



Kitsap Regional Coordinating Council

Transportation Technical Advisory Committee (TransTAC)

DRAFT Meeting Summary

March 12, 2020 | 12:30 – 2:30 PM

Remote: Zoom Meeting

Actions	Person Responsible
Send Mishu Countywide Project presentation materials by COB Wednesday 3/18.	Project Sponsors
Distribute KRCC Contingency List	KRCC Staff

A. Welcome and Administration

Mishu Pham-Whipple, facilitator of the KRCC Transportation Technical Advisory Committee (TransTAC), welcomed the group and reviewed the meeting’s agenda (see Attachment A for a list of participants).

Mishu explained that due to public health concerns surrounding COVID-19, Chair Wolfe recommended that KRCC meetings in March take place remotely. She encouraged TransTAC members to inform KRCC staff if they experience technical difficulties while using Zoom or other concerns about the remote meeting approach.

February 12, 2020 TransTAC meeting summary (distributed on 3/5/20):

Mishu noted that the summary would be posted to the KRCC website following the meeting.

B. Regional Project Evaluation Committee and other PSRC Updates

RPEC and other Boards and Committee Updates:

- The last RPEC meeting took place on February 28, and the next meeting is on March 27.
- TransTAC members who attended the February 28 RPEC meeting reported that the meeting included discussion of rebalancing efforts in 2020 in response to a growing list of extension requests. PSRC will be looking to jurisdictions to indicate through their progress reports whether they are able to move projects forward. Jurisdictions should evaluate their projects that are on the contingency list in preparation for funds being available.
- Mishu noted that TransTAC recently reviewed its own contingency list but will redistribute the list for reference.

Other PSRC Updates:

Ryan Thompto, PSRC, shared that more extension requests have been submitted and that the amount of returned funds has not been confirmed yet. He emphasized that progress reports, which are key for conducting rebalancing, are due March 13. He reminded TransTAC that extension request forms are now live and are due April 1. He also noted that PSRC staff are all working remotely at this time but are still reachable by phone or email.

C. Countywide Competition Coordination

Finalized presentation format for the 3/19 TransPOL Meeting:

- Mishu reviewed the Countywide Competition schedule, noting that project sponsors will be presenting projects to TransPOL on March 19.

- As the TransPOL meeting will take place remotely, Mishu requested that project sponsors send her their presentation materials digitally by no later than COB Wednesday, March 18, in order for them to be displayed for attendees of the Zoom meeting.
- She clarified that presentation materials for each project should be up to 4 slides Powerpoint slides, or a single PDF “placemat.”

Presentation preferences for the 4/7 KRCC Board Meeting:

- Mishu inquired as to whether TransTAC members would prefer to present their proposed transportation projects to the KRCC Board at its April 7 meeting, or to delegate the responsibility of presenting to KRCC staff. Mishu noted that the Board meeting will likely be held remotely due to ongoing public health concerns, and that the Zoom platform has the capability of hosting multiple presenters.
- TransTAC members agreed to defer the decision on whether KRCC staff or project sponsors would provide presentations to the KRCC Board until after the TransPOL meeting so that they could get a sense of the mechanics of participating in a remote meeting with policy level participants.

Countywide Project Presentations by Project Sponsors:

- Project sponsors provided brief overviews of their projects for the Countywide Transportation Competition, including information about the project type, phase(s), approximate funding request, and the Local or Regional Center the project supports. KRCC staff recorded project information into a draft Project List Spreadsheet.
- The Project List Spreadsheet includes a tally of total funding requests from projects sponsors in the Countywide Competition, compared to available funds. TransTAC members noted that the gap between total funding requests and available funds was lower than in the last competition cycle.
- A TransTAC member inquired if PSRC’s project scoring takes into account whether a project competing for funding in the current competition cycle is related to any projects that have been funded in the past but are on hold due to I-976 . Ryan clarified that based on PSRC’s survey of the impacts of I-976 to project sponsors, no Kitsap County FHWA-funded projects would run into this issue.

Review of approach to the 5/27 Countywide Project Selection Workshop:

- Mishu provided an overview of the proposed approach to the 5/27 Countywide Project Selection Workshop, which resembles the process taken during the last funding cycle. She reviewed the step-by-step process for the project selection workshop. TransTAC provided no recommended adjustments to the project selection process.
- Mishu, along with TransTAC members who have participated in project selection in the past, encouraged participants to review all applications in advance and come prepared with drafted scores for each project.
- TransTAC members will have the opportunity to take personal notes and assign or edit project scores during presentations. Staff will then compile the scores and populate a visual for the group to review.
- As part of their deliberation process, TransTAC will develop a contingency list and finalize a list of recommended projects for TransPOL to review at its next meeting.
- Ryan clarified that while PSRC manages project screening to determine whether projects are eligible for FHWA funding in the Countywide Competition, PSRC does not participate in the scoring process. In addition, KRCC staff coordinate with PSRC to determine projects’ air quality scores after applications are submitted.

D. Regional Competition Coordination

- Mishu invited TransTAC to discuss proposed projects for the Regional Transportation Competition. The following jurisdictions shared that they intend to submit projects in the Regional Competition, for a total of four projects:
 - City of Bainbridge Island: Sound to Olympics Trail Phase 4, to extend along the west side of HWY 305. At a total project cost of \$3million, Bainbridge will request \$2.6 million in the Regional Competition.
 - Kitsap County: Phase 1 of SR 104 (a project also being submitted in the Countywide Competition). The County is still determining the funding amount to be requested.
 - Kitsap Transit: Southworth Ferry Terminal replacement, PE phase, in partnership with Washington State Ferries. The requested funding amount will be \$3 million.
 - Port of Bremerton: Airport Industrial Way Phase 2-2 (a project also being submitted in the Countywide Competition). The requested funding amount will be \$2.9 million.

- In response to an inquiry regarding what happens to returned funds for projects approved during the last funding cycle, Ryan clarified that returned funds are allocated to the rebalancing process, rather than being added to the current amount of funds in the Countywide Competition.

E. Corridor Updates

- SR 305 has not met since the last TransTAC meeting.
- SR 16/Gorst has not met recently.
- SR 104 has not met recently.
- SR 303: an upcoming stakeholder meeting was postponed to March 26th.

F. Solutions and Support

TransTAC members raised no items for discussion.

G. Announcements and Next Steps

- The next TransTAC meeting (Project Selection Workshop) will take place on Wednesday, May 27 9am – 4pm.
- The next TransPOL meeting will take place on Thursday, March 19, from 3:15-4:45pm in the Kitsap Transit third-floor conference room.
- Project Sponsors should send Mishu supporting materials for presentations to TransPOL by COB Wednesday, March 18.

H. Adjourn. The meeting adjourned at 1:30pm.

Attachment A: TranSTAC Meeting Participants

Member Name	Member Affiliation (alphabetical)
Chris Wierzbicki	Bainbridge Island
Shane Weber	Bremerton
David Forte	Kitsap County
Jeff Davidson	Kitsap Transit
Fred Salisbury	Port of Bremerton
Mark Dorsey	Port Orchard
Diane Lenius	Poulsbo
Dennis Engel	WSDOT
Mishu Pham-Whipple	KRCC
Rosa Ammon-Ciaglo	KRCC
Ryan Thompto	Puget Sound Regional Council