



## Kitsap Regional Coordinating Council

Draft v. 6-6-2019

### Draft TransTAC Meeting Agenda

June 13, 2019 | 12:30 – 2:30 PM

Kitsap Transit 3<sup>rd</sup> Floor Conference Room, 60 Washington Ave. Bremerton

Topic	Documents
<b>A. Welcome and Old Business</b> <i>Objective: Maintain the business and operations of KRCC.</i> <ul style="list-style-type: none"> <li>March 14, 2019 TransTAC meeting summary (distributed for comment on 3/26/19)*</li> <li>2019 TransTAC Work Plan</li> </ul>	- <a href="#">2019 meeting calendar</a> (pg 2) - <a href="#">3/14/19 TransTAC meeting summary</a> (pg 3) - <a href="#">2019 TransTAC Work Plan</a> (pg 8)
<b>B. Maintenance Coordination: Regional Pavement Contract</b> <i>Objective: To take advantage of economies of scale by entering a joint contract.</i> <ul style="list-style-type: none"> <li>Review proposal for Regional Pavement Contract</li> </ul>	
<b>C. Operations Coordination: Bike Share and E-Bikes/E-Scooters</b> <i>Objective: To develop a protocol for if/when a bike share company approaches a jurisdiction and to develop consistency in traffic laws for electric motorized vehicles.</i> <ul style="list-style-type: none"> <li>Discuss desired approach to a coordinated bike share protocol*</li> <li>Discuss desired approach to local traffic law consistency for electric assisted bicycles and scooters*</li> </ul>	- <a href="#">Rural Bikeshare, On the Rise</a> (link) - <a href="#">Washington's E-bike Law FAQ</a> (link)
<b>D. Information Sharing: Traffic Modeling Projects</b> <i>Objective: To learn about current and past modeling projects and potentially discuss future joint modeling opportunities.</i> <ul style="list-style-type: none"> <li>Round Robin report out on contents of matrix*</li> </ul>	- <a href="#">TransTAC Traffic Modeling Matrix</a> (link)
<b>E. Regional Project Evaluation Committee and other PSRC Updates</b> <i>Objective: Share updates on recent regional planning related developments at Puget Sound Regional Council.</i> <ul style="list-style-type: none"> <li>RPEC and other updates</li> </ul>	
<b>F. Corridor Updates</b> <i>Objective: Share updates on cross jurisdictional corridor projects.</i> <ul style="list-style-type: none"> <li>SR 305, SR 16/Gorst, SR 104, others</li> </ul>	
<b>G. Solutions and Support</b> <i>Objective: Support fellow TransTAC members in troubleshooting current challenges.</i> <ul style="list-style-type: none"> <li>Round robin discussion of challenges faced by individual jurisdictions and potential solutions from TransTAC members</li> </ul>	
<b>H. Announcements and Next Steps</b> <i>Objective: Ensure follow up on proposed ideas and tasks.</i> <ul style="list-style-type: none"> <li>Next TransPOL meeting: Thurs, July 18*</li> <li>Next TransTAC meeting: Thurs, Sept. 12               <ul style="list-style-type: none"> <li>Report out on ADA Transition Plans</li> <li>Preliminary planning for next funding cycle</li> </ul> </li> </ul>	- <a href="#">2019 TransPOL Work Plan</a> (pg 9)
<b>Adjourn</b>	

