

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

March 20, 2014

Jefferson County Library
Port Hadlock, WA

Attendees

Rich James, Clallam Co	Brad Clinefelter, Port of Port Townsend
Eric Kuzma, Jefferson County	David Peterson, Port Townsend
David Sullivan, Jefferson County	Leanea Wolfe, Skokomish Tribe
Steffani Lillie, Kitsap Transit	Gordon Neilson, Skokomish Tribe
Loretta Swanson, Mason County	Kevin Dragon, Squaxin Island Tribe
Melissa McFadden, Mason County	Dennis Engel, WSDOT
Mike Oliver, Mason Transit Authority	George Kovich, WSDOT
Larry Crockett, Port of Port Townsend	Debbie Clemen, WSDOT

Welcome Introductions

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

2015 Unified Planning Work Program (UPWP)

George Kovich relayed that the revised UPWP includes an associated budget for the work program. This document was emailed last week for TAC review prior to the meeting. Headquarters' WSDOT has requested a copy of the UPWP by March 24th.

George commented that when staff developed the UPWP, we planned a budget of \$15,000 for the RTP including performance measures and priority project selection. George provided a breakdown of costs incurred to date on the RTP effort; he noted there was approximately \$4,000 left in the budget for the RTP effort this fiscal year. Staff recommends extending the RTP effort into the next fiscal year. We would like to host countywide meetings bringing together Executive Board and TAC members to discuss and consolidate unmet needs.

Leanea Wolfe identified several typos in the document and offered to email the list to staff for correction. Leanea also requested that tribal reservations be included when describing the boundaries within the PRTPO under the Section II heading of Peninsula RTPO Structure.

The regional transportation planning activities described in this UPWP covers a four county rural, exurban, and suburban region defined by the boundaries of Clallam, Jefferson, Mason, and Kitsap Counties including nine tribal reservations.

Headquarters' WSDOT has requested a conference call and an UPWP review day with staff and the officers of the Executive Board and TAC to discuss the UPWP. The review day meeting is expected to last from 9 a.m. to 4 p.m. Rich commented that this is an effort from Headquarters' WSDOT to spend an entire day talking about the UPWP. The need for a full day review was questioned, WSDOT staff will discuss with Headquarters.

It was explained that in the past, WSDOT Headquarters' reviewed the UPWP via conference call and then a couple of hours with staff. Now the Feds are requesting more time for meeting with MPOs thus the full day meetings. Though the PRTPO is one of 4 rural RTPOs that have review meetings without FTA & FHWA, the meetings are following format as the MPOs. The first half of the day is to get to know the RTPO and the

2015 Unified Planning Work Programs (UPWP) continued

second half of the day is to review the UPWP. Now the Feds are requesting the full day meetings. The first half of the day is to get to know the RTPO and the second half of the day is to review the UPWP.

The chairs agreed that Judy Lorenzo's office could have asked what days of the week are best for the attendees before selecting a date. The other question was why did they wait until the last minute to schedule the meeting? David commented that staff could coordinate a date directly with his office staff. Rich relayed that Thursdays and Fridays are preferred meeting days for him.

There was a comment from the group that at the Federal level, performance measures are the new way of doing business. It seems that as the money becomes more scarce, monitoring is much more involved. The PRTPO may need to really think about this, if the Feds are going to be more involved in performance measures.

Rich commented that there are sections of the RTP that still need to be finished, but instead we are spending all of our time on reviewing the UPWP. Dennis Engel stated he would follow-up and forward these comments to WSDOT.

George asked the group if there were any other comments or revisions to the UPWP. No other revisions or comments were suggested.

RTP Comments

Since the Goals and Policies were adopted by the Executive Board just last year, staff wanted to review the comments received to see if further revisions are required. George commented that staff preferred TAC's approval before any changes were made. The group reviewed and discussed each comment and determined if revisions were needed. Some of the revisions included the definition of Safety Conscious, improving safety performance of the system; Tolling Facilities, promote the introduction of tolls for freight users to encourage off peak travel by trucks; Climate Change text was moved to the first bullet under the Environmentally Sensitive and Sustainable heading; all occurrences of "Federal and State Highways" text was replaced with "Regional Highway System"; Aviation heading, the Peninsula Port Districts will be added; Tribal Participation heading, the text will read "increase tribal community member participation"; Performance Measures, use transportation performance measures that reflect priority regional objectives. And adopt performance measures that quantify contributions of motorized and non-motorized modes.

Regional Transportation System

Staff provided a definition of the Regional Transportation System for review by the TAC. Comments received on the RTP and during the last Executive Board noted there was no definition of the regional transportation system in the plan. The definition provided to the group was one approved by TAC members back in the 2009/2010 timeframe. The TAC was asked for their comments as to the definition of the regional system and if there was need to revise it.

