

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

JULY 2013 – JUNE 30, 2014

ANNUAL REPORT

SUMMARY:

This annual progress report reviews the Peninsula Regional Transportation Planning Organization's (RTPO) activities and accomplishments that occurred during the 12-month period from July 2013 to June 2014 as outlined in the Unified Planning Work Program (UPWP). The Peninsula RTPO was formed for the purpose of coordinating the regional transportation planning activities in the Kitsap and Olympic Peninsulas. The Peninsula RTPO consists of elected and staff representatives from four counties, nine cities, nine tribal nations, four transit agencies, eighteen port districts, major employers of the region, and the Washington State Department of Transportation.

The Peninsula RTPO delivers its work program with support from the member agencies and jurisdictions. The Washington State Department of Transportation (WSDOT), Olympic Region, serves as the lead agency for the Peninsula RTPO and provides staff support to the organization.

This annual report is divided into the major work effort categories as identified in the UPWP:

- A. General Program Management
- B. Communications/Outreach
- C. Regional Transportation Planning
- D. Work Program (UPWP) Development
- E. FY 14 Financial Summary

Work Program Efforts:

A. GENERAL PROGRAM MANAGEMENT

Throughout the work program there is a need for coordination and management of the transportation and planning activities for the Peninsula RTPO and support to the various committees. The WSDOT Olympic Region Transportation Planning Office provides organizational and committee support for the activities outlined in this report.

One of the most important achievements of the Peninsula RTPO has been the organization of a regional body that has demonstrated a commitment to regional coordination and solidarity over individual parochial interests. This has been accomplished through respectful, continuous and open communications by all of the participating jurisdictions and agencies, including major employers in the private sector and their representatives at the Peninsula RTPO meetings.

During the past program year, the Peninsula RTPO participated in or accomplished the following:

1) Administered the Peninsula RTPO Transportation Planning program:

- a. Staff provided administrative support to the Executive Board (EB) and held 5 EB meetings. Staff also provided administrative support to the Technical Advisory Committee (TAC), to include coordinating and scheduling 6 meetings, and facilitating meeting discussions.
- b. Prepared and coordinated the work effort with Kitsap County Public Works and the Skokomish Tribe to accomplish several UPWP tasks during the past program year. The tasks included the drafting of a regional transportation plan completed by the Skokomish Tribe; the tribe also assisted on coordinating and participating in the public outreach effort to solicit public comment about the plan. Kitsap County was tasked to develop a Travel Demand Model Feasibility and Level of Service Consistency Report which was completed and submitted to the TAC in June 2013. Acting on that report the TAC subsequently selected Kitsap County to develop a regional model for the RTPO.
- c. Developed and managed the program year work plan and budget that was responsive to state and federal planning requirements and/or guidance.

2) Facilitated coordinated transportation planning in the region:

- a. MPO/RTPO/WSDOT Coordinating Committee participation - Peninsula RTPO staff and members participated in four quarterly MPO/RTPO/WSDOT Coordinating Committee meetings during the program year.
- b. Central point for regional transportation planning – The Peninsula RTPO acted as a central point for regional transportation planning for the Olympic Peninsula region.

3) Organizational Bylaw Revision Work:

On Sept. 20, 2013, the Peninsula RTPO adopted the revised bylaws developed the previous fiscal year and approved a new organizational structure of two governing bodies. Due to the revised organizational structure, staff developed a new membership database that reflects these changes. Elections of officers under the new bylaws were conducted in January 2014 (TAC) and February 2014 (Executive Board).

B. COMMUNICATIONS/OUTREACH

The communications and outreach effort focused on updating the general public on the Peninsula RTPO and regional transportation issues. The responsibilities for public information are shared between WSDOT and the Peninsula RTPO member jurisdictions.

The Peninsula RTPO's central transportation improvement theme for the region is that all transportation improvements must enhance the efficiency of the Peninsula Region's existing transportation system. The Peninsula RTPO annually establishes transportation priorities which reflect this major transportation theme.

During the past program year the Peninsula RTPO participated in or accomplished the following:

1) Administered the Peninsula RTPO's transportation planning communications and outreach information by:

- Provided on-going public outreach and education opportunities, including effective communication materials and "speakers on request" to speak with organizations about regional transportation issues or opportunities of various natures, and coordination with other community activities in which a regional transportation perspective is desired.
- Provided a RTPO 101 refresher to the Executive Board members during this period. The purpose of the presentation was to educate new members and to provide a refresher for current members. The presentation highlighted the difference between a Regional Transportation Planning Organization (RTPO) and a Metropolitan Planning Organization (MPO), What the Peninsula RTPO is and what it does.
- The Transportation Commission reviewed with the Executive Board the results of the latest Voice of Washington Survey to include a breakdown as to the Peninsula region's responses.
- Informational brochures and fact sheets identifying the RTPO's priorities and meeting coordination for outreach and educational events and opportunities.
- Conducted public outreach efforts to include public forums in support of the development of the regional transportation plan.

2) Manage and update websites:

- Continued to manage the Peninsula RTPO's webpage to increase its effectiveness to educate and inform the public on the organization as well as the dissemination of organizational information to the public and Peninsula RTPO membership.

- Continued to participate in the joint MPO/RTPO Forward Washington website. This effort included updating and maintaining the PRTPO's portion of the web-based online tool.

3) Respond to informational requests from state/federal elected officials:

Responded to informational requests from state and federal elected officials relating to the RTPO's plans and priorities; while following state law RCW 42.17A.635 and other agency rules regarding use of state funding in lobbying.

Note: The Peninsula RTPO's work program activities do not include lobbying. No lobbying activities occurred outside of those eligible activities conducted as part of regular activities as describe in Title 23 and Title 49 and in RCW 42.17A.635, no certification and disclosure form as required by federal and state law was needed.