\*Supporting document provided



# Kitsap Regional Coordinating Council

## Draft 2019 Meeting Schedule

Draft v.6-6-19

		January	February	March	April	May	June	July	August	September	October	November	December
Executive	<b>Board*</b> 1 <sup>st</sup> Tues. 10:15AM-12:15PM Norm Dicks Gov. Center	<b>Jan. 1</b> (cancelled)	<b>Feb. 5</b> Board Meeting	<b>March 5</b> Board Meeting	<b>April 2</b> Board Meeting	<b>May 7</b> Board Meeting	<b>June 4</b> Board Meeting	<b>July 2</b> (cancelled)		<b>Sept. 3</b> Board Meeting	<b>Oct. 1</b> Board Meeting	<b>Nov. 5</b> Board Meeting	<b>Dec 3</b> Board Meeting
	<b>Executive Committee</b> 3 <sup>rd</sup> Tues. 11:00AM-1:00PM Kitsap Transit	<b>Jan. 15</b> Executive Committee Meeting	<b>Feb. 19</b> Executive Committee Meeting	<b>March 19</b> Executive Committee Meeting	<b>April 16</b> Executive Committee Meeting	<b>May 21</b> Executive Committee Meeting	<b>June 18</b> (rescheduled)	<b>July 2</b> Executive Committee Meeting (10:15AM-12:15PM)	<b>Aug. 20</b> Executive Committee Meeting	<b>Sept. 17</b> Executive Committee Meeting	<b>Oct. 15</b> Executive Committee Meeting	<b>Nov. 19</b> Executive Committee Meeting	<b>Dec. 17</b> Executive Committee Meeting
	<b>Affordable* Housing Task Force</b> Various	<b>Jan. 8</b> 10:15AM-12:15PM Norm Dicks Gov. Center		<b>March 21</b> 10:15AM-12:15PM Kitsap Transit		<b>May 16</b> 10:15AM-12:15PM Kitsap Transit		<b>July 18</b> 10:15AM-12:15PM Kitsap Transit		<b>Sept. 19</b> 10:15AM-12:15PM Kitsap Transit			
Transportation	<b>TransPOL*</b> 3 <sup>rd</sup> Thurs. 3:15-4:45PM Kitsap Transit				<b>April 18</b> TransPOL Meeting			<b>July 18</b> TransPOL Meeting			<b>Oct. 17</b> TransPOL Meeting		
	<b>TransTAC</b> 2 <sup>nd</sup> Thurs. 12:30-2:30PM Kitsap Transit			<b>March 14</b> TransTAC Meeting			<b>June 13</b> TransTAC Meeting			<b>Sept. 12</b> TransTAC Meeting			<b>Dec. 12</b> TransTAC Meeting
Land Use	<b>PlanPOL*</b> 3 <sup>rd</sup> Tues. 1:30-3:00PM Kitsap Transit		<b>Feb. 21</b> PlanPOL Meeting			<b>May 21</b> PlanPOL Meeting	<b>June 18</b> (cancelled)		<b>Aug. 20</b> PlanPOL Meeting		<b>Oct. 15</b> PlanPOL Meeting		<b>Dec. 17</b> PlanPOL Meeting
	<b>LUTAC</b> 2 <sup>nd</sup> Thurs. 9:30-11:30AM Poulsbo City Hall	<b>Jan. 10</b> LUTAC Meeting		<b>March 14</b> LUTAC Meeting		<b>May 9</b> LUTAC Meeting		<b>July 11</b> LUTAC Meeting		<b>Sept. TBD</b> LUTAC Meeting		<b>Nov. 14</b> LUTAC Meeting	

\*Open to the public

### Other Dates

Board Retreat:

Legislative Reception:



# Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)  
Transportation Technical Advisory Committee (TransTAC) Meeting Summary  
March 14, 2019 // Kitsap Transit, Bremerton  
v. 3/26/19

## Decisions and Actions

Decisions	
<i>No decisions were made at this meeting.</i>	
Actions	Person Responsible
1. Evaluate whether a formal Rural Town Center and Corridor project selection process is necessary if the 3 project slots are filled unchallenged.	KRCC staff (complete – not necessary)
2. Distribute the Kitsap Appointees to the Puget Sound Regional Council (PSRC) roster to TransTAC for approval.	KRCC staff (complete)
3. Distribute the Traffic Modeling Matrix via Google Docs to TransTAC for editing.	KRCC staff (complete)
4. Populate the Traffic Modeling Matrix with information applicable to members' traffic modeling projects.	TransTAC members (ongoing)

### A. Welcome & Old Business

Mishu Pham-Whipple, facilitator of the KRCC Transportation Technical Advisory Committee (TransTAC), led a round of introductions (see Attachment A for a list of participants). Bryan Dias greeted the group as the new Washington State Department of Transportation (WSDOT) Olympic Region Local Programs Engineer.

