



## Puget Sound Regional Council

### Transportation Operators Committee Agenda

Date: Wednesday, April 24, 2024, from 10:00 a.m.-12:00 p.m.

**Online Meeting Only:** Use Zoom Connection Information Provided Below

---

**1. Welcome and Introductions (10:00) – Peter Heffernan, Chair (King County Metro)**

**2. Action: Approval of Meeting Summary – March 27, 2024\* (10:05)**

**3. Transportation Policy Board Debrief (10:10)**

The 'At Work' reports for the Transportation Policy Board (TPB) meetings are available on the PSRC website at: <https://www.psrc.org/board/transportation-policy-board>. The latest Transportation Work Program progress reporting summary is available on pages 23-24 of the April 11, 2024, TPB agenda packet: <https://www.psrc.org/media/8591>.

**4. Action: Project Tracking - Delayed Transit Agency Projects\* (10:15)**

PSRC will provide updates on projects experiencing delays in obligating their PSRC awarded federal funds, including delayed projects requesting obligation extensions. Please see the attachment for details on each project, for review and action by the committee. Updates have been informed by Regional FTA Caucus.

**5. Discussion: PSRC Transportation Planning Committee Updates\* (11:00)**

PSRC will share an overview of the changes resulting from a recent review of transportation planning advisory committees. In addition, PSRC is sharing a revised version of the updated TOC operating procedures, reflecting changes discussed at the March 27 TOC meeting.

**6. Discussion: Overview of Transit Planning Inputs/Needs for the RTP (2026-2050) (11:15)**

TOC members are encouraged to invite any long-range planning subject matter experts they may need to hear an overview of transit planning inputs that PSRC will be requesting as part of the RTP (2026-2050). As part of this overview, PSRC will ask transit agencies to report out on any long-range plan updates being planned in the 2024-2026 time frame, responses to local jurisdiction comprehensive plan updates (required in 2024) and other, related planning efforts that could inform PSRC's update of its long-range transportation plan.

## 7. Discussion: Transit Agency Roundtable (11:45)

As time permits, transit agency staff will provide updates on their work that they want to share with their regional partners.

## 8. Next Meeting: May 22, 2024

Calendar Link: <https://www.psrc.org/calendar>

## 9. Adjourn (12:00)

\*Supporting materials attached

### **Zoom Participation Options:**

#### **To join audio/video conference:**

<https://psrc-org.zoom.us/j/81700863118?pwd=Mmw0Q1JrU21XNkRSWGZXNmRNWIArQT09>

#### **To join via cellphone (1-touch dial):**

8778535257,,81700863118#,,, \*553746# US Toll-free  
8884754499,,81700863118#,,, \*553746# US Toll-free

#### **To join via phone:**

877 853 5257 US Toll-free  
888 475 4499 US Toll-free

Meeting ID: 817 0086 3118  
Passcode: 553746

#### **Other Formats:**

- Sign language, and communication material in alternative formats, can be arranged given sufficient notice by calling 206-464-7090, TTY Relay 711.
- العربية | Arabic, 中文 | Chinese, Deutsch | German, Française | French  
한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng Việt | Vietnamese, visit <https://www.psrc.org/contact/language-assistance>.



## Transportation Operators Committee Meeting Summary

**Date:** March 27, 2024

**Location:** Online Meeting Only: Zoom Remote Meeting

---

### Welcome and Introductions

Peter Heffernan, Chair, welcomed everyone at 10:00 a.m. Peter took roll call and confirmed the members and alternates present.

### Approval of Meeting Summary

The summary for the February 28, 2024, meeting was approved.

### Transportation Policy Board Debrief

Gil Cerise, PSRC, provided a brief overview of the March Transportation Policy Board (TPB) meeting and shared the location of the Transportation work program tracker that TOC members requested be highlighted.

### Action: King County Metro Redistribution Request

Sarah Gutschow, PSRC, provided an overview of the request by King County Metro to redistribute funds between two of its existing projects, as detailed in the [agenda packet](#). The committee then voted unanimously to approve this request for recommendation by the Transportation Policy Board at their next meeting.

*For more information, contact Sarah Gutschow at [SGutschow@psrc.org](mailto:SGutschow@psrc.org)*

### Discussion: PSRC Transit Committee Operating Procedures

Gil Cerise, PSRC, shared PSRC's plan to rebrand TOC, the agency's primary transit committee, including sharing a draft of the committee's operating procedures that accounts for a consolidation of the Regional FTA Caucus subcommittee functions into the TOC. Committee members shared questions and concerns about the new committee structure, which is part of a more comprehensive review and evaluation of PSRC's eight standing transportation committees. Gil committed to sharing more on the comprehensive committee evaluation at the April TOC meeting, once all transportation committees have received communication on how PSRC is approaching engagement on their topics in the future.

*For more information, contact Gil Cerise at [GCerise@psrc.org](mailto:GCerise@psrc.org)*

**Discussion: Look Ahead on Transit-related Regional Transportation Plan (RTP) Work**

Gil Cerise, PSRC, shared a brief overview of transit-related work associated with development of the RTP (2026-2050), which will be adopted in May 2026.

