

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

June 27, 2014

Jefferson County Library  
Port Hadlock, WA

**Attendees**

Rich James, Clallam Co  
Zoe Ann Lamp, Jefferson County  
Greg Cioc, Kitsap County  
Jim Rogers, Kitsap County  
Ed Coviello, Kitsap Transit  
Michelle Thompson, Makah Nation  
Loretta Swanson, Mason County  
Mike Oliver, Mason Transit Authority  
Fred Salisbury, Port of Bremerton  
Larry Crockett, Port of Port Townsend  
Brian Moorehead, WSDOT  
Dennis Engel, WSDOT  
George Kovich, WSDOT  
Debbie Clemen, WSDOT

**Welcome Introductions**

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

**Transportation Alternative Program (TAP) Grant Funding Update**

Debbie Clemen commented that since the last TAC meeting, a significant change has occurred with the PRTPO's 2014 TAP funds. It was discovered that in addition to the original 2014 TAP allocation of \$189,478, the PRTPO has an additional \$187,635 to allocate. In which a minimum of half (\$93,817) of these additional funds must be obligated by the August 1, 2014.

Original 2014 TAP Allocation:           \$189,478.  
Additional 2014 TAP Allocation:       \$187,635  
Total Available 2014 TAP Allocation:  \$377,113

At least \$283,295 out of the \$377,113 allocated in 2014 TAP funds must be obligated by Aug. 1st.

In May, we had a Call for 2015 TAP Projects. Mason County and Mason Transit submitted two projects each. Staff coordinated with the county and transit to determine if any of their projects were far enough along in the process where they could be obligated by the August 1, 2014 deadline. Fortunately, Mason Transit was able to react quickly and switch their projects to the 2014 TAP allocation. Mason County however didn't have enough time to make the switch.

Consequently, both Mason County projects will automatically be resubmitted with the second Call for 2015 TAP projects.

Last year, the City of Port Angeles was awarded \$189,972 in 2014 TAP funds for their Olympic Discovery Trail project. The City of Port Angeles is on target to have their project obligated by August 1, 2014. Note: Construction projects take additional time to obligate because they have right of way and NEPA elements to complete.

Staff coordinated with Clallam County and recommends using the remaining \$25,000 in 2014 TAP funds towards Clallam County's Olympic Discovery Trail - Spruce Railroad Trail and Tunnels project. Clallam County is currently working with Western Federal Lands on this project. In order to meet the August 1<sup>st</sup> obligation deadline, Clallam County would transfer the funds over to the Western Federal Lands for administration.

It was proposed that the following projects be funded with the target allocation of \$284,195 in 2014 TAP funds:

• Port Angeles' Olympic Discovery Trail	\$189,972
• Mason Transit's Multi-Modal System Enhancements	\$69,200
• Clallam County's ODT – Spruce Railroad Trail & Tunnels	<u>\$25,023</u>
Total 2014 TAP Allocation	\$284,195

The remaining balance of \$92,918 in 2014 TAP funds will be added to the 2015 allocation. A total of \$282,918 is available for the second Call for 2015 TAP Projects in September.

#### **2014 TAP Grant Presentations:**

##### **Multi-Modal System Enhancements**

Mike Oliver from Mason Transit gave a brief presentation on their Multi-Modal System Enhancements project. Mike commented that these projects will procure and install amenities for bicyclists, pedestrians and transit travelers at their downtown Shelton Transit Community Center project. Amenities include multi-modal route and connection information, off-street rest and waiting areas, secured outdoor furniture, bicycle parking and storage. This grant also adds \$15,000 to their existing *Replace 15 Existing Wooden Bus Shelters* project. The additional funds will procure and install bike racks and informational display systems throughout the Mason Transit Authority's service area at identified high bicyclist users bus stops and those users seeking park and trail information as well as other valuable transportation connections.

##### **Olympic Discovery Trail – Spruce Railroad Trail and Tunnels**

Rich James from Clallam County gave a brief presentation on the Spruce Railroad Trailhead project which is a segment of the Olympic Discovery Trail. Rich commented that the \$25,023 in 2014 TAP grant funds will help fund the installation of two bridges over the wetlands along the 4 mile trail around Lake Crescent. The Spruce Railroad Trail is located within the Olympic National Park. The trail leaves from the East Beach trailhead and continues along the north shore of Lake Crescent for about 4 miles before it starts climbing gently toward the top of

Fairholm Hill. The first 4 miles of trail are in the process of reconstruction, which will include paving and refurbishment of 2 railroad tunnels and removing 2 very primitive tunnel bypass trails. The railroad tunnels entrances were blasted shut by Olympic National Park after years of non-use for safety purposes.

A motion was made to approve the 2014 TAP grant allocations as presented. The motion to approve the TAP grants as presented was moved and carried with no further discussion.

### **2015 – 2017 TAP Grant Call For Projects**

The group discussed the possibility of programming out TAP grant awards through 2017. After a short discussion, the group agreed to program TAP allocations through 2017. Since the call for projects would encompass a 3-year span, members requested ample time before the TAP grant applications were due. It was decided to wait until September for the second Call for Projects with a Sept. 30<sup>th</sup> application deadline. The project presentations and grant selection would occur at a special meeting in October.