- Review the 2019 KRCC meeting calendar: TransTAC reviewed the 2019 KRCC meeting calendar and noted the additional phone meeting on May 9 to recommend projects for the Rural Town Centers and Corridors project selection process. With Poulsbo submitting one project and Kitsap County submitting two projects, Kitsap's 3 project slots are filled. KRCC staff will evaluate whether a formal process to recommend projects is necessary if there are no other projects competing for a slot.
- November 8, 2018 TransTAC meeting summary: Mishu noted that the discussion on appointees to PSRC committees was used to populate the PSRC committee roster, which she will distribute for TransTAC's review. Ryan Thompto, PSRC, reported that the County Chairs Committee's first two meetings of the year were cancelled.

### B. Brief Review of Proposed 2019 TransTAC Work Plan

The proposed work plan was developed based on feedback heard from TransTAC members through individual calls and can be revised as needed. The committee's work plan addresses the items approved in the KRCC Transportation Program Work Plan approved by the KRCC Board.

### C. WSDOT Project Delivery

Stephanie Tax, WSDOT, spoke on WSDOT project delivery requirements and common mistakes that project sponsors make. She noted that project delivery statewide is lagging. She

encouraged project sponsors to ensure that documentation, including consultant transactions and billing rates, is accurate and completed on time. She noted that reconciling inaccurate or inappropriate transactions to consultants is extremely difficult once the project has been closed and staff retires. Stephanie also provided an update that reminders were sent to financially inactive projects. A project is deemed “inactive” after nine months of WSDOT not receiving a monthly reimbursement. The status can be undone by submitting a monthly reimbursement. She emphasized the importance of knowing whether projects are inactive or not so that the money programmed to the inactive project can be programmed to the next available project instead.

#### **D. Information Sharing: Traffic Modeling Projects**

TransTAC agreed that conducting an inventory of the current traffic modeling projects in Kitsap would be helpful to inform a conversation around potential joint modeling opportunities in the future. They agreed to populate a matrix using Google Docs, which KRCC staff will distribute, so that everyone can have access and edit the document at once. TransTAC recognized the potential value in a joint modeling project, such as cost savings, updating comprehensive plans, and having standardized model inputs, but also noted some challenges, such as coordinating with existing modeling projects that are on their own timelines, needing to consistently feed the model data, and dealing with inaccurate model outputs as a result of broad assumptions over a larger geographic area.

#### **E. Obtaining, Spending, and Managing Federal Transportation Dollars**

TransTAC had differences in opinion on whether developing a 2-page reference document on best practices for obtaining, spending, and managing federal transportation dollars would be an exercise worth pursuing at TransTAC. Those interested in developing the reference document expressed value in enhancing institutional memory by documenting best practices and providing commentary on guidelines. However, TransTAC was ultimately not interested in developing the document due to concerns that there is too much information to distill into a memo style document, that the document would be out of date as soon as funding guidelines changed, and that project sponsors should be working closely with WSDOT local programs staff to navigate the use of federal transportation dollars.

#### **F. Legislative Session Updates**

Members provided the following updates on the legislative session:

- Over 2,000 bills have been submitted to the legislature, making it difficult to track legislative activities. KRCC members that do not have hired lobbyists were encouraged to reach out to those with lobbyists for updates.
- The cutoff date for non-budget bills is March 20, 2019.
- Kitsap Transit is interested in the legislation regarding Park and Ride use enforcement and video monitoring enforcement of HOV lanes.
- Tom Knuckey, City of Bremerton, reported that he is traveling to Washington D.C. next month to meet with the Office of Economic Adjustment, which is the same entity that funded the Joint Land Use Study (JLUS).

