



**Draft TransTAC Meeting Agenda**

March 12, 2020 | 12:30 – 2:30 PM | Remote Meeting:

To view the screenshare and connect via computer audio, use this link: <https://zoom.us/j/938664782>

If you are having trouble with your computer audio, call in: +1 669 900 9128; Meeting ID: 938 664 782

Topic	Documents
<p><b>A. Welcome and Old Business</b>  <i>Objective: Maintain the business and operations of KRCC.</i></p> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review 2/12/20 TransTAC meeting summary (distributed on 3/5/20)*</li> </ul>	<ul style="list-style-type: none"> <li>○ <a href="#">2020 meeting calendar</a> (pg 3)</li> <li>○ <a href="#">2/12/20 TransTAC meeting summary</a> (pg 4)</li> </ul>
<p><b>B. 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></p> <ul style="list-style-type: none"> <li>• RPEC and other PSRC Boards/Committees updates</li> <li>• Updates from PSRC</li> <li>• Project Check-ins (<i>watchlist projects</i>)</li> </ul>	
<p><b>C. Countywide Competition Coordination</b>  <i>Objective: Coordinate on the upcoming Countywide transportation competition to support the success of Kitsap projects.</i></p> <ul style="list-style-type: none"> <li>• Project sponsors will have 5 minutes per project to share details and respond to questions. Staff will record project info in the draft Project List spreadsheet.* Sponsors should be prepared to discuss the following about their project:               <ul style="list-style-type: none"> <li>○ Phase</li> <li>○ Local or Regional Center the project supports</li> <li>○ Project type (regular, preservation, non-motorized, rural, etc.)</li> <li>○ Approximate funding request from Countywide Competition</li> </ul> </li> <li>• Finalize the presentation format for the 3/19 TransPOL meeting</li> <li>• Discuss presentation preferences for the 4/7 KRCC Board meeting</li> <li>• Review approach to the 5/27 Countywide Project Selection Workshop*</li> <li>• <i>Screening Forms due to PSRC on Monday, April 6</i></li> <li>• <i>Applications due to PSRC on Friday, May 8</i></li> </ul>	<ul style="list-style-type: none"> <li>○ <a href="#">Draft Project List Spreadsheet</a> (link)</li> <li>○ <a href="#">Project Selection Instructions</a> (pg 9)</li> <li>○ <a href="#">Draft Project Selection Workshop Agenda</a> (pg 10)</li> </ul>
<p><b>D. Regional Competition Coordination</b>  <i>Coordinate on the upcoming Regional transportation competition to support the success of Kitsap projects.</i></p> <ul style="list-style-type: none"> <li>• Coordination on Regional Competition projects as needed               <ul style="list-style-type: none"> <li>○ <i>Screening Forms due on Monday, March 2</i></li> <li>○ <i>Applications due on Monday, April 13</i></li> </ul> </li> </ul>	

<p><b>E. Corridor Updates</b>  <i>Objective: Share updates on cross jurisdictional corridor projects.</i></p> <ul style="list-style-type: none"> <li>• SR 305, SR 16/Gorst, SR 104, SR 303, others</li> </ul>	
<p><b>F. Solutions and Support</b>  <i>Objective: Support fellow TransTAC members in troubleshooting current challenges.</i></p> <ul style="list-style-type: none"> <li>• Discussion of challenges faced by individual jurisdictions and potential solutions from TransTAC members</li> </ul>	
<p><b>G. Announcements and Next Steps</b>  <i>Objective: Ensure follow up on proposed ideas and tasks.</i></p> <ul style="list-style-type: none"> <li>• Review action items</li> <li>• Next TransTAC meeting: Project Selection Workshop on Wednesday, May 27 9am-4pm</li> <li>• Next TransPOL meeting: Thursday, March 19</li> </ul>	
<p><b>Adjourn</b></p>	

