**AGENDA**
Thurston Regional Planning Council
**Friday, April 1, 2016 – 8:30 a.m. to 11:00 a.m.**
2424 Heritage Court SW, Suite A
Conference Room A, 1st Floor
Olympia, WA 98502

**OPENING – 8:30 a.m.**

| | | | |
|---|---|---|---|
| | **1.** | **Call to Order** | |
| | **2.** | **Introductions** | |
| | **3.** | **Approval of Agenda** | **ACTION** |
| | **4.** | **Public Comment Period** | |
| | **5.** | **Consent Calendar** | **ACTION** |
| | | **a. Approval of Minutes** (Attachment) – March 4, 2016 | |
| | | **b. Approval of Vouchers** (Attachment) – Jared Burbidge | |

**OTHER BUSINESS**

| | | | |
|---|---|---|---|
| 8:40 am<br>20 mins | **6.** | **Low Impact Development – Regional Efforts Underway** (Attachment) – Mike Burnham & Paul Brewster | **PRESENTATION** |
| 9:00 am<br>10 mins | **7.** | **Jouneys Regional Transportation Annual Report** (Attachment) – Jailyn Brown | **PRESENTATION** |
| 9:10 am<br>10 mins | **8.** | **SFY 2017-2018 Draft Unified Planning Work Program** (Attachment) – Veena Tabbutt | **1ST REVIEW** |
| 9:20 am<br>60 mins | **9.** | **DRAFT Regional Transportation Plan (RTP)** (Attachment) – Jailyn Brown | **ACTION** |
| 10:20 am<br>15 mins | **10.** | **Legislative Update** – Karen Parkhurst | **DISCUSSION** |
| 10:35 am<br>10 mins | **11.** | **Report from Outside Committee Assignments** (Oral/Written Report) | **INFORMATION** |
| 10:45 am<br>10 mins | **12.** | **Member Check In** – Chair Virgil Clarkson | **DISCUSSION** |
| 10:55 am | **13.** | **Executive Director's Report** | **INFORMATION** |
| 11:00 am | **14.** | **Adjourn** | |

Additional Informational Enclosures:
1. TPB Minutes (available upon request)

NEXT MEETING: Friday, May 5, 2016

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If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator.
For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.

ThurstonHeretoThere.org is an easy-to-navigate website which includes information on carpooling, vanpooling, rail, air, bus, bike, walking, health, telework and flexible schedules, recreation, and school transportation. Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Intercity Transit Routes 43 and 44.

*TRPC's mission is to*

***"Provide Visionary Leadership on Regional Plans, Policies, and Issues."***

***To Support this Mission:***

***A.*** *Support* ***regional transportation*** *planning consistent with state and federal funding requirements.*

***B.*** *Address* ***growth management, environmental quality, economic opportunity,*** *and other topics determined by the Council.*

***C.*** ***Assemble*** *and* ***analyze data*** *that support local and regional decision making*

***D.*** *Act as a* ***"convener"****, build regional* ***consensus*** *on issues through information and citizen involvement.*

***E.*** *Build* ***intergovernmental consensus*** *on regional plans, policies, and issues, and advocate local implementation.*

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September 2011

**THURSTON REGIONAL PLANNING COUNCIL**
**MEETING NORMS**

**Show up**

- Nothing happens without consistent good attendance by all members.
- Make sure you have a designated alternate.

**Be prepared**

- Members who are unprepared can't contribute the best input.
- Make sure your alternate is prepared if you have to miss a meeting.

**Participate**

- Share your ideas.
- Engagement by all members is required for productive discussions.

**Be respectful**

- Create a safe place to ask questions and express views.
- Diversity is one of TRPC's strengths.

**Report back**

- We each represent somebody who thought it wise to spend money to join TRPC.
- Report back to your jurisdiction, organization or community.

**Feel good**

- TRPC is an effective organization that allows us to address regional issues in a productive way.
- Take time to recognize and celebrate our successes.

**DRAFT MINUTES OF MEETING**

**THURSTON REGIONAL PLANNING COUNCIL**
**Friday, March 4, 2016**
**2424 Heritage Court SW**
**Conference Room A, 1st Floor**
**Olympia, WA 98502**

**Call to Order**

Chair Virgil Clarkson called the meeting to order at 8:36 a.m.