*For more information, contact Gil Cerise at [GCerise@psrc.org](mailto:GCerise@psrc.org)*

**Discussion: Transit Agency Roundtable**

There was not sufficient time for an Agency Roundtable discussion.

**Adjourn**

The meeting was adjourned at approximately 11:30 a.m.

---

**\*Members and Alternates Present**

See attached attendance roster.

**\*PSRC Staff, Alternates and Guests Present**

Jillian Nordstrom, WSDOT

PSRC

Gil Cerise, Erin Hogan, Sarah Gutschow, Nick Johnson, Alexa Leach, Jean Kim

*\*Attendees were present via remote participation*

# TOC Attendance Roster

(Members and Alternates represented)

Date: March 27, 2024 10:00am - 11:30 am

Online/Remote Meeting Only

Agency/Jurisdiction		Name
<b>Transit Agencies</b>		
Community Transit (1)	x	Sophie Luthin
		<i>Kathryn Rasmussen (Alt.)</i>
Everett Transit (1)	x	Melinda Adams
		<i>Michael Schmieder (Alt.)</i>
King County Metro (1)	x	Peter Heffernan, Chair
		<i>Erik Rundell (Alt.)</i>
Kitsap Transit (1)		Steffani Lillie
		<i>Edward Coviello (Alt.)</i>
Pierce County Ferries (1)		VACANT
		<i>Nick Lacsina (Alt.)</i>
Pierce Transit (1)		Andrew Arnes
	x	<i>Tina Lee (Alt.)</i>
City of Seattle (1)	x	Jen Malley-Crawford
		<i>Benjamin Smith (Alt.)</i>
Sound Transit (1)	x	Alex Krieg
		<i>Lisa Wolterink (Alt.)</i>
<b>State</b>		
WSDOT - Washington State Ferries (1)		Jason Rogers
		<i>John Bernhard (Alt.)</i>
WSDOT (1)	x	Cordy Crockett
		<i>Jill Nordstrom (Alt.)</i>
<b>Non-Voting Participants</b>		
Regional FTA Caucus (1)		Steffani Lillie , Chair (Kitsap Transit)
		<i>Clint Ritter, Vice Chair (Pierce County Ferries) (Alt.)</i>
Intercity Transit (1)		Peter Stackpole
		<i>Jessica Gould (Alt.)</i>
Special Needs Transportation Committee (SNTC) (1)		Susan Carter, Chair (Hopelink)
		VACANT

## Project Tracking Policies for PSRC's Federal Funds

### Updates on Delayed FTA and FHWA TrAMS Applications

Per PSRC project tracking procedures, regional FTA funds are considered delayed if they have not been *transmitted* six months after their estimated obligation date (EOD), while flexed FHWA funds are considered delayed if they have not been *submitted* in that time span. In both cases, it is expected that the phase is ready to proceed to implementation when these milestones are met. The table below summarizes projects experiencing delays in obligating funding as of **April 17, 2024**.

King County Metro: <b>South King County Corridor Speed and Reliability Improvements (MET-241)</b>		
<p><b>SOURCE:</b> 5307 Competitive</p> <p><b>PHASE:</b> Construction</p> <p><b>AMOUNT:</b> \$737,000</p> <p><b>EOD:</b> 6/1/2023</p>	<p><b>FTA APPLICATION STATUS:</b> In-Progress (created in March 2023)</p> <p><b>ANTICIPATED APPLICATION TIMELINE:</b></p> <ul style="list-style-type: none"> <li>• Transmittal - September 2024</li> <li>• Submittal – September 2024</li> <li>• Obligation – December 2024</li> </ul>	<p><b>TIP PROJECT DESCRIPTION:</b> Construct transit speed and reliability improvements on congested segments of Metro Routes 165 and 181 in south King County including, but not limited to implementing enhanced HOV lanes, new bus lanes/bypass lanes, signal queue jumps, intersection turning restrictions, bus bulbs, signal timing optimization, improved bus stop spacing, passenger facility improvements, transit signal priority, off-board fare collection, channelization improvements, improved access to bus stops, and bus layover improvements.</p>
<p><b>DELAY PAST EOD:</b> <b>9 months</b></p> <p><b>GRACE PERIOD ENDS:</b> <b>June 1, 2024</b></p>	<p><b>REASONS FOR DELAY:</b></p> <p>Under the schedule for the original grant application, the PE/Design phase was expected to be complete in 2022, with Construction complete in 2024. Currently, the PE/Design phase is expected to be complete in 2025, with Construction complete in 2026.</p> <p>Per Metro staff, implementation of this project was delayed by the COVID pandemic and subsequent budget realignment.</p> <p><b>AGENCY WORK TO OBLIGATE FUNDS:</b> King County Metro staff has submitted NEPA documentation for the project. Pending FTA/SHPO review and approval, the agency hopes to transmit the grant by June 1<sup>st</sup> but is requesting an extension to September to accommodate the approval timeframe.</p>	<p><b>MILESTONE STATUS:</b></p> <p>The project design began early in 2023 with the project having hired a design consultant. The project is at 10% Design. A cultural resources report has been developed and the project is proceeding toward 30% with final NEPA documentation for a DCE. King County Grants and Environmental staff are participating in regular meetings with FTA Environmental staff to monitor progress toward concurrence.</p> <p>FTA concurrence is anticipated to occur in May 2024. Once FTA concurrence is obtained, implementation of planned signal timing optimization can commence (anticipated in calendar Q2 or Q3 of 2024) with full design of other improvements following soon after. Completion of final design is anticipated in May 2025.</p> <p>The ROW phase is not required. The construction phase will begin in Q1 or Q2 of 2025, depending on FTA approval and obligation of the grant. Metro anticipates the project will be operationally complete in April 2026, with the contract complete in October 2026. There are no changes in project costs.</p> <p>Depending on the timeframe for final FTA approval, Metro will use pre-award authority to advance the project.</p>