\*Supporting document provided



# Kitsap Regional Coordinating Council

## 2020 Meeting Schedule

Draft v.2-24-20

		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>Feb. 4</b> Board Meeting		<b>April 7</b> Board Meeting	<b>May 5 (tentative)</b> Board Meeting	<b>June 2</b> Board Meeting			<b>Sept. 1</b> Board Meeting			<b>Dec. 1</b> Board Meeting
	<b>Executive Committee</b> 3 <sup>rd</sup> Tues. 11:00AM-1:00PM Kitsap Transit	<b>Jan. 21</b> Executive Committee Meeting	<b>Feb. 18 (by phone)</b> Executive Committee Meeting	<b>March 17</b> Executive Committee Meeting	<b>April 21 (tentative)</b> Executive Committee Meeting	<b>May 19</b> Executive Committee Meeting	<b>June 16 (by phone)</b> Executive Committee Meeting		<b>Aug. 18</b> Executive Committee Meeting	<b>Sept. 15 (by phone)</b> Executive Committee Meeting	<b>Oct. 20 (by phone)</b> Executive Committee Meeting	<b>Nov. 17</b> Executive Committee Meeting	<b>Dec. 15 (by phone)</b> Executive Committee Meeting
Transportation	<b>TransPOL*</b> 3 <sup>rd</sup> Thurs. 3:15-4:45PM Kitsap Transit			<b>March 19</b> TransPOL Meeting		<b>May 28 (4<sup>th</sup> Thurs.)</b> TransPOL Meeting	<b>June 18</b> TransPOL Meeting		<b>Aug. 20</b> TransPOL Meeting		<b>Oct. 15</b> TransPOL Meeting		<b>Dec. 17</b> TransPOL Meeting
	<b>TransTAC</b> 2 <sup>nd</sup> Thurs. 12:30-2:30PM Kitsap Transit	<b>Jan. 9</b> TransTAC Meeting	<b>Feb. 12</b> PSRC Workshop (Wed.)	<b>March 12</b> TransTAC Meeting		<b>May 27</b> Project Selection Workshop (Wed.)		<b>July 9</b> TransTAC Meeting		<b>Sept. 10</b> TransTAC Meeting		<b>Nov. 12</b> TransTAC Meeting	
Land Use	<b>PlanPOL*</b> 3 <sup>rd</sup> Tues. 1:30-3:00PM Kitsap Transit		<b>Feb. 18</b> (cancelled)		<b>April 21</b> PlanPOL Meeting		<b>June 16</b> PlanPOL Meeting				<b>Oct. 20</b> PlanPOL Meeting		
	<b>LUTAC</b> 2 <sup>nd</sup> Thurs. 9:30-11:30AM Norm Dicks Gov. Center	<b>Jan. 9</b> LUTAC Meeting		<b>March 26</b> LUTAC Meeting		<b>May 14</b> LUTAC Meeting		<b>July 9</b> LUTAC Meeting		<b>Sept. 10</b> LUTAC Meeting			

\*Open to the public

**Other Dates**

**Board Retreat:** TBD

**Legislative Reception:** TBD



# Kitsap Regional Coordinating Council

## Transportation Technical Advisory Committee (TransTAC)

### DRAFT Meeting Summary

February 12, 2020 | 12:30 – 2:30 PM

Kitsap Transit Main Conference Room, 60 Washington Ave. Bremerton

Actions	Person Responsible
Include PSRC Monthly Update in TransTAC Meeting materials (ongoing).	KRCC staff
Update Competition Calendar and TransTAC calendar reminders to reflect updated Regional Competition Project application due date (April 8).	KRCC staff

### A. Welcome and Old Business

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).