Chair Clarkson indicated that there was not yet a quorum but that Nathaniel Jones was on his way and there would then be a quorum. In the meantime, following introductions, the meeting would skip to Agenda Item #6, the presentation on the North Lewis County Industrial Access Study. Everyone present provided self-introduction.

**Attendance**

**Members Present:**

| | |
|---|---|
| City of Olympia | Nathaniel Jones, Board member |
| City of Lacey | Virgil Clarkson, Chair |
| City of Tumwater | Tom Oliva, Vice Chair |
| Thurston County | Sandra Romero, Commissioner |
| City of Rainier | Everett Gage, Council member |
| Town of Bucoda | Alan Vanell, Council member |
| Intercity Transit | Karen Messmer, Board member |
| Port of Olympia | Bill McGregor, Commissioner |
| Lacey Fire District #3 | Gene Dobry, Board member |
| The Evergreen State College | Rich Davis, Staff (alternate) |
| Timberland Regional Library | Bill Wilson, Staff |

**Members Absent:**

| | |
|---|---|
| City of Tenino | David Watterson, Council member |
| City of Yelm | Bob Isom, Council member |
| LOTT Clean Water Alliance | Cynthia Pratt, Board member |
| Nisqually Indian Tribe | Heidi Thomas, Staff |
| North Thurston Public Schools | Chuck Namit, Board member |
| PUD No. 1 of Thurston County | Russell Olsen, Commissioner |
| Confederated Tribes of the Chehalis Reservation | Amy Loudermilk, staff |
| Olympia School District | pending |
| Thurston EDC | Michael Cade, Director |

**Staff Present:**
Jared Burbidge, Deputy Director
Karen Parkhurst, Program & Policy Director
Sarah Selstrom, Administrative Assistant
Veena Tabbutt, Research & Data Director
Paul Brewster, Senior Planner
Scott Carte, GIS Coordinator

**Others Present:**
Doug DeForest, Transportation Policy Board
Ann Freeman-Manzanares, Intercity Transit
Joel Carlson, Sierra, olyccc.org, oFA
Dustin Carter, Desco A/V
Erik Martin, City of Tumwater
Tim Elsea, Lewis County Public Works
John Wilson, Olympia
Michelle Sadlier, City of Olympia
Tomy Mollas, Dept. of Enterprise Services

**Agenda Item 6**
PRESENTATION

**North Lewis County Industrial Access Study**
Thera Black ,SCJ Alliance, and Tim Elsea, Lewis County Public Works, presented information regarding the North Lewis County Industrial Access Study. The study area crosses the Lewis/Thurston county border and includes two Port of Centralia sites west of Interstate 5 and the TransAlta site east of the Interstate.

The goal of the project is an improved transportation system, better industrial access and a stronger community. Work is underway to understand the issues and opportunities and to identify possible solutions. There are no pre-conceived solutions – partners are open to any and all alternatives.

Partners in the project include Lewis County, Thurston County, Centralia, Chehalis, Bucoda, Tenino, Port of Centralia, Lewis County EDC, Chamber of Commerce, CWCOG, TRPC and WSDOT.

*Councilmember Jones arrived.*

**Agenda Item 3**
ACTION

**Approval of Agenda**
Deputy Director Burbidge asked that the agenda be amended to include an additional item – a correction to the 2015 Financial Report that was approved at the February meeting.

***Councilmember Romero moved, seconded by Councilmember Oliva, to approve the agenda as amended. Motion carried unanimously.***

**Inserted New Agenda Item**
ACTION

**Correction to 2015 Financial Report**
Deputy Director Burbidge advised the Council of a clerical error in the 2015 Financial Report that was approved in February. The purpose of this item is to document the error for financial auditing purposes. Deputy Director Burbidge explained that following the budget amendment in November 2015, internal tracking documents were not updated to reflect the increase of $198,086. Those incorrect internal documents were used to develop the 2015 Financial Report, resulting in the supporting documents to the final balance sheet being inaccurate. Deputy Director Burbidge asked that the Council approve the corrected 2015 Financial Report.