The TAP grant allocations are as follows:

- 2015 \$282,918 in grant funding is available
- 2016 \$190,000 in grant funding is available
- 2017 \$190,000 in grant funding is available

Note: The group expressed the possibility of funding one large regional project using the entire or a large majority of the \$662,918 TAP funds available. It was also noted was that the 2015, 2016 and 2017 grant fund awards may be obligated upon receipt. It is not necessary to wait for the respective award year.

A concern was raised about the timeliness of obligating grant funding. To ensure that jurisdictions are able to obligate their awarded TAP funds in a timely manner, the TAC needs to ask the right questions when selecting TAP projects during the project selection. TAP grant selection criteria will be discussed at the August 14<sup>th</sup> TAC meeting.

### **TAP Funds Release Process**

Brian Moorehead from WSDOT's Olympic Region Local Programs' office updated the group on the TAP funds release process. Brian commented that the process could take between 2-4 months at the Region level and then another 4-6 months at our Headquarters level. Especially if it's a construction project and right of way and NEPA are required. A handout was provided that listed 4 steps in the funds release process. Step one is to enter your project into the Statewide Transportation Improvement Program (STIP) using the Secure Access Washington (SAW) software; the second step is the option of transferring your TAP award directly to a Federal Agency for administration; the third step is to consult the Local Agency Guidelines Manual and complete the project application packet and Local Agency Agreement; and the fourth step is to contact WSDOT's Local Programs Office.

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

George Kovich relayed that updating the RTP should move a lot quicker now. The PRTPO's Goals and Policies portion has been revised as discussed at the previous TAC meeting. Under the Performance Measures Sections, 20.d. and 20.e. relating to the travel demand model feasibility and Level of Service (LOS) Consistency Report, were deleted. These policies were deleted because a LOS report was conducted and completed by Kitsap County. This then led to the process of developing the traffic model that is currently underway.

Staff is working on the Finance Chapter and the Regional Transportation System portion of the RTP. The regional system portion, which is an inventory of transportation systems in the region, will be added as an Appendix to the RTP. Comments regarding the Challenges Chapter were received noting that no local issues had been identified. To address this comment as well as beginning to compile a list of regional priority projects, staff plans to hold 3 countywide meetings in the August timeframe. A countywide meeting will not be held in Kitsap, staff will work directly with KRCC. The countywide meetings will consist of Technical and Executive Board level PRTPO members. The intent of these meetings is to identify the issues/challenges the counties feel are important and regional in nature. In addition during the meetings, participants will be asked to identify their priorities as to projects, programs etc.

Staff received 133 comments on the RTP. So far staff has addressed 76 of the comments. George then asked the group if they would prefer to review the revised RTP as an entire document or on a section by section basis. Members preferred to review the document by section.

## **Performance Measures Rule Making**

George commented that WSDOT submitted the Map 21 Federal Notices of Proposed Rule Making (NPRM) for the Highway Safety Program Grants, FTA and CMAQ Program Interim Guidance.

The Safety Performance Measure and Highway Safety Improvement Program rules are due on June 30, 2014.

## **NPRM Rules**

- **Metropolitan & Statewide Planning Rule**  
The Metropolitan & Statewide Planning rule was released on June 2<sup>nd</sup>. Comments on this rule from WSDOT were forwarded to TAC members on June 24<sup>th</sup> for review. This rule is more important for the MPOs than the RTPOs.
- **CMAQ Weighting Factors**  
CMAQ Weighting Factors rule is about air quality issues and doesn't really pertain to the PRTPO.
- **Pavement/Bridge Performance Measure**  
The Pavement/Bridge Performance Measure rule is regarding preservation.
- **Asset Management Plan**  
The Asset Management Plan rule is regarding fleet maintenance.
- **System Performance Measure**  
The System Performance Measure rule is regarding mobility.

Rich inquired if WSDOT has heard if they are going to set a level of performance for US 101? George hasn't heard yet. The State has one year to set targets and then each RTPO has 180 days after that to set their own targets.

### **Announcements/Adjourn**

#### **RTIP/STIP Schedule**

Staff reminded jurisdictions to begin to pull together their STIP and RTIP project information. All 2015 STIP and RTP projects are required to be entered into the Secure Access Washington (SAW) software for review by August 5<sup>th</sup>.

#### **Comprehensive Plan Reviews**

WSDOT will begin contacting each jurisdiction regarding the scheduled update for their comprehensive plan. Jurisdictions on the peninsula have until 2016 to update their jurisdiction's comprehensive plan. The PRTPO is also required to review each member's comprehensive plan for consistency with the Regional Transportation Plan.

#### **Letter of Support**

Mike Oliver from Mason Transit requested a Letter of Support from the PRTPO for his Public Transportation Conference Wall of Fame recognition nomination of Yvette Liufau. Mike really appreciates all of Yvette's support processing the PRTPO's STIP and RTIP projects.

#### **Letter of Support**

Staff drafted a Letter of Support to the Federal Highway Administration for WSDOT's Strategic Highway Research Program 2 grant application for the development of a statewide traffic model and analysis. This grant aims to promote the use of advanced modeling techniques to help transportation planning decision-making.

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