- January 12, 2020 TransTAC meeting summary (distributed on 2/5/20): 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

- RPEC last met on January 24. The meeting included discussion of a survey distributed to jurisdictions regarding the extent of I-976 impacts, a project tracking and monitoring status report, and the schedule for updating the Regional Transportation Plan. The next RPEC meeting will take place on February 28.
- The PSRC Freight Advisory Committee will meet on February 12. The Committee will be formalizing its membership bylaws to include expanded representation based on geography, employment, and population. Representation from Kitsap County will likely include Kitsap County, Port of Bremerton, and perhaps Bremerton and Port Orchard, due to the relationship of these jurisdictions with Naval Base Kitsap and the Port of Bremerton.

#### Other PSRC Updates

- Ryan Thompto, PSRC reminded TransTAC that PSRC will send out progress report forms and project extension request forms for 2020 funds the first week in March. Extension request forms will be due April 1.
- Mishu provided a brief overview of the January 2020 PSRC Committee Updates report, which is distributed to the KRCC Board as an FYI each month. At TransTAC’s request, Mishu will include a monthly PSRC summary with TransTAC meeting materials.

### C. Regional Project Workshop

Ryan Thompto, PSRC, led a presentation reviewing details about the PSRC 2020 Project Selection Process in the Federal Highway Administration (FHWA) Regional and Countywide competitions. A link to the presentation is available on the KRCC website [TransTAC page](#). Points of clarification and additional discussion items are summarized below.

#### FHWA Regional vs. FTA Regional Funds:

- The focus of the Regional Project Workshop was on FHWA Regional Competition since it is more relevant to Kitsap jurisdictions.

- Ryan clarified that funding through the Federal Transit Administration (FTA) Regional Competition is applicable only to transit projects that serve the Marysville, Seattle-Tacoma-Everett, and Bremerton Urbanized Areas (UZA). Kitsap Transit automatically receives a share of funding because it is the only qualifying operator in the Bremerton UZA. Ryan noted one exception: Kitsap Transit is eligible for FTA Regional funding for a project located in the Seattle, Tacoma, Everett (STE) area if their application has a sponsor in that jurisdiction.

#### Project Eligibility

- Under PSRC Transportation Improvement Program (TIP) requirements, eligible projects must demonstrate that the full 2023-2024 phase is fully funded across different funding sources, with a local match requirement of 13.5%.
- Ryan emphasized that project sponsors can apply only for a single phase of funding at a time unless it the Preliminary Engineering phase (PE) and its subsequent phase (PE and Right of Way (ROW), or PE and Construction).
- Eligibility Screening forms are due on March 2. Ryan noted that PSRC would provide feedback on projects submitted for eligibility screening and give sponsors the opportunity to make adjustments.

#### Regional Competition Project Selection Process and Scoring Criteria:

- The Kitsap Region can submit up to six projects in the Regional Competition.
- Regional project submissions must support either a Regional Growth Center, a Regional Manufacturing & Industrial Center, or be a corridor project that serves a Regional Growth Center. Scoring criteria varies slightly depending on which of the three categories the project falls under.
- Non-scored criteria are included to provide RPEC with other considerations to weigh against projects with comparable scores. He clarified that project sponsors are not required to answer application questions regarding other considerations, but it is recommended as a way to have a potential competitive edge.
- Ryan clarified that project applications are expected to address each sub-bullet in their description of how a project meets a given criterion. Points allocated to each sub-bullet determine a full criteria score. Ryan noted that PSRC will revise the application to ensure its clear on which application questions are suggested topics versus required topics for applicants to address.
- Several TransTAC members requested clarification on what is accounted for in the project readiness score. Ryan clarified that financial documentation indicated the project has the resources to be implemented is accounted for in scoring. Mitch Koch, PSRC, added that the feasibility of the full project timeline is also considered in project readiness scoring.

Tips for Completing Project Applications: Ryan provided TransTAC with the following suggestions and clarifications regarding how to submit an effective project application:

- Overall, a strong application is concise, with responses that are not repetitive across questions, and provides clear citations to external sources of information.
- Project applications must specify how the project addresses a specific goal or problem. In the context of the Regional Competition, applicants must demonstrate the project's direct relevance to a goal outlined in VISION 2040.
- When describing proximity to a Regional Center, the project applicant is encouraged to include specific details about the project location and context.
- Project sponsors are encouraged to include data, whether it be from PSRC of another source, to justify expected outcomes. PSRC provides a webtool of demographic/geographic data that

applicants can use to support their projects. The tool is intended to provide a baseline dataset to all jurisdictions as needed.