<p><b>PSRC STAFF ASSESSMENT:</b></p>	<p>King County Metro has been moving the project forward within the timeframe of the 1-year grace period. To accommodate any delays in the FTA approval process, the agency is requesting an extension until <b>September 2024</b> to transmit the funds. The agency will use pre-award authority to advance the project should there be additional delays to obligation after NEPA approval.</p> <p>Based on this information, PSRC staff recommend approval of the extension request. Monitoring will continue to ensure the extended deadline is met.</p>	
<p>King County Metro: <b>RapidRide I Line: Speed and Reliability Improvements (MET-208)</b></p>		
<p><b>SOURCE:</b> CMAQ  <b>PHASE:</b> Construction  <b>AMOUNT:</b> \$6,000,000  <b>EOD:</b> 6/1/2023</p>	<p><b>FTA APPLICATION STATUS:</b>  Transmitted (as of January 2023)</p> <p><b>ANTICIPATED APPLICATION TIMELINE:</b></p> <ul style="list-style-type: none"> <li>• Submittal – September 2024</li> <li>• Obligation – December 2024</li> </ul>	<p><b>TIP PROJECT DESCRIPTION:</b> <i>The project will enhance the performance of transit service between the designated Regional Growth Centers of Renton, Kent and Auburn. Along the corridor the project elements include re-timing of up to 60 signals (including 16 TSP), up to two transit queue jobs, three flashing yellow arrows and make facility and transit access improvements at up to 20 locations. Within the City of Renton, the scope also includes new and modified transit-only and Business Access Transit (BAT) lanes, bus queue jumps and other traffic channelization improvements. This proposed project will generate travel time benefits for the entire 17-mile RapidRide I Line corridor.</i></p>
<p><b>DELAY PAST EOD:</b>  <b>9 months</b></p>	<p><b>REASONS FOR DELAY:</b></p> <p>Under the schedule for the original grant application, the PE/Design phase was expected to be complete in 2020, with ROW complete in 2021 and Construction complete in 2023. Currently, Design is expected to be complete in 2023, ROW in 2025 and the project operationally complete in 2026.</p> <p>Per Metro staff, the overall RapidRide I Line project was delayed primarily due to the extensive nature of the FTA Small Starts process and extended permitting negotiations and coordination with partner agencies on selected improvements and changes to agreements. Due to FTA rules and review timeframes, this caused unexpected delays to the project schedule.</p>	<p><b>MILESTONE STATUS:</b></p> <p>This project is one element of the RapidRide I Line project, which is a large and complex project. The project was accepted into Project Development for the Small Starts Program by the FTA on 5/28/2019. Work to plan the route and develop enough information to submit the project into the Small Starts process started a couple of years before that date. Environmental documentation has been approved and the project is nearing 100% Design. Final FTA Small Starts documentation will be submitted for review in August 2024.</p> <p>Metro anticipates completing the required ROW phase in April 2024.</p> <p>Metro will advertise the construction contract after the Small Starts Grant Agreement (SSGA) is finalized and plans to go to construction in the spring of 2025. Additionally, Metro is seeking two Letters of No Prejudice from FTA to allow the ordering of long lead time items for the project and the demolition of a structure on a property in an attempt to maintain or advance the project schedule. Metro anticipates the project will be operationally complete in July 2026, with the contract complete in September 2026. There are no changes in project costs and they do not anticipate any further delays.</p>
	<p><b>AGENCY WORK TO OBLIGATE FUNDS:</b> This application has been transmitted to FTA and is #4 on Metro’s priority list with FTA. It is awaiting FTA staff review. Metro is having numerous meetings with FTA to ensure this project remains on time.</p>	

<b>PSRC STAFF ASSESSMENT:</b>	King County Metro is requesting an extension until <b>September 2024</b> to submit the funds. Based on information regarding the status of the project and milestones achieved, and the delays due to unforeseen negotiations with partner agencies and FTA review processes, PSRC staff concur that the reasons for delay are <i>reasonable</i> per the adopted project tracking policies and recommend approval of the extension. Monitoring will continue to ensure the extended deadline is met.
-------------------------------	--

