

# Transportation Planning Advisory Committee (TPAC)

## **DRAFT**

Meeting Minutes  
September 15, 2009 7-9pm,  
Fairgrounds Training Center

TPAC Members Attending – Ray Pardo, Mickey Carpenter, T.J. Nedrow, Jay Spady  
Kitsap County Staff – Bill Zupancic, Jim Rogers

The following documents were handed out at the meeting:

- March 17, 2009 Draft Meeting Minutes
- May 19, 2009 Draft Meeting Minutes
- Executive Summary – Recommendation of the BOCC for Bylaw Revision
- Kitsap County Transportation Planning Advisory Committee Bylaws
- TPAC Bylaws with proposed Redline changes
- Ray Pardo's email RE: "Shovel-Ready project recommendation to BOCC
- DOT Local Agency Guidelines (LAG) Manual Project Development Checklist
- NWP/ESA Permitting Flowchart

### **Welcome and General Information**

Bill Zupancic brought the meeting to order and pointed out that the committee members had in front of them both the March 17, 2009 and the May 19, 2009 Draft minutes which had yet to be approved. A brief discussion ensued about our ability to approve the minutes since we lacked a quorum – which once again was the case. It was determined that since the Bylaws did not specifically address this issue, that we could, in fact, approve the minutes. Subsequently a motion was made by Ray Pardo and seconded Jay Spady to adopt both the March and May minutes.

Jay Spady told the committee that had he known that we were going to reproduce all of Art Castle's comments that he, Jay, would have provided a rebuttal to some issues. A further discussion ensued and Bill pointed out to Jay that it was most certainly his prerogative as a committee member to bring up any concerns or rebuttals to any presentation made by guests or others on the committee.

Jay further stated that it was his experience that even when comments were offered that staff failed to respond. Jay was referring to comments he had emailed to staff back in January at the meeting that Commissioner Garrido attended. Jay felt that there had been a good dialogue at that meeting and that there had been no follow-up to issues that Commissioner Garrido had brought up. Jim Rogers felt that we had responded to all emails but that he would go back and look into the emails and get back to Jay.

Our new member, Mickey Carpenter, who was appointed by Commissioner Brown, was introduced and welcomed to the committee. Bill pointed out that there were still two Commissioner vacancies: one in the North district and still one in the Central district. Jan Koske, the County Volunteer Coordinator, is aware of this and has continued to keep the Public Service Announcement regarding the vacancies posted on the county's website.

Bill reminded members that as could be seen in the May minutes that terms for members Shane Phillips (District 1), Gary Anderson (District 2) and Gary Lindsey (District 3) had all ended and all three did not wish to continue with another term, however, all three wished to remain on the mailing lists. Further, at-large member Bill Bryan had contacted staff and felt that he was spread too thin with a few committees and wished to resign.

### **New Business**

Bill Zupancic asked that members pull out the copy of the Executive Summary from a Commissioner's Work Study session dated February 23, 2009, that had just come over to staff in July. The recommendation had to do with staggered terms for Advisory Groups, and was subsequently adopted by the Board. Bill pointed out that the recommendations had little effect on the TPAC and that our Bylaws just needed to reflect term limits ending December 31st rather than March 31<sup>st</sup>. Further, any appointed members to fill vacancies would serve only the remainder of the term.

Bill then directed members to a 'clean' copy of the bylaws and a 'Redlined' version with the recommended corrections showing what a minor change this would constitute to the Bylaws. Once again lacking a quorum to take a formal vote, it was discussed that there should be no reason for any member to oppose such a trivial matter. Consequently, it was affirmed by all present that the TPAC would act as though this matter was approved and any future appointees would serve according to this recommendation. Also, that we would take a formal vote at such time in the future that a quorum was present.

### **Old Business – “Shovel-Ready” Projects**

Shortly after the March 2009 TPAC, Ray Pardo prepared via email a “Draft” Recommendation to the BOCC that the DPW prepare and maintain at least 10 projects from the TIP that would be ‘shovel-ready’ in the event of a second round of federal stimulus money. Up to this time the TPAC has not discussed or commented on this proposal from Ray.