- A strong application addresses specific equity impacts of the project using data such as census tract information.
- It is recommended that the applicants address the question regarding safety, even if there is not a record of safety incidences in the project area. Safety can be addressed by more than just reducing the number of incidences. It can be addressed through ADA improvements, for example.

#### Project Tracking Requirements:

- Ryan provided an explanation of PSRC's policies regarding project tracking. He noted that the tracking requirements enable PSRC to ensure that the Puget Sound Region meets annual funding targets. In the event of project backlogs, the region risks losing unused funds.
- He recommended that project sponsors review the Q&A from the [2019 Project Delivery Summit](#), which was an event held to provide guidance on the requirements for tracking and delivering federally funded projects.

#### Obligation deadline extensions:

- Ryan emphasized that the obligation deadline for FHWA funds is June 1 and described PSRC's updated policy regarding obligation deadline extensions. Extensions will no longer be automatically granted in the event that a project can demonstrate its ability to obligate funds by December 31.
- To obtain an extension, the agency is now required to provide an explanation of the delay, demonstrating that delay was due to circumstances outside agency control. The new extension policy applies only to new funding in 2021 and beyond.
- Due to the stricter extension policy, PSRC will conduct quarterly Project Tracking Check-Ins for Watchlist projects to mitigate project obligation issues early on.

#### 2020 Regional Call for Projects Online Resources and Forms:

Mitch Koch provided the committee with an overview of the [2020 Regional Call for Projects website](#), including tours of the online application platform and associated resources. Resources and points of clarification discussed are summarized below.

- PSRC Project Selection Resource Map: Mitch clarified that screenshots of map overlays from the Project Selection Resource Map may be used in funding applications. Jurisdictions are encouraged to include more specific, local, data sources in their applications, even if the data shows different results than indicators provided at the regional level.
- Eligibility Screening: In response to TransTAC concerns about demonstrating the distinction between funds that are "secured" versus "reasonably secured," Mitch referred to the "Financial Constraint Guidance" page that describes each type of funding security.
- Regional and Countywide Competition Applications: Both applications are available on the PSRC website. Mitch noted that project sponsors may contact PSRC (Ryan or Mitch) to request login information if they do not remember their TIP login from the last funding cycle. He also noted that the funding application can be pre-populated using entries on the eligibility screening form.
- Accessing Past Project Information: Ryan clarified that all past project application documents are public record. PSRC will send contents of previously submitted applications to project sponsors upon request.

#### **D. Regional and Countywide Project Coordination**

Mishu provided TransTAC with the following updates and reminders related to the Regional and Countywide projects.

Regional Application Due Date: The Regional Application was changed to April 8, moved back from April 3. The screening form is still due on March 2nd. Mishu will update the reminders recently sent to TransTAC and will reflect the date change on the Call for Projects calendar on the KRCC website.

Past Competition Award Data: Data summarizing funding received from Kitsap jurisdictions in the Regional, Countywide, and Rural Town Center and Corridors Competitions over the past 10 years as provided as a preview to what will be provided to TransPOL at their next meeting. Funds shown reflect the total funding amount after any funds were returned.

Materials for Upcoming Project Presentations:

- Countywide: TransTAC members should be prepared to discuss Countywide projects at the March 12 TransTAC meeting. At the March 19 TransPOL meeting, TransTAC members should plan to provide a placemat-size handout or less than four Powerpoint slides to present each Countywide Project.
- Regional: Project Sponsors should have information for a verbal report on Regional Projects at the March 19 TransPOL meeting but materials are not necessary at that time. TransPOL may recommend that project sponsors provide a presentation to the KRCC Board at their April 7 meeting.