**King County Metro: Safe Routes to Transit: RapidRide I Line (MET-240)**

<b>SOURCE:</b> TAP <b>PHASE:</b> PE/Design, Construction <b>AMOUNT:</b> \$727,875	<b>FTA APPLICATION STATUS:</b> Transmitted (as of April 2023)  <b>ANTICIPATED APPLICATION TIMELINE:</b>	<b>TIP PROJECT DESCRIPTION:</b> <i>Design and construct needed non-motorized improvements within the cities of Renton, Kent and Auburn to help provide safer non-motorized access to Metro's RapidRide I Line, anticipated to begin service in 2023. The safety improvements at various locations may include safer pedestrian crossings, curb ramps, pedestrian-scale lighting, pedestrian refuge islands, shared use paths, sidewalk buffers, signal improvements, buffered bikeways and other improvements.</i>
<b>SOURCE:</b> STBG <b>PHASE:</b> PE/Design <b>AMOUNT:</b> \$312,549	<ul style="list-style-type: none"> <li>• Submittal – August 2024</li> <li>• Obligation – September 2024</li> </ul>	

<b>EOD:</b> 6/1/2023 <b>DELAY PAST EOD:</b> 9 months	<b>REASONS FOR DELAY:</b> Under the schedule for the original grant application, the Construction phase was expected to be complete in 2025. Currently, the project is expected to be operationally complete in 2026.  The reasons for delay are described under MET-208.	<b>MILESTONE STATUS:</b> This project is one element of the RapidRide I Line Project, which is a large and complex project. The current project status is described under MET-208.
<b>AGENCY WORK TO OBLIGATE FUNDS:</b> Agency work with FTA is described under MET-208.		

<b>PSRC STAFF ASSESSMENT:</b>	Same assessment as above.
-------------------------------	---------------------------

**Pierce Transit: Spanaway Transit Center Phase II (PT-176)**

<b>SOURCE:</b> 5307 Competitive <b>PHASE:</b> Construction <b>AMOUNT:</b> \$2,000,000	<b>FTA APPLICATION STATUS:</b> In-Progress (created in August 2022)  <b>ANTICIPATED APPLICATION TIMELINE:</b>	<b>TIP PROJECT DESCRIPTION:</b> <i>Pacific Avenue S/State Route 7: Park-and-Ride/Bus Turnaround Facility with Operators' Comfort Station at Southern end of Route 1 Corridor in Spanaway. The Phase I project provides up to 30 parking spaces. Phase II will include up to 180 spaces with electric vehicle (EV) or Battery-</i>
	<ul style="list-style-type: none"> <li>• Transmittal – October 2024</li> </ul>	



<p><b>EOD:</b> 6/1/2023</p>	<ul style="list-style-type: none"> <li>• Submittal – November 2024</li> <li>• Obligation – December 2024</li> </ul>	<p><i>Electric Bus (BEB) charging infrastructure on-site with improved bus ingress/egress.</i></p>
<p><b>DELAY PAST EOD:</b> 9 months</p> <p><b>GRACE ENDS:</b> June 1, 2024</p>	<p><b>REASONS FOR DELAY:</b></p> <p>Under the schedule for the original grant application the PE/Design phase was expected to be complete in 2021, with Construction complete in 2023. Currently, Pierce Transit anticipates PE/Design phase will be complete in 2024, ROW in 2025 (original application indicated this was not required) and Construction in 2026.</p> <p>There are multiple reasons why the project has been delayed from the original schedule, including:</p> <ul style="list-style-type: none"> <li>• Change in engineering consultants in 2023.</li> <li>• In October 2022, Pierce Transit began communications with WSDOT regarding an Interchange Control Evaluation (ICE) with several back-and-forth conversations. The ICE is likely to be signed and approved WSDOT in spring 2024.</li> <li>• In December 2022, the concept created for the roundabout added at 208th St required an easement from the Department of Defense. The easement negotiation process continues and NEPA approval is required prior to finalizing.</li> <li>• In 2023, Pierce Transit recently discovered some issues with concrete cracking, so that has further delayed their estimated project timeline.</li> <li>• As of 2024, Pierce Transit finds itself in need of two NEPA approvals for this project that weren't anticipated at the time of application or award. Once the first NEPA required for geotechnical exploratory work is received, the second NEPA for Documented Categorical Exclusion (DCE) can be requested. Pierce Transit is actively working with FTA Region 10 on both NEPA approvals.</li> </ul> <p><b>AGENCY WORK TO OBLIGATE FUNDS:</b> Pierce Transit is in regular coordination with FTA on the project schedule, including the unforeseen NEPA and ROW needs.</p>	<p><b>MILESTONE STATUS:</b></p> <p>NEPA is anticipated to be approved for the full project by September 2024, including the roundabout, extension of 208th Road, and 250 parking stalls).</p> <p>Once NEPA is approved, PE/Design will continue past 60%. 100% design and permits are expected to be complete by early 2025. Concurrently, work to develop the bid process will occur, with return of bids anticipated by March-April 2025.</p> <p>The agency anticipates completing the required ROW phase in January 2025. PT is working with the Department of Defense regarding the required easement, to be completed post-NEPA approvals. PT will also be working with three parties to gain temporary access or purchase parts of three parcels. Pierce Transit anticipates the project will be operationally complete and the contract complete in June 2026.</p>

