



Puget Sound Regional Council

Regional Project Evaluation Committee Agenda

Date: Thursday, May 23, 2024 from 9:30 a.m. - 5:00 p.m.

Online Meeting Only: Use Zoom Connection Information Provided Below

1. Introductions and Review of Meeting Procedures (9:30)

2. Discussion and Action: Project Recommendations - 2024 FHWA Regional Competition (9:45)*

PSRC staff will provide an overview of the process the committee will follow to prepare a funding recommendation to the Transportation Policy Board, including a prioritized contingency list of projects. **The scoring results and additional information will be sent out in advance of the meeting.**

Kelly McGourty, PSRC, will facilitate the committee discussion and recommendation of projects, per the attached meeting procedures.

As a reminder, all project applications, presentations and follow-up information may be found on PSRC's website at: <https://www.psrc.org/our-work/funding/project-selection/fhwa-and-fta-regional-funding>

There will be a 10-minute break at 11:00a.m., a 30-minute break for lunch at 12:30pm, and a 10-minute break at 3:00pm.

3. Next Meeting:

- Friday, May 24, 2024, 9:30 a.m. - 5:00 p.m., if needed to conclude the project selection recommendations
- Friday, June 28, 2024, 9:30a.m. - 11:00a.m. – *tentative, regularly scheduled meeting*

4. Adjourn (5:00)

*Supporting materials attached

For more information, contact Kelly McGourty, Director of Transportation Planning, at (206) 971-3601 or KMcGourty@psrc.org.

Zoom Remote Connection Information:

To join audio/video conference:

<https://psrc-org.zoom.us/j/84781268394?pwd=T1F3RmY2SzQwY1JqU3g1T2l4ZHg4Zz09>

To join via cellphone (1-touch dial):

8778535257,,84781268394#,,,,*167856# US Toll-free

8884754499,,84781268394#,,,,*167856# US Toll-free

To join via phone:

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 847 8126 8394

Passcode: 167856

RPEC Attendees:

Please adhere to a few virtual meeting rules:

- Please keep your mic muted when not speaking
- Use *6 to mute/unmute phone
- When watching the meeting via computer and using phone audio, mute your computer's speakers and mic.

Please Note: As this is an advisory committee meeting, we ask that interested parties remain in a "listen only" mode during the meeting by keeping their audio muted at all times.

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, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact-center/language-assistance>

2024 FHWA Regional Competition Project Recommendations RPEC Meeting Procedures

The meeting will begin promptly at 9:30am on Thursday, May 23rd. There will be a 10-minute break at 11:00am, a 30-minute break for lunch at 12:30pm, and a 10-minute break at 3:00pm. The meeting will continue as needed until 5:00p.m. and resume at 9:30am on Friday, May 24th, if necessary.

PURPOSE AND OUTCOMES:

1. The committee will recommend projects to receive funding from PSRC's FHWA Regional Competition. The list will be balanced by year, and by funding source.
2. The committee will recommend a prioritized contingency list of projects.
3. The committee will submit their recommendation to PSRC's Transportation Policy Board (TPB). Final approval is made by the Executive Board.

EXPECTATIONS

Meeting Decorum

- a) Committee members agree to keep an open mind and identify their interests and objectives.
- b) Committee members agree to respect each other's opinions and make an effort to understand and accurately characterize the views of other members. Members will operate in a consistently constructive manner.
- c) Discussion will be conducted in a professional way with a focus on project merits.
- d) **Only committee members or their alternate may participate in the discussion.** No questions or comments will be permitted from other participants during the committee deliberations.
- e) The committee will conduct their deliberations in an open discussion with no pre-determined outcome. Projects will be discussed and recommended on an individual basis.
- f) During breaks, participants will not discuss project funding recommendations.
- g) The committee shall strive to reach informed consent on the issues before them, through a cooperative problem-solving process. Consensus is not unanimity, but substantial agreement that the group can move forward. Voting shall be transacted by motion that may be made by any member in attendance, including the chair, and shall require a second. Voting on all motions shall be by a voice vote unless a roll call vote is determined to be necessary. Then the facilitator shall call for the vote of each member and the vote shall be recorded.

Meeting Procedures

- a) PSRC staff will facilitate and manage the meeting, to enable the chair and vice-chair to participate in discussions.
- b) The committee will adhere to PSRC's adopted policy framework, and comply with federal funding guidelines.
- c) PSRC staff will provide the scoring results to the committee. The scores are final and there will be no discussion or debate on individual project scores.
- d) The facilitator will ask if any project sponsors wish to voluntarily withdraw any projects, reduce the funding requested, or provide any other relevant information to inform the funding discussion.
- e) The facilitator will ask the committee before beginning the project recommendation discussion if there are other criteria the committee wishes to use to help in their decisions, for example: geographic equity, project completion or phasing, safety, innovations, etc.
- f) The committee may choose to establish a "cut off" line from the scoring array for project and funding discussion with input from PSRC staff. The committee will then openly discuss and require rationale to consider funding any projects that fall below the cut-off line. Consensus or a vote may be required to add a project for consideration. If a high scoring project is skipped over, an explanation will be required.
- g) Sponsors of any projects recommended for a funding reduction below the amount requested will be required to confirm that either local funds will be provided to fill the gap, or the scope of the project will be reduced to meet the adjusted amount. This confirmation will need to occur prior to final recommendation; if a sponsor is not in attendance, staff will attempt to reach them for consensus, otherwise a funding reduction would not be considered.
- h) A prioritized contingency list will be developed from projects not recommended for funding, as well as projects that are recommended for partial funding to achieve a reduced scope. The balance of funding for the remaining scope may be added to the contingency list, however, projects whose sponsors have accepted partial funding but who have committed local funding to complete the phase will not be added to the contingency list.

Post-Meeting Expectations and Outcomes

- a) PSRC staff will follow up with any sponsor who voluntarily accepted a reduction in funding and agreed to fill the gap with local funds, to confirm that those funds are reasonably available and documentation provided.
- b) PSRC staff will prepare the meeting summaries, including the scoring results and committee recommendations, and forward to the committee prior to the TPB.