

## PRTPO Quick Start Guide

Here are a few resources and some background to help familiarize you with the Peninsula Regional Transportation Planning Organization and the work PRTPO does. It will be helpful as you settle in.

### [Website: PRTPO.org](https://www.prtpo.org)

- **Meetings** tab has agenda packets, video links, and access to meeting archives
- **Documents** tab is the place to go for PRTPO products for review or download
- **Resources** tab provides links to relevant regional resources including the [EV Data Portal](#) and Featured Presentations on [PRTPO's YouTube channel](#)

[Transportation Outlook 2024](#) describes priority transportation issues and opportunities facing the region, as identified by the Executive Board each year. Developed as an educational resource for PRTPO's ex officio legislative members, this snapshot is useful in explaining PRTPO priorities to colleagues and stakeholders.

[SFY 2024-2025 Unified Planning Work Program \(UPWP\)](#) is PRTPO's work plan. It aligns with the biennium and covers two years. PRTPO's work program relies solely on state RTPO funding and totals \$137,000 a year for all expenses.

[PRTPO Resource Manual](#) can be downloaded from PRTPO's home page and provides one-stop access to a wide range of PRTPO information – organization and membership, contacts and schedules, bylaws and operating procedures, financials, documents, regulatory policy, contracts, and more. It is hyperlinked for ease of use and can function as a stand-alone desktop reference. It is produced every February and updated periodically throughout the calendar year.

### On Deck in 2024

The primary planning effort over the next two years is an update of the long-range regional transportation plan. PRTPO launched an overhaul of the [2040 Regional Transportation Plan](#) with the new biennium on July 1<sup>st</sup>. It will be the first RTP update since PRTPO became a self-governing entity in July 2019. In addition to refreshing required elements and updating regional recommendations, this process will simplify the RTP, move it to an online format that can be easily maintained over time, and better integrate it with PRTPO's other core planning functions. The Executive Board and the Technical Advisory Committee play active roles in the update and in developing its recommendations. The update is expected to take two years to complete.

Matters related to regional resilience and to "EV readiness" have been of keen PRTPO interest over the last few years and are likely to get more consideration in the RTP update. **EV Readiness** is about making sure the entire region is ready to accommodate a greater share of electric vehicles. PRTPO developed an [inventory of EV resources](#) and periodically convenes a regional EV Infrastructure Group with webinars on various facets of emerging technologies and upcoming EV funding and partnership opportunities. Education and convening are good roles for PRTPO.

### Your PRTPO Coordinators

Edward Coviello and Thera Black are the PRTPO Coordinators and your regional transportation planning resources. They are available to answer questions, bounce ideas, or track down information (within reason). PRTPO enjoys about .4 FTE staff support to complete its work, and knowing what our members need helps us to allocate that time effectively. Do not hesitate to reach out or direct staff to contact them for assistance with regional matters.

#### ***PRTPO Coordinator Contacts***

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## Logistics

The Executive Board and Technical Advisory Committee (TAC) each meet bi-monthly on alternating months. The TAC begins its annual meetings in January and the Board in February. The 2024 schedule is attached. All PRTPO meetings are remote. Executive Board meetings are conducted via Zoom Webinar while TAC meetings are conducted via Zoom Meetings. Thera Black is the PRTPO Coordinator who sets up and hosts these meetings and is a good resource if there are questions about either format. Meetings “open” 15 minutes before the scheduled start to support early login and member socializing.

Agenda packets are distributed one week ahead of meetings. They are added to Outlook calendar appointments and are distributed via email to Board members. PRTPO maintains a General Information contact list and uses that to notify about upcoming meetings with a link to agenda packets, which are posted on the PRTPO.org [Meetings](#) tab.

## Useful PRTPO Context

PRTPO was designated a Regional Transportation Planning Organization in 1990 as a part of the same sweeping legislative agenda that established the Growth Management Act. As such PRTPO must comply with provisions of RCW 47.80 and fulfill certain responsibilities. How it does that is up to the PRTPO Executive Board.