<b>PSRC STAFF ASSESSMENT:</b>	Pierce Transit is requesting an extension until <b>October 2024</b> to transmit the funds. This should provide ample time based on the schedule details provided above to achieve obligation of the funds before the project goes out to bid. Based on information regarding the status of the project and milestones achieved, and the delays as described, PSRC staff concur that the reasons for delay are <i>reasonable</i> per the adopted project tracking policies and recommend approval of the extension. Monitoring will continue to ensure the extended deadline is met.	
<b>Kitsap Transit: Johnson Road Park &amp; Ride (KT-75)</b>		
<b>SOURCE:</b> STBG <b>PHASE:</b> PE/Design <b>AMOUNT:</b> \$1,390,000 <b>EOD:</b> 6/15/2023	<b>FTA APPLICATION STATUS:</b> Transmitted (as of July 2023)  <b>ANTICIPATED APPLICATION TIMELINE:</b> <ul style="list-style-type: none"> <li>• Submittal – April 2024</li> <li>• Obligation – April 2024</li> </ul>	<b>TIP PROJECT DESCRIPTION:</b> <i>Construct a park and ride facility with 105 to 250 paved regular and accessible parking stalls; bicycle storage; two bus bays; pedestrian safety features including lighting, cameras, and integration into the surrounding sidewalk network, and four electric vehicle chargers and one inductive electric charger. This is one of four park and rides that will be constructed along SR 305.</i>
<b>DELAY PAST EOD:</b> <b>9 months</b>	<b>REASONS FOR DELAY:</b> <p>Under the schedule for the original grant application, the PE/Design phase was expected to be complete in 2026, with ROW complete in 2027 and Construction complete in 2029. Currently, Design is expected to be complete in 2027, no changes to the expected completion years for ROW and Construction.</p> <p>The project is delayed primarily because the PE/Design phase was extended due to concerns with one of the project sites. On January 15, 2023, the Johnson Road Park &amp; Ride Design contract scope of work was publicly advertised with both parcels (Sites 3 and 4). Parametrix was awarded the contract for Phase 1 scope of work by the KT Board on April 4, 2023. Within their proposal Parametrix mentioned concerns for Site 4. So, approximately Spring 2023, direction was given to focus on Site 3, due to property grades and sensitive areas that may be critical to the design in Site 4. The grant awarded included two parcels in the PE/Design phase, so it was extended to be parallel with ROW activities.</p> <p>A determination of NEPA CE, or another applicable determination is required from FTA prior to</p>	<b>MILESTONE STATUS:</b> The project is at 10% Design, with design anticipated to be complete in December 2024. Environmental documentation approval is anticipated in June 2027.  The project scope of work is in development to determine right of way needs. The agency has contracted the first phase of PE services to achieve the expected completion dates.  The construction phase is not currently funded.

	<p>exploratory digging and/or geotechnical boring activities.</p> <p><b>AGENCY WORK TO OBLIGATE FUNDS:</b> Kitsap Transit and FTA staff meet on a weekly basis to prioritize and advance grant applications. This application was flexed from FHWA to FTA and is currently waiting on determination of NEPA Categorical Exclusion to submit the application. A determination of NEPA CE is required from FTA prior to exploratory digging and/or geotechnical boring activities. These activities could occur during and/or in parallel with the PE/Design phase. Since the purchase of property (ROW) is part of the project they need FTA's approval to proceed.</p> <p>On March 11, 2024, Kitsap Transit received approval from the FTA NEPA team to move forward with a C4 approval, so their TrAMS applications can start moving along without the NEPA CE documentation.</p>	
<b>PSRC STAFF ASSESSMENT:</b>	Kitsap Transit anticipates submitting this application in April 2024, which is an extension of <b>four months</b> past the original deadline. Based on the information provided above and the current timeline, PSRC assumes this will occur shortly and will monitor progress through the end of the month.	
<b>Kitsap Transit: Southworth Terminal Redevelopment Project (KT-68)</b>		
<p><b>SOURCE:</b> STBG</p> <p><b>PHASE:</b> PE/Design</p> <p><b>AMOUNT:</b> \$2,500,000</p> <p><b>EOD:</b> 6/1/2023</p>	<p><b>FTA APPLICATION STATUS:</b> Transmitted (as of June 2023)</p> <p><b>ANTICIPATED APPLICATION TIMELINE:</b></p> <ul style="list-style-type: none"> <li>• Submittal – April 2024</li> <li>• Obligation – April 2024</li> </ul>	<p><b>TIP PROJECT DESCRIPTION:</b> <i>This project will support state of good repair improvements to the Southworth Ferry Terminal. Work is cosponsored by the Washington State Ferries (WSF) approved project WSF-79 and includes: providing shore-side electrification infrastructure; adding an additional berthing facility; and upgrading pedestrian facilities to meet Americans with Disabilities Act (ADA) requirements and allow for easier passenger only loading. STP funds will contribute to the preliminary engineering (PE) and National Environmental Policy Act (NEPA) phases. The STP funds will use Toll Credits as local match.</i></p>
<p><b>DELAY PAST EOD:</b> <b>9 months</b></p>	<p><b>REASONS FOR DELAY:</b></p> <p>Under the schedule for the original grant application, the PE/Design phase was expected to be complete in 2027. Kitsap Transit still anticipates completing this phase in 2027, so the original project schedule is still on track.</p>	<p><b>MILESTONE STATUS:</b> The project is at 0% Design, with design and environmental approval both anticipated to be complete in December 2027. The anticipated level of environmental documentation under NEPA for this project is Environmental Impact Statement (EIS).</p> <p>KT anticipates the project will be operationally complete in December 2030. The agency said the project is proceeding with no changes in project costs.</p>