#### **G. Regional Project Evaluation Committee and other PSRC Updates**

TransTAC members provided the following updates regarding recent PSRC committee meetings:

- The Regional Project Evaluation Committee (RPEC) discussed Pierce County's representation on the committee, in which the City of Tacoma opposed Pierce County Regional Council's recommendation to move 1 seat from the City of Tacoma to Other Cities/Towns in Pierce County. RPEC was not comfortable voting for or against a countywide council's recommendation on their representation.
- There are \$14 million in returned fund from undelivered projects, which has implications for future funding of projects.
  - Stephanie Tax, WSDOT, added that if PSRC has money that can't be delivered, the funds will go to the U.S. Department of Transportation.
  - The RPEC Working Group is discussing how to improve and streamline project delivery.
  - The time allotted to obligate funds is significantly shorter in Washington State due to the decentralized structure of transportation funding relative to other states.

#### **H. Corridor Updates**

TransTAC provided the following updates regarding corridor committees:

- SR 305: Public meetings will take place in April, renderings of the Park and Ride have been received, and the Johnson Road project is in progress.
- SR 16/Gorst: Corridor work is being funded by the state budget. Port Orchard will be constructing two roundabouts to ease congestion.
- SR 104: Preliminary engineering for realignment is underway. The open house has been postponed to early fall.

#### **I. Solutions and Support**

David Forte, Kitsap County, shared that under a new pavement contract the County has entered, there is a clause that allows any jurisdictions to get the same pricing for cement. Kitsap jurisdictions could require that their contractors for new projects purchase cement from this vendor to take advantage of the pavement contract. Those interested should contact Jacques Dean at Kitsap County.

#### **J. Announcements and Next Steps**

The following announcements were made by TransTAC members and guests:

- Ryan Thompto, PSRC, gave the following updates:
  - The Bremerton open house for the VISION 2050 Draft SEIS is on March 19 from 4-6pm.
  - The Call for Projects for Rural Town Centers and Corridors is open, with \$5 million in funding available.
  - Progress reports for countywide and regional projects are due on April 1.
  - PSRC is working with their technical consultant to have the online progress reports self-populate with previously received information.
  - Gary Simonson, PSRC, sends his thanks to those who participated in the ITS survey.
  - Mitch Koch and Catherine Kato are supporting Ryan and attending countywide meetings to get acquainted with the committees.

- Tom Knuckey, City of Bremerton, shared that a major project in Marina Square will begin shortly. The parking lot will be turned into a large development and will cause a disruption by shifting traffic in the area.
- Mark Dorsey, City of Port Orchard, gave the following updates:
  - Mike Pleasants, Assistant City Engineer, will begin attending TransTAC meetings.
  - The finishing touches in Tremont are underway and that a roundabout with traffic signals will be installed to allow ambulances and other emergency vehicles to have uninterrupted access to the intersection.
  - Mark has been appointed to the Department of Commerce's Public Works Board to represent Small Cities.
- Dennis Engel, WSDOT, shared that an open house was held for a proposed metered roundabout at an SR 104 intersection, which would create gaps in traffic following the opening of the bridge to improve safety. The open house had over 250 attendees.
- The next TransPOL meeting will be on Thursday, April 18 and the next TransTAC meeting will be on Thursday, June 13.

Attachment A: TransTAC Meeting Participants

Member Name	Member Affiliation (alphabetical)
Barry Loveless	Bainbridge Island
Shane Weber	Bremerton
Tom Knuckey	Bremerton
David Forte	Kitsap County
Jeff Shea	Kitsap County
Steffani Lillie	Kitsap Transit
Fred Salisbury	Port of Bremerton
Mark Dorsey	Port Orchard
Andrzej Kasiniak	Poulsbo
Diane Lenius	Poulsbo
Dennis Engel	WSDOT
Mishu Pham-Whipple	KRCC Staff
Ryan Thompto	Puget Sound Regional Council
Catherine Kato	Puget Sound Regional Council
Mitch Koch	Puget Sound Regional Council
Bryan Dias	WSDOT
Stacie Kelsey	WSDOT
Stephanie Tax	WSDOT



## Kitsap Regional Coordinating Council

### Transportation Technical Advisory Committee (TransTAC) 2019 Meeting Work Plan

TransTAC meetings are on the second Thursday of the month, quarterly from 12:30-2:30pm at Kitsap Transit, Bremerton.