***Councilmember Messmer moved, seconded by Councilmember Oliva, to approve the corrected 2015 Financial Report as presented. Motion carried unanimously.***

**Agenda Item 4**

**Public Comment**
John Wilson, PO Box 1031, Olympia, WA 98501

**Agenda Item 5**
ACTION

**Consent Calendar**
a. Approval of Minutes – February 5, 2016
b. Approval of Vouchers

***Councilmember Romero moved, seconded by Councilmember Oliva, to approve the consent calendar as presented. Motion carried unanimously.***

**OTHER BUSINESS**

**Agenda Item 7**
ACTION

**Appointment of By-laws & Agreement Subcommittee**
Chair Clarkson asked for volunteers to serve on the By-laws and Agreement Subcommittee for 2016. The By-laws and Agreement are to be updated every two years and the last time it was done was in 2014.

***Councilmembers Vanell, McGregor, Davis, and Clarkson volunteered.***

**Agenda Item 8**
ACTION

**SFY 2017-2018 Transportation Work Program Priorities**
Veena Tabbutt, Research and Data Director, and Karen Parkhurst, Policy and Programs Director, reviewed the work program priorities recommended by the Transportation Policy Board for inclusion in the state fiscal year 2017-2018 Unified Planning Work Program.

Discussion resulted in the addition of language pertaining to clean energy, sea level rise, air quality and a page defining acronyms.

**Councilmember Jones moved, seconded by Councilmember Oliva, to approve, with noted additional language, the Transportation Policy Board recommendation of regional work program priorities on which to base a SFY 2017-18 Unified Planning Work Program. Motion carried unanimously.**

**Agenda Item 9**
DISCUSSION

**Legislative Update**
Programs and Policy Director Parkhurst updated Council on activity of interest with the Legislature. The session is scheduled to adjourn on March 10th. Between now and then legislators will be working on finalizing budgets and the bills necessary to pass the budget.

**Agenda Item 10**
INFORMATION

**Report from Outside Committee Assignments**
Doug DeForest reported on his attendance at the latest PSRC TPB meeting. Of interest was work of the Transportation Futures Task Force, which projects a $36 billion shortfall in transportation funding over the next 24 years and is proposing a transportation authority for the region.

**Agenda Item 11**
UPDATE

**Member Check In**
Councilmember Davis reported that The Evergreen State College experienced a flood due to a water pipe break. A mechanical room was filled eight feet deep and when the water was released through the tunnels has resulted in much damage – preliminary estimates are at just under $2 million.

Councilmember Romero reported that the County Road Administration Board wants to redefine what the county can use transportation funds for. Right now Thurston County diverts about $3.2 million for criminal justice because it can legally be attributed to deputies on the road, prosecutors, assigned council in the courts. CRAB wants to limit it to just law enforcement. That would impact the County about $1.2 million.

Councilmember Vanell reported that the Town of Bucoda was informed by the mayor of Yelm that the Community Development Block Grant is no longer available to them – or to Tenino or Rainier. Councilmember Romero explained that the City of Yelm qualifies for a wider variety of projects under the Block Grant program due to it's being a low income community. Bucoda, Rainier and Tenino still qualify, but can only use the funds for projects that benefit JUST the low income population.

Councilmember McGregor, in reference to the vote on the transportation projects earlier in the meeting, indicated that he would like ensure, if possible, the votes are cast not as individuals but for the groups each member represents. There has been issue in the past where a member voted their individual belief rather than that of their board. The Port Commission will be having a work session to determine how we as a board want to handle this for all the different entities we serve on. Deputy Director Burbidge explained that every effort is made to bring items before the Council twice – review and discussion at one meeting and vote at the next - giving the members a chance to take the information back to their boards for discussion before a vote.

**Agenda Item 12**
INFORMATION

**Executive Director's Report**

Deputy Director Burbidge announced that there were some surplus items up for grabs if any of the membership is interested. A handout with photos and descriptions of the items was handed out.

Programs and Policy Parkhurst announced that Genesee & Wyoming rail will take over the rail that serves the Port. It will be called the Olympia and Belmore and will be orange and yellow instead of red.

Programs and Policy Parkhurst introduced Tommy Mollas, new Transportation Demand Management coordinator for the Capitol Campus.

Councilmember Romero announced that JBLM is talking about doing testing of high mobility rocket systems and they are having an Open House on the subject on March 8th from 6:00 – 8:00 pm at the Eagle's Pride Golf Course Conference Center. Also, there are Asian Gypsy Moths in the area and the Dept. of Ag will be doing aerial spraying in the Nisqually area. The chemical is not harmful to humans or bees.

Deputy Director Burbidge announced that the dedication of the HUB Junction is on March 17th at 2:00 p.m.