A suggestion was made to add Tribal accustom lands to the list of Principal Activity Centers. Another comment was to create a map highlighting the Principal Activity Center. After further discussion, it was recommended that the Regional Transportation System topic be tabled for a later date.

Finance Chapter

George provided a handout featuring an example of the 2012 peninsula jurisdictions' revenue. He commented that this is the type of information that we are looking for to be featured in the finance section of the RTP. Staff is looking to focus on financial information from 2000 - 2012. It was suggested that the information include shift and diversion of road funds; it was indicated that the information could be obtained from the County Road Administration Board (CRAB). Staff will be approaching the transit agencies to collect financial data from county transit agencies including tribal and private transit companies.

Transportation Inventory

The Transportation Inventory discussion was tabled for a later date.

Human Services Plan Update

Debbie Clemen commented that the Human Services Transportation Plan update is required every 4-years per state and federal requirements. Staff has identified stakeholders and held a "kick-off" meeting in January. The update is currently in the Data Collection Phase. As part of the data collection an electronic survey is being developed and countywide meetings in April will be held to discuss the issues and gaps in service.

The locations for the countywide meetings have been tentatively identified; however, staff is still working on the dates.

Clallam County – Vern Burton Center in Port Angeles
Jefferson County – Port Townsend Senior Center
Kitsap County – Eagles Nest 1st Floor
Mason County – Shelton Civic Center
Tribal Meeting – Jamestown S'Klallam Tribe

Staff will schedule follow-up interviews with each tribe and social service provider following the countywide meetings.

The staff is in the process of gathering and updating demographic data using data from the census. Since there is question of the census data not providing accurate demographic data for the tribes, Staff will approach the tribes to determine the best data to use.

Transportation Alternative Program (TAP) Grants

Debbie commented that it was time again to complete the grant process selection for TAP.

Last year the PRTPO received \$184,850 in funds. These funds were awarded to the City of Port Angeles for their West End Park project that will develop pedestrian and bike trails, lighting, street furnishings, and a new park facility along the downtown waterfront.

The FFY 2014 estimated allocation for the PRTPO is \$189,478.

Staff proposed the following draft grant process selection:

March 24 th	Call for Projects
April 18 th	TAP Applications Due to PRTPO
April 21 st - 25 th	WSDOT Local Programs Review
May 5 th - 9 th	TAC Member Application Review
May 15 th	Project Ranking and Selection

The group felt that the proposed schedule didn't give them enough time. The group preferred a 5-week gap from the Call for Projects to the submission date.

The May 15th TAC meeting will be rescheduled to sometime in June to accommodate the TAP project ranking and selection process.

Staff will email a revised TAP schedule.

Safety Performance Measure Rule Making

The U.S. Department of Transportation published a proposed rule in the Federal Register on performance measurement for MPOs and state DOTs. This proposed rule, which has a 90-day comment period, lays out a performance measurement framework under MAP-21, and specifically addresses safety-related performance measures and targets.

Comments must be received on or before June 9, 2014. George asked TAC members if they preferred to submit comments as a RTPO rather than individually. TAC members voiced their preference of submitting comments as a RTPO. George relayed that the Safety Performance Measure will be put on the next TAC agenda for further discussion.

Comprehensive Plan Update Cycle

George commented that it's time for the comprehensive plan update cycle. This cycle happens every seven years. WSDOT is conducting two focus groups to obtain local jurisdictions input on their informational needs to help WSDOT determine how that they can assist in providing data and help WSDOT determine the areas it will need to place review emphasis on. One focus group will be held in western Washington and the other in eastern Washington. The jurisdictions on the Olympic Peninsula have until 2016 before their plan update is due.

Announcements

Leanea Wolfe provided handouts reference the Infrastructure Assistance Coordinating Council's (IACC) upcoming 2014 IACC Conference at the Wenatchee Convention Center the week of Sept. 30 – Oct. 2. The conference theme is "Together We Build Infrastructure" The IACC consists of membership from federal, state, non-profit, associations, and tribal organizations committed to the development, improvement, and maintenance of local infrastructure. IACC helps communities save time, money and solve the problem of tracking down available technical expertise and funding options for their infrastructure projects. For more information, visit www.infracfunding.wa.gov

All members are encouraged to attend the April 18th Executive Board Meeting at the Jamestown S'Klallam tribal center. Staff will present a RTPO 101 refresher featuring background information and responsibilities of the RTPO, the difference between a MPO and RTPO and other refresher information. In addition, Paul Parker from the Washington Transportation Commission will present the results of their Voice of Washington survey and update members on the Washington Transportation Plan (WTP).

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