Countywide Projects Online Application Form: The Countywide online application form will resemble the same application form from the previous cycle's application.

Project Coordination: TransTAC members collectively estimated that 5-6 projects will be entered into the Regional Competition. Steffanie Lillie, Kitsap Transit, encouraged TransTAC to submit any data requests needed for project applications in writing to Kitsap Transit within the next two weeks in order to be processed in time for the Competition deadlines.

**E. Solutions and Support**

- Diane Lenius, City of Poulsbo, shared that the city successfully administered two new project bids that had both received good response rates and competitive bids.
- David Forte, Kitsap County, provided an update on the recent cancellation of the Day Road roundabout project due to difficulty developing a design that would manage stormwater and had challenges related to an easement across local tribal property.

**F. Announcements and Next Steps**

- The Next TransTAC meeting will take place on Thursday, March 12, once again in the Kitsap Transit Main Conference Room on the second floor.
- The next TransPOL meeting will take place on Thursday, March 19, from 3:15-4:45pm in the third floor conference room.

**Attachment A: TranSTAC Meeting Participants**

Member Name	Member Affiliation (alphabetical)
Chris Wierzbicki	Bainbridge Island
Shane Weber	Bremerton
Tom Knuckey	Bremerton
Ned Lever	Bremerton
David Forte	Kitsap County
Melissa Mohr	Kitsap County
Steffani Lillie	Kitsap Transit
Jeff Davidson	Kitsap Transit
Kelly Houck	Kitsap Transit
Fred Salisbury	Port of Bremerton
Mark Dorsey	Port Orchard
Josh Ranes	Poulsbo
Diane Lenius	Poulsbo
Mishu Pham-Whipple	KRCC
Rosa Ammon-Ciaglo	KRCC
Ryan Thompto	Puget Sound Regional Council
Mitch Koch	Puget Sound Regional Council



**Kitsap Regional Coordinating Council (KRCC)**  
**Transportation Technical Advisory Committee (TransTAC) Project Selection Workshop**  
Draft v. 3-4-20

**Step 1** TransTAC members will familiarize themselves with the projects submitted to the 2020 Kitsap Countywide Competition using the applications found in the meeting packet distributed for the 5/27/20 workshop.



**Step 2** At the 5/27/20 workshop, TransTAC members will share the outcomes of the Regional Competition to determine whether any of the projects submitted to both competitions were fully funded and therefore no longer part of the Kitsap Countywide Competition.



**Step 3** Project sponsors will share details about how their project meets each criterion outlined in the Call for Projects. Project sponsors will also share if and how their project can be phased or whether it can be obligated in a different year. Please note that air quality estimates will be provided in a handout at the workshop.



**Step 4** Each jurisdiction (rather than each TransTAC member) will evaluate how well each project meets each criterion using a high, medium, and low ranking. These rankings will not be converted into scores. Please note that the TransTAC members from the jurisdiction submitting a project will not evaluate their own projects. In addition, Washington State Department of Transportation (WSDOT) and the US Navy are not eligible to evaluate projects.



**Step 5** KRCC staff will combine all the high, medium, and low evaluations on a large poster for TransTAC members to get a sense of how well each project, overall, meets the criteria.

**Step 6** TransTAC members will review the total amount of requested funds for each category (general, non-motorized, preservation, and rural). Then, TransTAC members will begin allocating funds for projects within each category, keeping in mind the following:



- Funding needs to be balanced by obligation year (2023 vs. 2024)
- How well each project meets the project selection criteria
- Whether each project could be phased and therefore accept less funds
- Other considerations that prioritize certain projects over others (e.g. regional equity, emergency need, etc.)