Chair Clarkson reminded members of the lack of a quorum at the beginning of the meeting and asked that if anyone would not be attending a meeting that they notify staff in the hopes of avoiding this sort of thing in the future.

**Agenda Item 13**

**Adjournment**

***There being no further business, Chair Clarkson adjourned the meeting at 11:05 a.m.***

_____
Virgil Clarkson, Chair

_____
Lon D. Wyrick, Ex-Officio Secretary

*Minutes prepared by Sarah Selstrom, Administrative Assistant*
*Thurston Regional Planning Council*

These minutes are not verbatim. A verbatim transcript of this meeting is available upon request.

**AGENDA ITEM #5b**

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

**MEMBERS:**
City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the Chehalis Reservation
Nisqually Indian Tribe
Town of Bucoda
Thurston County
North Thurston Public Schools
Olympia School District
Intercity Transit
LOTT Clean Water Alliance
Port of Olympia
PUD No. 1 of Thurston County

**ASSOCIATE MEMBERS:**
Lacey Fire District #3
Puget Sound Regional Council
The Evergreen State College
Thurston Economic Development Council
Timberland Regional Library

| | Program Area | Mission Statement |
|---|---|---|
| X | MPO/RTPO | A |
| | Core Services | |
| | Contract Services | |
| | Grant Services | |

**MEMORANDUM**

TO: Thurston Regional Planning Council

FROM: Jared Burbidge, Assistant Director

DATE: March 23, 2016

SUBJECT: Approval of Vouchers

PURPOSE

Approve the voucher lists and journal vouchers.

**Summary:**

- Thurston Regional Planning Council's (TRPC) procedure is for the Council Secretary (or another officer) to certify and approve vouchers prepared by staff on a weekly basis prior to the issuance of warrants.
- Council receives the vouchers at its next regularly scheduled meeting for consideration and action.

REQUESTED ACTION

Approve the following vouchers for warrants dated March 3 - 17, 2014 plus journal vouchers for a total of $53,282.62.

| | |
|---|---|
| Warrant Control List by Voucher (2) | $ 51,792.04 |
| Journal Entries for March 2016 (Central Services) | $ 1,490.58 |

79:rb
Attachments

thurston regional planning council

Lon D. Wyrick
Executive Director

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Olympia, WA 98502-6031

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360-956-7815 Fax

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Thurston County Central Services Charges Processed by Journal Entries
By Thurston County Financial Services

MARCH 2016

| Description | $ Amount |
|---|---|
| | |
| Infrastructure | 9.25 |
| | |
| Mailroom | 136.17 |
| | |
| Indirect | 1,194.83 |
| | |
| Computer Services | 150.33 |
| | |
| **TOTAL** | **$1,490.58** |

WARNT-CTL: 032116RP 03/21/2016

| VOUCHER | VENDOR | VENDOR NAME | INVOICE | PO | TYPE | DUE DATE | AMOUNT | COMMENT |
|---|---|---|---|---|---|---|---|---|
| 908726 | 541 | GORDON PRODUCTS INC | 123876-0 | | INV | 03/14/2016 | 602.51 | ACCT# 201210 |
| 908727 | 1341 | PIONEER FUEL | 1606001 | | INV | 03/14/2016 | 78.31 | ACCT# 1-04936 |
| 908728 | 607113 | KATRINA VAN EVERY | 1016761 | | INV | 03/14/2016 | 44.82 | TRAVEL FEBRUARY 2016 |
| 908729 | 11107 | CRITICAL INFORMATICS INC | 6047 | | INV | 03/14/2016 | 850.00 | O.O. NO. 3013-702 |
| 908730 | 1560 | COMCAST | 1016763 | | INV | 03/14/2016 | 231.17 | ACCT# 8498380051813457 |
| 908731 | 11254 | ATS TRANS LLC | 8566 | | INV | 03/14/2016 | 38,900.00 | JANUARY 2016 |
| 910772 | 9463 | DEPARTMENT OF ENTERPRISE SE | 73145666 | | INV | 03/14/2016 | 45.00 | ACCT# 75307-000 |
| 910774 | 2362 | MPH HOLDINGS LLC | 2692 | | INV | 03/14/2016 | 1,464.12 | UTILITIES FOR FEBRUARY |
| 910777 | 5518 | CBM SOUTH INC | 207836 | | INV | 03/14/2016 | 1,455.00 | MARCH 2016 JANITORIAL |
| 910779 | 413 | CRAINS OFFICE SUPPLY | 0110775-001 | | INV | 03/14/2016 | 19.57 | ACCT# 828777-01 |
| 910781 | 10641 | CLOUDPWR | 1559 | | INV | 03/14/2016 | 440.64 | PO 2502 |
| | | | | | WARNT-CTL TOTAL | | 44,131.14 | |