	<p><b>AGENCY WORK TO OBLIGATE FUNDS:</b> There is currently a backlog of grant applications in FTA's queue. Kitsap Transit and FTA staff meet on a weekly basis to prioritize and advance grant applications. This application was flexed from FHWA to FTA and is currently waiting on a NEPA determination to submit the application. A determination of NEPA CE, or another applicable determination is required from FTA prior to exploratory digging and/or geotechnical boring activities.</p> <p>On March 11, 2024, Kitsap Transit received approval from the FTA NEPA team to move forward with a C4 approval, so their TrAMS applications can start moving.</p>	
<p><b>PSRC STAFF ASSESSMENT:</b></p>	<p>Kitsap Transit anticipates submitting this application in April 2024, which is an extension of <b>four months</b> past the original deadline. Based on the information provided above and the current timeline, PSRC assumes this will occur shortly and will monitor progress through the end of the month.</p>	

## Updates on Previously Reviewed Projects

Project	Agency	Funding	EOD	TrAMS Status	Notes
Center City Connector (SEA-205)	Seattle	\$3,820,246 CMAQ	6/1/17	Funds being returned	At the December 2023 Caucus meeting, Seattle staff reported they would be returning the funds to the region due to lack of local match availability. PSRC is working work with FTA on next steps for returning the funds.
		\$3,479,754 CMAQ	6/1/23	Funds returned	

## **PSRC Transportation Committee Update Overview**

PSRC has reviewed the purpose, function and attendance trends for our 8 transportation advisory committees. We have identified some key opportunities to streamline efforts for both PSRC and member agency staff, including opportunities to merge similar committees and/or utilize other engagement techniques, where appropriate.

Attachment 5A graphically illustrates the eight standing transportation advisory committees that PSRC has convened in recent years, and the approach we are taking to streamline efforts while continuing to engage on these topic areas.

### **Merging Regional FTA Caucus work into the Transit Operators Committee (TOC)**

Beginning in spring of 2024, PSRC will shift away from the structure of having a Regional FTA Caucus consisting of transit agency grants staff as a subcommittee of the TOC. Up to now, the purpose of the Regional FTA Caucus has been to support PSRC's FTA project selection process, including the regional FTA competition, annual adjustments and review of delayed projects. Board directed changes in 2023 for how PSRC distributes FTA funding means that there will no longer be a regional FTA funding competition, reducing the amount of recurring work that the Regional FTA Caucus meets to address.

In addition, there is significant duplication and overlap between members of the Regional FTA Caucus and representation at TOC meetings when funding actions are undertaken. Historically, funding actions recommended by the Caucus have been typically acted upon by the TOC without change, indicating a close alignment in the groups but creating an additional step in the process. With the change in funding methodology, there has been a transition to discussion and actions on the Equity distribution being held solely at the TOC.

Meanwhile, the TOC has been operating over the past few years by using subject matter experts to supplement the knowledge and expertise of committee members. This change was made based upon committee member feedback. It has been employed successfully to provide feedback to TOC on several topics to-date, including funding, asset management, service planning and long-range planning.

Due to these and other work program changes, the Regional FTA Caucus has met much less frequently over the past several years. Merging the two functions into a single transit committee, renamed and rebranded as the Transit Operators Committee, provides an opportunity for monthly meetings to comprehensively address the variety of transit planning, funding, and project tracking issues at one place and without duplication with two separate meetings. See Attachment 5B for the amended draft operating procedures of the Transit Operators Committee based on TOC feedback.

The TOC work program is shown below, followed by strategies that PSRC will employ to continue engaging transit agency grants staff at key points.

### **TOC Work Program**

To help illustrate work program items falling under the purpose of the TOC, a standard work program of the TOC will include:

- Technical transit input on PSRC's planning products, including but not limited to the Regional Transportation Plan and related work products.
- Input and advice on transit-related performance metrics, targets, and related data to show progress in meeting regional goals and objectives.
- Review and input on PSRC's transit plan review and comment processes.
- Recommendations on allocation of FTA funding in the central Puget Sound region and advice on updates to FTA funding processes, as needed.
- Recommendations on PSRC project tracking policies and delayed projects.
- Input and advice needed to meet FTA and state regional planning rules.

