

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

January 22, 2015

Jefferson County Library  
Port Hadlock, WA

**Attendees**

Rich James, Clallam County  
Clint Wetzel, Clallam Transit  
Mike Breidenbach, City of Forks  
Zoe Ann Lamp, Jefferson County  
Cheryl Loran, Jefferson Transit  
Greg Cioc, Kitsap County  
Ed Coviello, Kitsap Transit  
Melissa McFadden, Mason County

Mike Oliver, Mason Transit Authority  
Dick Taylor, Port of Shelton  
Kevin Dragon, Squaxin Island Tribe  
Judy Scott, Port of Allyn  
George Kovich, WSDOT  
Dennis Engel, WSDOT  
Debbie Clemen, WSDOT

**Welcome Introductions**

Committee Chair Rich James opened the meeting with a welcome and then initiated self-introductions.

**Officer Elections**

Note: Mike Oliver was nominated as Acting TAC Vice Chair upon the retirement of TAC Vice Chair Lennea Wolfe.

Debbie Clemen asked the group if there were any other nominations to consider for the Vice Chair position. Hearing none, Debbie asked for a vote to officially elect Mike Oliver as TAC Vice Chair. The motion was seconded and carried with no further discussion.

**Peninsula RTPO's Travel Demand Model Update**

Note: Kitsap County is under agreement with WSDOT to develop a regional travel demand model for the Peninsula RTPO. Kitsap County was allocated \$48,000 for this work and the model is scheduled to be completed in June 2015.

Greg Cioc from Kitsap County updated the group on the progress of the travel demand model. Greg relayed that Kitsap County's modeler Jim Rogers met with Rich James to discuss Clallam County's Traffic Analysis Zone (TAZ) data. Next Jim plans to meet with Jefferson County to discuss their TAZ data. Jim hopes to have the initial model up and running in mid-February. George Kovich asked Greg if they have plans for a peer review of the model by an outside source. George relayed that this is a common practice with travel demand models.

Rich James voiced his concern over the amount of time that it would take one of his staff to compile the data needed for the TAZ areas. Rich estimates that it could take one staff person possibly 2 months working fulltime exclusively on this task to compile the necessary census data and GIS maps for the TAZ areas.

## **Peninsula RTPO's Travel Demand Model Update** continued

Rich proposed having Kitsap County subcontract out the TAZ elements for each county. Mason and Jefferson counties also agreed that their staffing levels are limited and hiring a consultant to collect the data needed is preferred. Greg will take the information that he heard today and discuss it with Jim Rogers to determine the next steps for the model.

Zoe Ann Lamp commented that Jefferson County has received an official extension from the Department of Commerce; their required comprehensive plan update's due date was extended from June 2016 to June 2018.

## **Draft Unified Planning Work Program (UPWP)**

Debbie Clemen briefed the group on the draft UPWP. Debbie commented that this is the initial draft of the UPWP for your review and comments. The development of an UPWP is required annually. It is the PRTPO's on-going work program and operates on a fiscal year basis from July 1<sup>st</sup> through June 30<sup>th</sup>. Once the Executive Board adopts the UPWP, it is submitted to WSDOT for approval to ensure compliance.

Debbie relayed the following UPWP schedule to the group:

February 20 <sup>th</sup>	TAC's UPWP's recommendations are submitted to the Executive Board for their review.
March 23 <sup>rd</sup>	Working draft of the UPWP is forwarded to WSDOT's Headquarters Office.
April-May	WSDOT's Headquarters will conduct an all-day on-site coordinating meeting to ensure that the UPWP complies with their needs. The Executive Board and TAC Chairs and Vice Chairs along with staff are required to attend the meeting.
June 19 <sup>th</sup>	Executive Board members adopt the SFY 2016 UPWP.
June 19 <sup>th</sup>	Adopted UPWP is due to WSDOT Headquarters.
July 1 <sup>st</sup>	SFY 2016 UPWP takes effect.

Debbie then reviewed the UPWP with the group. She highlighted the Table of Contents commenting that the UPWP features 3 main sections: 1) the Background and History 2) the Program Year Work Scope and 3) the Unfunded Work Program. Next Debbie reviewed Section 2) the Program Year Work Scope with the group. The Work Program consists of five main elements with an overall budget.

1. The first element is General Program Administration. State RTPO Funds in the amount of \$48,468 were budgeted for this task. This task consists of administrative support and management functions associated with regional transportation planning program and fulfillment of state requirements by the lead agency.
2. The second element is Regional Transportation Planning. State RTPO funds in the amount of \$47,962 were budgeted for this task. This task consists of meeting federal and state planning requirements to implement and coordinate the region's transportation planning process. This task also includes the required on-going coordinated human services transportation discussion effort.