** END OF REPORT - Generated by COREY ARNDT **

WARNT-CTL: 030716RP 03/07/2016

| VOUCHER | VENDOR | VENDOR NAME | INVOICE | PO | TYPE | DUE DATE | AMOUNT | COMMENT |
|---|---|---|---|---|---|---|---|---|
| 906675 | 7710 | US BANK NATIONAL ASSO ND | 1014714 | | INV | 02/29/2016 | 2,260.61 | ACCT NO. 4730-7710-018 |
| 906676 | 7710 | US BANK NATIONAL ASSO ND | 1014715 | | INV | 02/29/2016 | 427.47 | ACCT NO. 4730-7700-062 |
| 906677 | 7710 | US BANK NATIONAL ASSO ND | 1014716 | | INV | 02/29/2016 | 12.26 | ACCT NO. 4730-7700-052 |
| 906678 | 7710 | US BANK NATIONAL ASSO ND | 1014717 | | INV | 02/29/2016 | 1,967.00 | ACCT NO. 4730-7700-052 |
| 906679 | 7710 | US BANK NATIONAL ASSO ND | 1014718 | | INV | 02/29/2016 | 107.81 | ACCT NO. 4730-7700-052 |
| 906680 | 7710 | US BANK NATIONAL ASSO ND | 1014719 | | INV | 02/29/2016 | 13.00 | ACCT NO. 4730-7700-052 |
| 906681 | 7710 | US BANK NATIONAL ASSO ND | 1014720 | | INV | 02/29/2016 | 339.57 | ACCT NO. 4730-7700-085 |
| 906682 | 7710 | US BANK NATIONAL ASSO ND | 1014721 | | INV | 02/29/2016 | 185.98 | ACCT NO. 4730-7700-058 |
| 906701 | 9389 | CENTURYLINK | 1014740 | | INV | 02/29/2016 | 66.43 | ACCT NO. 360-943-2304 |
| 906703 | 2362 | MPH HOLDINGS LLC | 2648 | | INV | 02/29/2016 | 1,177.48 | JANUARY 16 UTILITIES |
| 906704 | 71 | CAPITOL ALARM INC | 58821 | | INV | 02/29/2016 | 25.00 | ACCT ID: 103024 |
| 906706 | 550 | VALERIE GOW | 1543 | | INV | 02/29/2016 | 533.28 | FEBRUARY RECORDING SER |
| 906707 | 541 | GORDON PRODUCTS INC | 123000-0 | | INV | 02/29/2016 | 449.18 | ACCT NO. 201210 |
| 906708 | 9785 | CAPITAL ONE NATIONAL FINANC | 1014747 | | INV | 02/29/2016 | 95.83 | ACCT NO. 7003-7300-000 |
| | | | | | WARNT-CTL TOTAL | | 7,660.90 | |

** END OF REPORT - Generated by COREY ARNDT **

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

**MEMBERS:**
City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the Chehalis Reservation
Nisqually Indian Tribe
Town of Bucoda
Thurston County
North Thurston Public Schools
Olympia School District
Intercity Transit
LOTT Clean Water Alliance
Port of Olympia
PUD No. 1 of Thurston County

**ASSOCIATE MEMBERS:**
Lacey Fire District #3
Puget Sound Regional Council
The Evergreen State College
Thurston Economic Development Council
Timberland Regional Library

| | Program Area | Mission Statement |
|---|---|---|
| | MPO/RTPO | |
| | Core Services | |
| | Contract Services | |
| X | Grant Services | A |

**MEMORANDUM**

TO: Thurston Regional Planning Council

FROM: Paul Brewster, Senior Planner
Mike Burnham, Associate Planner

DATE: March 23, 2016

SUBJECT: Low Impact Development – Regional Efforts Underway to Update Municipal Codes to Incorporate Greener Stormwater Infrastructure into Future Growth

PURPOSE

Washington Department of Ecology's revised municipal stormwater permit requires permittees — including Thurston County, Olympia, Lacey and Tumwater — to make low-impact development (LID) the "preferred and commonly used approach" to site development, where feasible. The Council will receive a briefing on how TRPC staff are assisting the jurisdictions with coordinating the review and revisions of development codes affected by joint planning agreements.