## **Strategies for Engaging with Transit Agency Grants Staff on FTA Funding and Project Tracking**

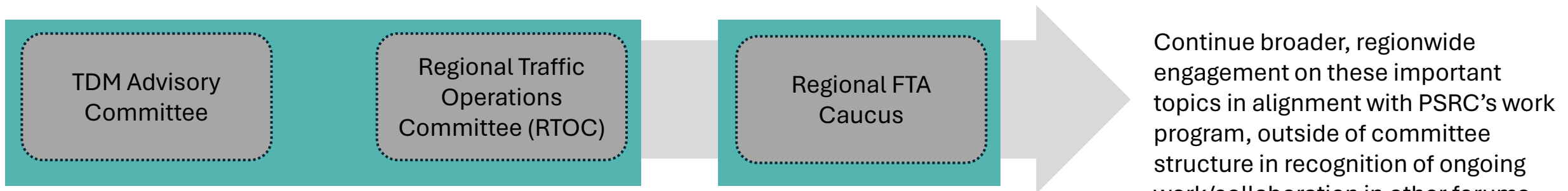
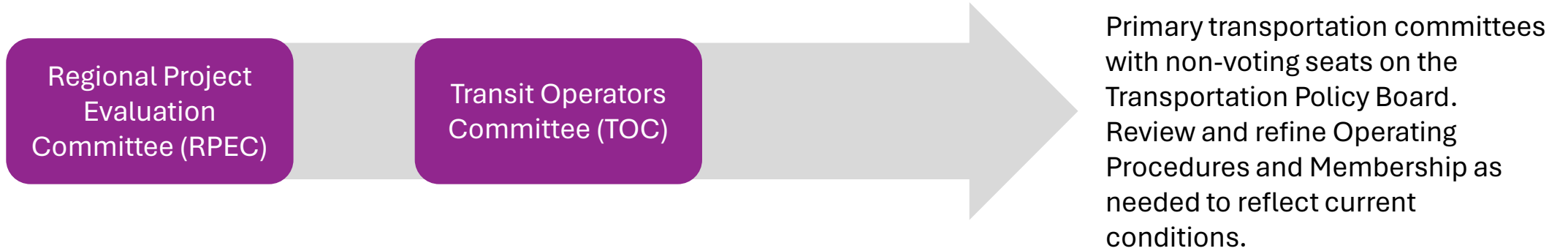
PSRC will continue to engage with transit agency grants staff and other stakeholders around the region at key decision points in project selection and project tracking processes outside of the TOC meetings, as needed. This may be accomplished through email communications, ad hoc meetings, or email polls. The goal is to be efficient with everyone's time.

Moving forward, PSRC will sketch out a tentative work plan and schedule of engagement for the rebranded TOC for the upcoming calendar year. However, we will be flexible and adapt based on evolving needs to ensure meaningful engagement.

Anticipated topics in 2024 where engagement to grants staff will be conducted includes the following:

- April 2024 – feedback on delayed projects
- Spring/Summer 2024 – project submittals for the 2024 project selection process
- 2024 TBD – project submittals for the 2024 annual adjustments process; *please note, a communication will go out soon with schedule options for this process*

# Attachment 5A: PSRC Transportation Committee Evaluation





# ***DRAFT Transit Operators Committee Operating Procedures – 2024***

## **Purpose**

The Transit Operators Committee (TOC) is PSRC's primary forum for:

- (1) addressing the region's transit planning needs to support the regional growth strategy and provide input to the Regional Transportation Plan,
- (2) recommending award of Federal Transit Administration (FTA) funds in the four-county central Puget Sound region, and
- (3) providing recommendations relating to PSRC's adopted project tracking policies for FTA funds.

The TOC may also provide a transit perspective on other PSRC work program items.

## **TOC Work Program**

To help illustrate work program items falling under the purpose of the TOC, a standard work program of the TOC will include:

- Technical transit input on PSRC's planning products, including but not limited to the Regional Transportation Plan and related work products.
- Input and advice on transit-related performance metrics, targets, and related data to show progress in meeting regional goals and objectives.
- Review and input on PSRC's transit plan review and comment processes.
- Recommendations on allocation of FTA funding in the central Puget Sound region and advice on updates to FTA funding processes, as needed.
- Recommendations on how to address projects that are not meeting PSRC project tracking policies.
- Input and advice needed to meet FTA and state regional planning rules.

## **Membership and Member Responsibilities**

### Membership

All transit agencies that are PSRC members and report transit service to the National Transit Database (NTD) are considered voting members of the TOC. At present, this includes Community Transit, Everett Transit, King County Metro, Kitsap Transit, Pierce County Ferries, Pierce Transit, City of Seattle, Sound Transit, and Washington State Ferries. Acknowledging its role and interest in public transportation, WSDOT Regional Transit Coordination and Public Transportation Division staff also share a voting seat on the committee.

Non-voting membership is offered to transit agencies that are not PSRC members but report service to or within the PSRC region to NTD. Membership will be reviewed every three years, as per PSRC's Board procedures. Any time PSRC membership is updated, the rationale and background determined by the committee will be documented.