Ray gave a brief background about this proposal and how and why he came to make this proposal. Following the American Recovery and Reinvestment Act (Recovery Act) of 2009, federal stimulus funds began making their way through the pipeline. One of the caveats for being awarded these competitive funds was that a local agency needed to have ‘shovel-ready’ projects. Ray mentioned that when he observed the list of award recipients around the state he was disappointed that Kitsap County was not successful - in fact the County hadn't even made a submittal. Ray felt that the TPAC should make this recommendation to the BOCC that we build and maintain a log of x% of the engineering budget in order to have some projects ready in the event of a second round of stimulus funding or any other future ‘windfall’ that may come from the state or the feds.

Bill took the opportunity to discuss Ray's proposal from the perspective of staff. First of all with regard to the verbiage in Ray's proposal it must be noted that in order for a project to appear on the 6-Year TIP, it must be funded and therefore would not qualify for the recent stimulus funds as these funds were only to be directed to 'un-funded' projects. This happened to be the dilemma that the DPW was recently confronted with in this call for projects. In order to have a 'shovel ready' project, the project needs to have a complete set of engineering plans along with all the right-of-way acquired. Generally, these grant and funding opportunities do not allow funds to be used for right-of-way acquisition. Because engineering costs are approximately 10% of the total cost of a project, the initial outlay to have a plan 'shovel-ready' can represent a large initial revenue outlay with no guarantee of success. For example, a \$5 million project can cost \$500K in engineering costs alone not counting what right-of-way acquisition can add to the effort. Further, a shovel-ready project must have all permits in hand in order to proceed. As one can see this can be a large expenditure of ever-diminishing funds in order to have a project ready to go.

The success of the City of Bainbridge Island, the City of Poulsbo and the Port of Bremerton in this last call under stimulus funding was discussed. The reasons for this success was quite fortuitous because all three projects were un-funded, designed and there was no right-of-way acquisition involved. All three projects were uniquely poised for this round of stimulus and hence their success. It was agreed by all that this discussion of 'shovel-ready' projects needs to be continued. We will address this and bring this issue to the BOCC in the near future.

### **2010-2015 Transportation Improvement Program**

Jim Rogers gave a briefing on the TIP. The upcoming TIP is complete and will be adopted by the BOCC by the end of the year. Jim discussed why some projects which had previously been on the TIP had fallen off. Jim talked about the ramifications of the new Stormwater regulations and the impact that was to be expected in terms of additional work and expense.

Preliminary cost estimate factors used this year to adjust for the new regulations have shown a possible ten-fold increase in project costs. Small shoulder paving projects that were on the order of \$50K were now looking like they could approach \$500K. The impacts of the new regulations were thought to be a good topic for a future TPAC meeting. Coincidentally, this very topic was proposed for this meeting, however, the DPW is not prepared to address definitively what the cost impacts are going to be. The new regulations go into affect beginning January 2010. Early next year as the DPW begins to put projects on the ground the costs will be better ascertained and we will bring this topic back to the TPAC.

### **Bicycle Facilities Plan Update**

As you know, last year we had hoped to bring on a consultant to update the Bicycle Facilities Plan. Due to revenue shortfalls it was decided to take on the plan in-house. To that end, we have begun an inventory of the road system designated as the bike plan. This summer we have had two full-time, college summer help interns who have been

conducting an inventory of the existing and proposed system. We have been concentrating on what has been completed on the network since the 2001 plan in order to determine what needs to be done. Much has been accomplished in recent years. We have paved over 40 centerline miles of shoulder to minimum AASHTO standards. Along with this, we began to re-sign a few Bike Routes. With the completion of Southworth Dr. next year, we will have approximately 26 miles of 'signed' Bike Routes. This summer inventory work will enable us to concentrate and re-prioritize projects in order to adjust planning to fill in gaps for these planned continuous networks. Over the course of this winter we hope to review all the data collected this summer in order to create a new prioritized list of projects for programming in future TIPs.