**Step 7** Finalize funding recommendations and submit to TransPOL for their consideration at their 6/18/ 20 meeting.





## Kitsap Regional Coordinating Council

Draft v. 2-26-2020

### Draft TransTAC Project Selection Workshop Agenda

May 27, 2020 | 9 AM–4 PM | Kitsap Transit SECOND Floor Conference Room, 60 Washington Ave. Bremerton

Coffee and snacks will be provided throughout the day

Time	Topic	Documents
9:00 AM	<b>A. Welcome and Old Business</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review of 3/12/20 TransTAC meeting summary (distributed on x/x/x)</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">2020 meeting calendar</a> (pg )</li> <li>- <a href="#">Draft 3/12/20 Meeting Summary</a>.(pg )</li> </ul>
	<b>B. Regional Competition Debrief</b> <ul style="list-style-type: none"> <li>• Identify any projects that have received partial or full funding through the Regional Competition.</li> </ul>	
	<b>C. Project Selection Workshop: Instructions and Ground Rules (led by Sophie Glass)</b> <ul style="list-style-type: none"> <li>• Review the proposed process for the 5/27 Project Selection Workshop.</li> <li>• Applications have been included in this meeting packet without their attachments. For the full applications, including attachments, visit: <a href="https://file.ac/f-C0mdlZqgg/">https://file.ac/f-C0mdlZqgg/</a></li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Countywide Competition Call for Projects</a> (pg )</li> <li>- <a href="#">1-pg overview of Countywide Projects</a> (pg )</li> <li>- <a href="#">Countywide Project Applications</a> (pg )</li> <li>- <a href="#">2009-2019 Countywide Competition funding allocations</a> (pg )</li> <li>- <a href="#">Project air quality estimates</a> (pg )</li> <li>- <a href="#">High-Medium-Low Evaluation Sheet</a> (pg )</li> </ul>
	<b>D. Review of Projects (Part 1)</b> <ul style="list-style-type: none"> <li>• [Bainbridge Island Projects?]</li> <li>• [Bremerton Projects?]</li> <li>• [Port Orchard Projects?]</li> <li>• [Poulsbo Projects?]</li> </ul>	
10:30 AM	<b>E. 10 Min Break</b>	
10:40 AM	<b>F. Review of Projects (Part 2)</b> <ul style="list-style-type: none"> <li>• [Kitsap County Projects?]</li> <li>• [Kitsap Transit Projects?]</li> <li>• [Port of Bremerton Projects?]</li> <li>• [Port of Kingston Projects?]</li> </ul>	
12:00 PM	<b>G. 1 Hour Lunch Break (on your own)</b> <i>During the lunch break, KRCC staff will compile all the individual high, medium, low rankings onto a poster. Colors will be used to indicate high, medium, and low rankings for each project so that TransTAC members can refer to the poster throughout their deliberations.</i>	
1:00 PM	<b>H. Project Selection Part 1 (led by Sophie Glass)</b> <ul style="list-style-type: none"> <li>• KRCC staff will use live spreadsheet editing as TransTAC members discuss the allocation of FHWA funds across preservation, non-motorized, rural, and general projects.</li> <li>• TransTAC will begin the creation of a contingency list.</li> </ul>	

Commented [MP1]: MP to develop

Commented [MP2]: MP to compile project overview sections of applications

Commented [MP3]: MP to score at PSRC

2:30 PM	<b>I. 10 Min Break</b>	
2:40 PM	<b>J. Project Selection Part 2 (led by Sophie Glass)</b> <ul style="list-style-type: none"> <li>Review the initial project selection recommendations and make adjustments as needed.</li> </ul>	
3:50 PM	<b>K. Wrap Up</b> <ul style="list-style-type: none"> <li>TransPOL will meet on June 18 to review TransTAC's project selection recommendations.</li> <li>The next TransTAC meeting is scheduled for July 9. Please suggest agenda items or consider cancelling the meeting.</li> </ul>	
4:00 PM	<b>L. Adjourn</b>	

*Please note that the meeting summary for this 5/29 workshop will solely consist of the recommended allocation of Federal Highway Administration (FHWA) funds, as well as a contingency list.*