C. REGIONAL TRANSPORTATION PLANNING

The regional transportation planning process continues to evolve and strives to improve upon itself to ensure coordination of planning and implementation by all transportation interests. Transportation planning by nature is a long-term process. During the past program year the Peninsula RTPO participated in or accomplished the following:

1) Revision of the Regional Transportation Plan (RTP):

- a. This work effort builds off of the previous year's work by the RTPO. A draft of the Regional Transportation Plan (RTP) was prepared by the Skokomish Tribe and made available to the RTPO members for comment. At the September Executive Board meeting, members decided to move the plan forward through a public outreach process to solicit comments.
- a. A public outreach period was conducted between October and December 2013. The RTPO conducted four public open houses (three countywide and one tribal focused meeting) to solicit comments on the plan. The RTPO also made the plan available on its website as well as providing copies to the regional library system. Copy of the RTP was made available on the organization's website. Public notices were issued requesting public comments on the plan.
- b. Comments were compiled for revision consideration and incorporation into the plan. The Peninsula RTPO is currently reviewing comments and developing appropriate responses. Revisions to the RTP is an on-going efforts during the remaining period including additional transportation and financial data collection, review of goals and policies and other revisions as required.

2) Six-Year Regional Transportation Improvement Program (RTIP):

Staff worked with the TAC and individual RTPO members in the compilation and development of the Regional Transportation Improvement Program (RTIP) for jurisdictions, tribes and agencies within the Peninsula RTPO region. This included contacting local offices and gathering the necessary data to compile a complete list.

The completed RTIP was approved by the Executive Board on Sept. 20, 2013. State Transportation Improvement Program (STIP) data was forwarded to WSDOT in October 2013. This effort includes amending the STIP as changes are provided by member jurisdictions, agencies and tribes as required and is an on-going effort.

3) Interagency Coordination, Plan Reviews and other Planning Activities:

- a. Participated in Statewide planning document processes by supporting and participating in Statewide planning document processes, to include, but not limited to, the Washington State Transportation Plan, the Washington State Freight Plan, and WSDOT Corridor Planning Studies.
- b. Studies conducted in the RTPO area that members participated in include the SR 305 Suquamish Way Intersection Improvements study and the SR 3/SR 304 Interchange Improvements project. Members participated in the statewide discussions during quarterly MPO/RTPO Coordinating Committee meetings.
- c. The Transportation Commission provided presentations to the Executive Board members as to the Washington Transportation Plan (WTP) update, scope and process at the same time the commission solicited comments and suggestions from the members as to what to consider for the plan.
- d. No major updates to local comprehensive plans that required a consistency review and certification per RCW 47.80.026 were conducted during this period.
- e. Coordinated the Transportation Alternatives Program (TAP) grant process. All grant applications were ranked using the following project evaluation criteria and received the associated points.
 - o Is the project an eligible TAP activity (20 Pts)
 - o Does the project show a 13.5% local match (20 Pts)?
 - o Is the project consistent with the Regional Transportation Plan (20 Pts)
 - o Does the project have a direct relationship to the surface transportation system (except trails) (20 Pts)?
 - o Will the project funds be obligated by June 2015 (20 Pts)?
- f. Coordinated with adjacent regions to work together on mutual issues and opportunities.

- g. Kitsap County completed a Travel Demand Model Feasibility and Level of Service Consistency Report on behalf of the Peninsula RTPO.

4) Regional Travel Demand Model:

The TAC reviewed the recommendations of the Travel Demand Model Feasibility and Level of Service Consistency report as developed by Kitsap County. The TAC recommended that the RTPO proceed with developing a mid-level model with Kitsap County being the developer of the model. During this period, an agreement was developed with Kitsap County. The remaining work will be completed in the 2015 work year with an anticipated completion milestone of June 2015.

5) Human Services Transportation Plan (HSTP):

The Peninsula RTPO received a grant from WSDOT's Public Transportation office to conduct an update of the region's Human Services Transportation Plan (HSTP). Efforts on the plan began in December 2013 with identification of the stakeholders. The initial meeting of the Human Services Transportation Plan was held in January 2014. HSTP efforts during the period include data collection, countywide and tribal meetings, various interviews, which are currently underway, and survey of the transportation providers was conducted through an electronic survey to collect data related to providers efforts and resources. The HSTP effort is programmed to continue through the 2014 program year with the completed draft due to WSDOT in September 2014. The final document is due in December 2014.

D. WORK PROGRAM (UPWP) DEVELOPMENT

Work Program Products:

1. Developed the Unified Planning Work Program (UPWP) for Program Year 2015. The Peninsula RTPO staff worked closely with WSDOT headquarters on the review and revision of the UPWP, comments were received and incorporated into the UPWP. The UPWP was presented to the Peninsula RTPO's Executive Board for approval and adoption at the June 20, 2014 meeting.

E. FY 2014 Financial Summary

The financial summary for FY 2014 is depicted below:

Work Elements	FY 14 Allocations	FY 14 Expenditures	YTD Percent
TASK 1: General Program Management	\$38,688	\$39,688	100%
TASK 2: Education/Outreach	\$10,320	\$10,320	100%
TASK 3: C-1 RTP Update	\$24,000	\$21,289	88% *
TASK 3: C-2 RTIP Development & Updates	\$10,488	\$10,488	100%
TASK 3: C-3 Other Regional Planning Activities	\$7,952	\$7,952	100%
TASK 3: C-4 LOS/Modeling	\$24,000	\$1,000	4% *
TASK 3: C-5 Coordinated HSTP Update	\$87,000	\$46,359	53% *
TOTAL:	\$202,448	\$136,096	67%

* = ongoing tasks