March 14	June 13	September 12	December 12
<ul style="list-style-type: none"><li>• Welcome and Old Business*</li><li>• Review 2019 TransTAC Work Plan</li><li>• WSDOT Project Delivery</li><li>• Share information on jurisdictions' traffic modeling projects (ie. software used, use of consultants, funding, lessons learned, etc.)</li><li>• <del>Develop content for a 2-page reference document on best practices for obtaining, spending, and managing federal transportation dollars (institutional memory for staff turnover)</del></li><li>• Legislative updates</li><li>• RPEC and other PSRC updates*</li><li>• Round robin: solutions and support*</li><li>• Corridor Updates*</li><li>• Announcements and next steps*</li></ul>	<ul style="list-style-type: none"><li>• Welcome and Old Business*</li><li>• Discuss opportunities for collaboration in relation to bike share and e-bikes/scooters (KRCC staff may develop white papers)</li><li>• Discuss the opportunity for a regional pavement contract (economies of scale for common maintenance)</li><li>• RPEC and other PSRC updates*</li><li>• Round robin: solutions and support*</li><li>• Corridor Updates*</li><li>• Announcements and next steps*</li></ul>	<ul style="list-style-type: none"><li>• Welcome and Old Business*</li><li>• Review past/current suggestions related to the project selection process for PSRC's Project Selection Taskforce consideration and conduct preliminary planning for the next cycle</li><li>• Report out on ADA Transition Plans (best practices, approaches, milestones)</li><li>• RPEC and other PSRC updates*</li><li>• Round robin: solutions and support*</li><li>• Corridor Updates*</li><li>• Announcements and next steps*</li></ul>	<ul style="list-style-type: none"><li>• Welcome and Old Business*</li><li>• Develop a draft list of regional projects for the next funding cycle</li><li>• WSDOT presentation on grant cycles</li><li>• Full transportation project status update</li><li>• RPEC and other PSRC updates*</li><li>• Round robin: solutions and support*</li><li>• Corridor Updates*</li><li>• Announcements and next steps*</li></ul>

**TransPOL meetings:** April 18, July 18, October 17

\*Standing agenda item  
v.6-6-19





## Transportation Policy Committee (TransPOL) 2019 Meeting Work Plan

TransPOL meetings are on the third Thursday of the month in April, July, and October from 3:15-4:45pm at Kitsap Transit, Bremerton.

April 18	July 18	Oct. 17
<ul style="list-style-type: none"><li>• Welcome and Old Business*</li><li>• PSRC's Rural Town Centers and Corridors update<ul style="list-style-type: none"><li>○ Report outs on projects submitted for screening.</li></ul></li><li>• PSRC Transportation Policy Board updates*</li><li>• Corridor Updates*</li><li>• Announcements and next steps*</li></ul>	<ul style="list-style-type: none"><li>• Welcome and Old Business*</li><li>• Recruit Project Selection Taskforce members (PSRC to recruit in August)</li><li>• Potential PSRC data inventory/conditions on (a) ITS; (b) corridor congestion; (c) freight; (d) special needs transportation; (e) bike/ped; (f) performance-based planning; (g) financial strategy</li><li>• Potential Update on Passenger Only Ferry Study (pending funding)</li><li>• PSRC Transportation Policy Board updates*</li><li>• Corridor Updates*</li><li>• Announcements and next steps*</li></ul>	<ul style="list-style-type: none"><li>• Welcome and Old Business*</li><li>• Develop a draft list of regional projects for the next funding cycle</li><li>• Full transportation project status update</li><li>• Project Selection Taskforce Updates</li><li>• PSRC Transportation Policy Board updates*</li><li>• Corridor Updates*</li><li>• Announcements and next steps*</li></ul>

\*Standing agenda item

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