

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

January 24, 2014

Jefferson County Library
Port Hadlock, WA

Attendees

Rich James, Clallam Co	Dick Taylor, Port of Shelton
Doug Bullis, Jefferson Transit	David Peterson, Port Townsend
Tammi Rubert, Jefferson Transit	Judy Scott, Port of Allyn
Clint Wetzel, Clallam Transit	Jim Rogers, Kitsap County
Loretta Swanson, Mason County	Carol Brown, Lower Elwha Klallam Tribe
Melissa McFadden, Mason County	Dennis Engel, WSDOT
Margaret Foley, Squaxin Island Tribe	George Kovich, WSDOT
Mike Oliver, Mason Transit Authority	Teri Hickey, WSDOT
Lennea Wolfe, Skokomish Tribe	

Welcome Introductions

Committee Chair, Rich James, opened the meeting with a welcome and initiated self-introductions. Dennis Engel commented that Patrick Babineau is no longer with WSDOT due to budget reduction. He relayed that WSDOT will continue to provide staff support to the Peninsula RTPO. Debbie Clemen will take over as the Peninsula RTPO Coordinator duties.

2015 Unified Planning Work Program (UPWP)

George Kovich went over with the group on the initial draft 2015 UPWP provided for the TAC's review and comment. George noted that draft provided them does not include the associated budget for the work program. The budget breakdown will be provided to the TAC at its March meeting; the staff just recently received the UPWP guidance from WSDOT and is working through it.

George proceeded to go through the work items for next fiscal year which included the Six-year regional transportation improvement program (Peninsula RTIP), Travel Demand Model, Coordinated Human Services Transportation Plan, Regional Transportation Plan Update work; and the Transportation Alternative Program. He noted that we have been discussing with Kitsap County a Scope of Work for Kitsap County to begin the travel demand mode effort. He asked the TAC provide any comments as to the work items and if there are additions or changes to those identified.

Working draft of the UPWP is due to WSDOT by March 24th; in the April timeframe, WSDOT will conduct an on-site review meeting to review the draft UPWP. Staff will provide final draft UPWP with associated budget to the TAC for review at its March 20th meeting.

Human Service Transportation Plan (HSTP) - Update

Per the previous TAC meeting George Kovich went over the scope of work and schedule for the Coordinated Human Service Transportation provided in packets. He reminded everyone that the Peninsula RTPO is responsible to update by December 2014. He noted that the initial stake holders' meeting was conducted on January 15th to acquaint the stakeholders with the requirements as specified by WSDOT, to give the group a general idea of the schedule milestones and how the update effort is planned to be conducted. It was noted that the TAC will be updated as to the progress of the HSTP effort at subsequent TAC meetings.

Regional Transportation Plan (RTP) Comments

George reminded the TAC the RTP as developed by the Skokomish Tribe was provided to membership for internal review in July 2013. In August the TAC recommended moving the RTP forward into the Public Outreach phase to solicit public comments on the document. In September, the Executive Board concurred with moving the RTP forward. The Skokomish Tribe along with staff coordinated the public outreach.

The RTP was made available for public review at local libraries and on the PRTPO's website. News Releases were sent out to the media announcing the availability of the document in Clallam, Jefferson, Mason and Kitsap counties. In early December, the PRTPO conducted four public open houses to include one specifically for the region's tribes. Open Houses were conducted in Port Angeles, Port Townsend, Sequim and Shelton. Attendance varied at the open houses from 5 to 29 participants. It is noted that more people attended at some locations, but failed to sign in.

Seventeen written comments were received from the open houses and four by emails from citizens. The Jamestown S'Klallam Tribe, Jefferson County Public Works, Clallam County and WSDOT's Statewide Transportation Planning Office provided written comments. Due to the lateness of some comments responses are still being developed. Lead Agency staff is in the process of reviewing the comments and determining the level of effort needed to revise the RTP based on comments provided. Staff is also looking at the budget to determine the ability to complete the update for the RTP with the remaining allocated funds this fiscal year.

Rich James mentioned that jurisdictions will be asked to provide information on a local level and to please respond in a timely manner so that revision can move ahead without delays. George commented that we are not looking at a major rewrite of the plan. Our goal is to try and keep the plan as a small, useable, reader friendly document.

Meeting Calendar

George commented to the group that in their packets is an updated meeting schedule for the upcoming and following year.

TAC Officer Election

George commented that members were asked for nominations to fill the TAC Chair and Vice-Chair. Only two nominations were received, both for TAC Chair, Rich James and Lennea Wolfe. It was suggested that based on the voting results, the one with the highest amount of votes would be Chair and the other nominee would be Vice-Chair. The group concurred with the suggestion. Based on the ballots collected, Rich James was elected Chair and Lennea Wolfe Vice-Chair.

Announcements/Adjourn

The meeting adjourned at 11:30 PM.