Core RTPO functions for rural regions include maintenance of a long-range regional transportation plan, developing and updating a short-range [Human Services Transportation Plan](#) that supports WSDOT funding decisions, maintaining a [Regional Transportation Improvement Program](#) including an [interactive map of secured projects](#), and carrying out a coordinated [regional planning work program](#) that meets the region’s needs. PRTPO is responsible for awarding very small amounts of federal [Transportation Alternatives funds, which it will do in 2024](#), and prioritizing Consolidated Grants projects for WSDOT. PRTPO is often called on to provide input to other statewide processes.

From 1990 to 2019, PRTPO was staffed and administered by WSDOT Olympic Region. It was the only RTPO in Washington set up this way. In July 2019, PRTPO concluded its one-year transition and began operating for the first time as a fully independent RTPO responsible for setting its own direction and carrying out its own work. The 27 members of PRTPO include Clallam, Jefferson, Kitsap, and Mason Counties, their nine cities and four transit agencies, four ports, and five of the region’s ten tribes as well as WSDOT Olympic Region.

The Executive Board is responsible for directing the work program and provides direction on activities and priority interests. An Executive Committee made up of the Executive Board Chair, Vice-Chair, and Secretary with input from the Lead Planning Agency and Fiscal Agent ensures work program coordination between the Board’s bi-monthly meetings. The Technical Advisory Committee gets into more staff-level technical work. The TAC often provides feedback or recommendations to the Board on potential work program activities or decisions the Board is weighing.

PRTPO’s designated Lead Planning Agency is Kitsap Transit who is responsible for ensuring PRTPO has the staff and administrative support it needs to carry out its budgeted work. The designated Fiscal Agent is Jefferson Transit, who is solely responsible for accounting and auditing functions for PRTPO. Funding for PRTPO’s Unified Planning Work Program (UPWP) comes from WSDOT, which provides biennial funding support to RTPOs across the state to assist them in complying with their state planning requirements.

Note that Kitsap County agencies are part of the rural PRTPO as well as the highly urban Puget Sound Regional Council (PSRC). Kitsap County is the only county in the state included like this in two different regions. Occasionally it is excluded from PRTPO activities as a result of this dual RTPO membership, such as TA funding competition or RTP development.

## Glossary of Useful Acronyms and Terms

While every effort is made to minimize jargon and unnecessary acronyms, they are endemic to transportation planning. On the next page are most of the recurring acronyms specific to regional transportation planning that you will come across in your work with PRTPO.

