. This effort seeks to catalog methods of collaboration & coordination with local emergency management agencies.

A call for Human Services grant projects will take place around the first part of September. A 10 % match will be required.

### **TAP Grant Schedule/Selection Criteria**

Debbie Clemen commented that TAP grant selections will be for the next 3 years. She then reviewed the Transportation Alternative Program (TAP) grant allocations and schedule with the group. Debbie commented that the official call for TAP projects will be on Sept. 1, 2014; the grant applications will be due to PRTPO staff on Sept. 30, 2014; WSDOT's Local Program's office is scheduled to review the grant applications on Oct. 1-10, 2014; TAC members will receive the grant applications via email on Oct. 13, 2014; and the project ranking and selection will take place on Oct. 23<sup>rd</sup> at the Jefferson County Library in Port Townsend. Note: if there are less than 5 grant applications submitted, the schedule will be moved up.

### TAP Grant Allocations Available

2015	\$282,918 is available for shovel ready projects that will be obligated by June 30, 2015.
2016	\$190,000
2017	<u>\$190,000</u>
Total	\$662,918

Please note the following:

- 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 the entire allocation or a large majority of the TAP funds available.
- Awarded grant funds, regardless of year, may be obligated once they appear on 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.

Next Debbie reviewed the draft screening criteria for the TAP grant project selection with the group. After a short discussion by the group the following screening criteria was approved:

1. Will the project funds be obligated by June 30, of the year requested?
2. Is the project open for public access?
3. Is the project consistent with the Peninsula RTPO's Regional Transportation Plan?
4. Is the project already included in the adopted Transportation Improvement Program?
5. Is the right of way already secured?

Note: all 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.

### **Washington Transportation Plan (WTP)**

Debbie Clemen commented that the WTP is out for public review. This plan is a high-level policy plan that provides guidance and long-term strategies for all transportation modes across the state. Your input will further refine the WTP and accurately reflect the needs and collective priorities for the state's transportation system. Comments will be accepted through Sept. 25, 2014. There are three ways to provide your comments: 1) attend a forum—the closest one is in Bremerton at the Norm Dicks Government Center scheduled from 5-7 PM on Sept. 11, 2014; 2) participate in a webinar (2 webinars will be scheduled, details are to be determined); 3) review the plan online and submit your comments by email. The plan is available online at the Washington State Transportation Commission (WTSC) website: [www.wstc.wa.gov](http://www.wstc.wa.gov).

### **PRTPO's Regional Transportation Plan (RTP)**

George Kovich provided an update to the group on the status of the RTP revisions. Staff is in the process of clarifying information needed to update the RTP. However, the response times in receiving the information needed is taking more time than expected.

Staff is currently waiting for the 2015 Transportation Improvement Program (TIP) information scheduled to be completed next week. The TIP is a constrained plan. Staff hopes to utilize jurisdiction's current revenues recorded in the TIP for the RTP's Finance chapter. Once staff incorporates this information into the chapter, staff will send the Finance chapter out for review.

Staff's goal is to have the overall RTP completed by December 2014. Staff is currently in the process of planning and scheduling joint countywide meetings with both the Executive Board and TAC members from each county. Staff will hold meetings in Clallam, Jefferson and Mason counties. Kitsap County is currently in the process of identifying their transportation issues and needs. The purpose of these meetings is twofold. First, it will assist staff in its efforts to revise the RTP by ascertaining local transportation issues and needs and to also identify the regional transportation issues. Secondly, it will begin an effort to review and update the regional project priorities. This second effort would not only be used to update the RTP, but also provide the Legislative Outreach Committee with feedback as it considers its message for the next legislative session.

**Announcements**

Lennea encourage all to attend the Infrastructure Assistance Coordinating Council (IACC) conference from Sept. 30-Oct. 2nd at the Wenatchee Convention Center. Conference sessions include Sustainable Infrastructure; Planning for sustainable infrastructure systems; The pros and cons for using different financing tools for your infrastructure project; How to successfully qualify for, apply, and manage government loans and grants contracts; and several new sessions with a strong tribal focus. The keynote speaker this year is Maia Bellon, the Director from the Dept. of Ecology.

**Meeting Adjourned**

Lennea adjourned the meeting.