### Member Responsibilities

There shall only be one designated member per agency. This provides consistency and responsibility for the agency participating and voting at the TOC. The designated member should have the ability to provide meaningful, consistent, and timely representation of their respective agencies at meetings to assist in carrying out the Committee's purpose. To carry out

## ***DRAFT Transit Operators Committee Operating Procedures – 2024***

these duties, TOC members are expected to have background and working knowledge of the region's transit planning, FTA funding programs and compliance, major project planning/development, and the ongoing work and priorities at their agency in helping to achieve the regional growth strategy. However, these operating procedures allow members to invite alternates and relevant subject matter experts from their agencies to attend TOC meetings and provide support to the member in providing input to PSRC and informing the member's votes on committee actions.

### **Designation of an Alternate and Alternate Responsibilities**

Each member should have at least one designated alternate. An alternate may only participate in a committee vote if the member is not present. However, alternates are welcome to attend TOC meetings and contribute to discussion items, like transit subject matter experts, noted above. The distinguishing characteristic of an alternate from a subject matter expert is the expectation that alternates stay informed of the committee's ongoing work and that the alternate may vote in the member's absence.

### **Subject Matter Experts**

Transit agency members and alternates may invite additional transit agency staff to TOC meetings to provide specific technical or policy expertise on a subject that the TOC is discussing and/or acting on. Subject matter experts are not expected to stay informed of the TOC's ongoing work. The subject matter expert may provide information to the TOC member to inform their vote, but may not vote on behalf of the member.

### **Written Notice of Appointments Required for Members and Alternates**

Appointments for each member and alternate are to be provided in writing to PSRC by a transit agency department head or executive. Written member appointment communication for the TOC can be provided via email.

### **Member Attendance**

All members are expected to regularly attend committee meetings. Alternates are expected to remain informed of the committee's work whether they attend or not. PSRC expects that between the member and designated alternates, that the appointing agency will provide consistent and informed input into PSRC's transit-related work program.

Attendance will be monitored and reported to the committee annually. If representation by either the member or designated alternate is absent for three meetings in a 12-month period, PSRC staff will contact the member's agency to encourage more regular attendance and to inquire if the appointment needs to be updated.

## **Chair/Vice-chair Role and Responsibilities**

A Chair and Vice-chair will be elected via an open nomination process and voting by the Committee. Terms will be for two years with no limits to the number of terms. The role of the Chair will be to facilitate discussions and actions by the Committee and to ensure equal opportunity for participation by members present. The Chair serves as the TOC's designated non-voting member on the Transportation Policy Board.

## ***DRAFT Transit Operators Committee Operating Procedures – 2024***

The Vice-chair will operate in place of the Chair when the Chair is unable to attend a TOC meeting. The Vice-chair serves as the TOC's designated non-voting alternate on the Transportation Policy Board.

The Vice-chair shall take over as the Chair if the Chair is unable to serve the remainder of the two-year term. In the event the Vice-chair becomes the Chair, the TOC shall elect a new Vice-chair to take that position for the remainder of the two-year term.

Given the TOC's representation role at the PSRC Transportation Policy Board, members should be able to represent the Committee in that forum.

### **Meeting Schedule and Agendas**

TOC will have a regular standing monthly meeting date scheduled to provide consistency for members. Meetings are typically scheduled for the fourth Wednesday from 10:00 am – 12:00 pm. Meetings will be canceled, additional meetings scheduled, or meeting times extended, as needed, based upon the work of the Committee. A calendar of regularly scheduled advisory committee meetings for the year is posted on PSRC's website.

Action items will be clearly noted on the meeting agenda, which will be distributed approximately one week prior to each meeting. If an item is not on the agenda, no action will be taken. However, under some circumstances, notification may be provided to the Committee via email, either to add an item to an upcoming agenda or to ask for action via email vote. No actions will be voted upon without adequate notice to all members of the Committee.

### **Voting and Recommendations**

Formal recommendations forwarded to the TPB will be by vote of the Committee. A recommendation may be proposed by any voting member of the TOC. Voting is not weighted, and each representative is allowed one vote. A quorum is not required, and all actions and recommendations shall be approved by a simple majority of voting members present. Other recommendations pertaining solely to Committee activities, and which will not be forwarded to the TPB for action, may be achieved either by vote or by consensus. Consensus is defined as general agreement of the TOC voting members present. Alternates do not participate in voting or recommendations if the representative is present. Minority positions may be forwarded along with the majority recommendations to the TPB.

### **Subcommittees**

In limited circumstances, the TOC and PSRC may elect to form a limited-term ad hoc subcommittee to address a specific topic.

In general, these ad hoc subcommittees shall be limited to areas of a technical or detailed nature that cannot be adequately addressed by the TOC membership within the confines of regularly scheduled TOC meetings. In each case that a limited-term ad hoc subcommittee is created, the TOC and PSRC shall collaborate to develop a clear purpose, work program, and schedule for delivering its work. Limited-term ad hoc subcommittees are advisory only to the TOC and should dissolve upon presentation of their work.