## PRTPO Glossary of Frequently Used Acronyms

<b>EB</b>	<b>Executive Board</b> <i>The Executive Board is the governing and decision-making body for the PRTPO.</i>
<b>EV</b>	<b>Electric Vehicle</b> <i>Includes battery-electric and fuel cell-electric. EV infrastructure typically refers to charging facilities.</i>
<b>FFY</b>	<b>Federal Fiscal Year</b> <i>The Federal Fiscal Year runs from October 1 - September 30.</i>
<b>FHWA</b>	<b>Federal Highway Administration</b> <i>FHWA is the roads/bridges/highways/sidewalks &amp; trails side of the US Dept. of Transportation</i>
<b>FTA</b>	<b>Federal Transit Administration</b> <i>FTA is the transit and special needs mobility side of the US Dept. of Transportation</i>
<b>GMA</b>	<b>Growth Management Act</b> <i>1990 state legislation shaping most local and regional planning work in Washington.</i>
<b>HSTP</b>	<b>Human Services Transportation Plan</b> <i>Mandatory plan focused on special mobility needs of vulnerable populations.</i>
<b>MPO</b>	<b>Metropolitan Planning Organization</b> <i>Federally designated regional planning agency for major metropolitan areas. PRTPO is not an MPO.</i>
<b>PRTPO</b>	<b>Peninsula Regional Transportation Planning Organization</b> <i>State-designated rural RTPO for the Clallam-Jefferson-Kitsap-Mason County region.</i>
<b>RCW</b>	<b>Revised Code of Washington</b> <i>RCW 47.80 is the legislative framework within which PRTPO operates.</i>
<b>RTP</b>	<b>Regional Transportation Plan</b> <i>Long-range strategic policy plan for the region. PRTPO's current RTP is for 2040 planning horizon.</i>
<b>RTPO</b>	<b>Regional Transportation Planning Organization</b> <i>State-designated planning organizations for defined regions, established 1990. PRTPO is an RTPO.</i>
<b>SFY</b>	<b>State Fiscal Year</b> <i>The State Fiscal Year runs from July 1 - June 30. It is the basis for PRTPO's work program.</i>
<b>STBG</b>	<b>Surface Transportation Block Group</b> <i>Federal transportation funds for local projects. STBG funds are administered by PRTPO's rural counties.</i>
<b>TA</b>	<b>Transportation Alternatives</b> <i>Federal transportation funds programmed by PRTPO for non-motorized, other local priorities.</i>
<b>TAC</b>	<b>Technical Advisory Committee</b> <i>PRTPO advisory body to the Executive Board with representatives from member agencies.</i>
<b>TIP</b>	<b>Transportation Improvement Program</b> <i>A multi-year programming document developed by local agencies. See also RTIP and STIP.</i>
<b>RTIP</b>	<b>Regional Transportation Improvement Program</b> <i>Compiled from local TIPs, this is adopted by PRTPO and provides input to the STIP.</i>
<b>STIP</b>	<b>State Transportation Improvement Program</b> <i>The STIP is compiled from RTIPs across the state and serves important roles for federal funding.</i>
<b>UPWP</b>	<b>Unified Planning Work Program</b> <i>The UPWP describes the transportation planning work and budget for RTPOs and MPOs.</i>
<b>WSDOT</b>	<b>Washington State Department of Transportation</b> <i>WSDOT is an important partner on a variety of levels. PRTPO is part of the WSDOT Olympic Region.</i>
<b>WSTC</b>	<b>Washington State Transportation Commission</b> <i>The Commission provides the statewide policy framework that PRTPO must be consistent with.</i>
<b>WTP</b>	<b>Washington Transportation Plan</b> <i>The Commission's <u>WTP 2040 and Beyond</u> and WSDOT's <u>WTP 2035 - Part II</u> are WA's long-range plans.</i>

# PRTPO 2024 MEETING SCHEDULE



PRTPO.org

## EXECUTIVE BOARD 2024 Meeting Schedule

February 16  
April 19  
June 21  
August 16  
October 18  
December 20

The Executive Board meets on the 3<sup>rd</sup> Friday of alternating months from 10:00 – 12:00, beginning in February

## TECHNICAL ADVISORY COMMITTEE 2024 Meeting Schedule

January 18  
March 21  
May 16  
July 18  
September 19  
November 21

The TAC meets on the 3<sup>rd</sup> Thursday of alternating months from 10:00 – 12:00, beginning in January

**The PRTPO Executive Board meets virtually via Zoom webinar.** The public is invited to listen or watch those meetings remotely. Pursuant to the Open Public Meetings Act, Kitsap Transit's Conference Room at 60 Washington Avenue #200, Bremerton, will also be available for in-person public attendance to watch Executive Board meetings via Zoom.

Agenda packets are sent out one week before Board and TAC meetings, at which time they are also available for download from the [Meetings page](#) of the PRTPO website.

### ***Broadening our communication outreach.***

*Do you know someone who would benefit from occasional updates on PRTPO activities? Let us know. Several members have identified staff and other colleagues to receive updates when we send out information. If you want us to add someone to PRTPO's general information list, please send us a name and email address. They will receive the Executive Board and the TAC agenda packets without calendar appointments, as well as other periodic updates or opportunities.*

**Your PRTPO Coordinators:**

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