## **Draft Unified Planning Work Program (UPWP) continued**

3. The third element is Data Collection and Analysis which includes the PRTPO's Travel Demand Model and Maintenance. State RTPO funds in the amount of \$10,000 were budgeted for this task. The Travel Demand Model developed for the PRTPO requires on-going maintenance to update the model as changes are required.
4. The fourth element is the Transportation Improvement Program (TIP). State RTPO funds in the amount of \$14,570 were budgeted for this task. This task consists of the development of an annual Regional TIP and submission of Peninsula RTPO's secured projects to the Statewide Transportation Improvement Program (STIP) with monthly amendments to the document.
5. The fifth element is RTPO Planning Duties which includes the review of county, city and town comprehensive plans. State RTPO funds in the amount of \$13,000 were budgeted for this task. Mandatory comprehensive plan updates are due in 2016, funds are reserved for review in anticipation of a possible early update of plans by local jurisdictions.

The overall budget for the UPWP totaled \$134,000. The amount budgeted for the new biennium is the same amount as the last biennium. Debbie remarked that comments on the UPWP will be accepted through February 10<sup>th</sup>.

### **Legislative Update Note**

George Kovich commented that there are currently three legislative bills that are under consideration in the legislature that propose changes to RCW 47.80 the Regional Transportation Planning Program in Washington State.

- Bill 5196 proposes no state funds for RTPOs if they receive federal funds.
- Bill 5199 proposes no member from out of state shall vote on any RTPO board
- Bill 5200 proposes most senior member of the legislature from each district is a voting member of the transportation policy board but not necessary for a quorum.

### **Regional Transportation Plan (RTP) Update**

George Kovich gave a status report on the revisions to the RTP. He commented that a revised draft of the RTP will be available for review in February. All revisions will be highlighted in red so members at a glance can see those areas that have been revised. Staff consolidated the vision, goals, and policies into a single chapter. The previous Transportation System Chapter had a lot of maps and not much text. We moved the maps to the appendix to make room for more text in the chapter. All revisions were based on comments received. However, the entire document wasn't reformatted as suggested. After its release, there will be a 2 week review period for the revised RTP.

### **Land Use Maps**

George asked the group how much effort staff should spend on developing the land use maps. He commented that RTPOs use land use maps for reference only. The group felt that land use drives transportation and these maps were a critical element to have. However, these draft land use maps show too much information to be useful. Reduce the number of zones and add more of the transportation network for reference. Rich suggested only showing rural, commercial forest and urban on the maps.

## **Regional Transportation Plan (RTP) Update** continued

### **Finance Chapter**

George commented the Finance Chapter needs to depict a 20 year look at the region. To get beyond a 6-year look, staff utilized comprehensive plan data from the region. Staff utilized data from the Transportation Improvement Program (TIP), and then added the transit dollars to the city and county data. George created a graphic depicting Total Project Costs and Total Forecasted Revenue.

Members commented that they would prefer a more constrained plan that shows a realistic picture. The group also requested that the "Traffic Policing" figures be added back in. George will send out copies of the 2012 report for review.

### **Announcements**

#### **Regional Trail Plan**

Staff has included in the UPWP under the Unfunded Work Plan efforts, a Regional Trail Plan. Previously the RTPO had considered developing a trail plan. This plan would identify all planned, proposed, and potential trail corridors in the region. The National Park Service (NPS) had offered a grant that could provide for meeting support and documentation of a regional trail plan effort. This grant provided in kind services only. The NPS may still offer such a grant. It was asked if the TAC would be interested in researching the grant and would want to consider going after such a grant.

Rich commented that professional assistance to pull together existing trail systems would be great, but we don't want a bunch of public charettes. We need local coordination not more comments from the public. Mike Oliver offered to look into the grant opportunity.

#### **Agate Pass Bridge Cleaning**

Significant delays are expected on SR 305 at the Agate Pass Bridge beginning Monday, Feb. 9<sup>th</sup>. Traffic will be restricted to a single alternating lane between 8:45 AM and 3 PM Monday through Friday, and 7:45 AM to 3 PM on weekends through Saturday, Feb. 28<sup>th</sup>.

#### **Bucklin Hill Bridge Project Road Closure**

NW Bucklin Hill Road in Silverdale will be closed between Blain Ave NW and Mickelberry Rd NW starting July 2015 for approximately 12 months.

#### **Mason Transit Authority's Conference Room is available for meetings.**

Mike Oliver offered to host meetings at Mason Transit located at 790 E. Johns Prairie Rd in Shelton.

#### **Meeting Adjourned**

Rich James adjourned the meeting.