**Summary:**

- Thurston County, Lacey, Olympia, and Tumwater must review and amend development codes and regulations to support LID by Dec. 31, 2016.
- The jurisdictions have convened nearly every two months since late 2014 to provide progress reports and share information with one another to better coordinate potential code amendments.
- The Thurston County Code (TCC) includes chapters for the unincorporated urban growth areas of Olympia, Lacey and Tumwater. Per interlocal agreements, Thurston County will integrate each city's code standards into its respective TCC chapter.
- TRPC staff will provide an overview of LID concepts and brief Councilmembers about ongoing coordination efforts between the affected jurisdictions.

REQUESTED ACTION

This presentation is for information purposes only; no action is requested.

thurston regional planning council

Lon D. Wyrick
Executive Director

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AGENDA ITEM #7

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

**MEMBERS:**
City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the Chehalis Reservation
Nisqually Indian Tribe
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**ASSOCIATE MEMBERS:**
Lacey Fire District #3
Puget Sound Regional Council
The Evergreen State College
Thurston Economic Development Council
Timberland Regional Library

**MEMORANDUM**

| | Program Area | Mission Statement |
|---|---|---|
| X | MPO/RTPO | A |
| | Core Services | |
| | Contract Services | |
| | Grant Services | |

TO: Thurston Regional Planning Council

FROM: Jailyn Brown, Senior Planner

DATE: March 23, 2016

SUBJECT: *Journeys* Regional Transportation Annual Report

PURPOSE

Review 2015 regional transportation accomplishments and set the stage for 2016 activities, while updating new members on the Council's regional transportation program activities.

**Summary:**

- Journeys recaps TRPC's transportation work activities for the previous year.
- Notable transportation projects undertaken by the Council's members are highlighted.
- It is valuable for reflection, setting the current year's course, updating new members, and informing colleagues and constituents.

REQUESTED ACTION

No action requested. This item is for your information.

thurston regional planning council

Lon D. Wyrick
Executive Director

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AGENDA ITEM #8

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

**MEMBERS:**
City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
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Nisqually Indian Tribe
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Thurston Economic Development Council
Timberland Regional Library

| | Program Area | Mission Statement |
|---|---|---|
| X | MPO/RTPO | A |
| | Core Services | |
| | Contract Services | |
| | Grant Services | |

**MEMORANDUM**

TO: Thurston Regional Planning Council

FROM: Veena Tabbutt, Data and Research Director
Karen Parkhurst, Programs and Policy Director

DATE: March 23, 2016

SUBJECT: SFY 2017-2018 Draft Unified Planning Work Program

PURPOSE

The purpose of this agenda item is to discuss the State Fiscal Years 2017-18 Draft Unified Planning Work Program. It will come before you for action in May.

**Summary:**

- In its capacity as the Metropolitan Planning Organization, TRPC must develop an annual statement of how state and federal planning funds will be used for mandated transportation planning activities. The Unified Planning Work Program (UPWP) describes those federally- and state-mandated transportation planning activities and the revenue sources used to fund that work. Based on federal and state guidance, this UPWP reflects the two-year state fiscal period running from July 1, 2016 through June 30, 2018.
- TRPC reviewed and approved regional transportation work program priorities in March. Those priorities were used to develop a draft UPWP. Federal and state agencies are scheduled to review the draft UPWP in April; any substantive changes resulting from that review will be discussed before your final action in May.
- A hard copy of the draft is attached.

REQUESTED ACTION

No action is requested at this time. It will come before the Council for adoption in May.

thurston regional planning council

Lon D. Wyrick
Executive Director

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## BACKGROUND

As the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for the Thurston region, TRPC must fulfill specific transportation planning requirements. The Unified Planning Work Program (UPWP) is a federal and state mandated tool for ensuring that compliance. The UPWP identifies federal and state planning requirements. It also includes a discussion of other transportation planning priorities and activities in the region. The intent of the UPWP is to ensure a comprehensive, continuing, and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and systems development.

The UPWP is the official document that describes the agency's on-going regional work program. It is developed in the third quarter of the state fiscal year. Reflecting state and federal guidance, this draft UPWP is for a two year period, from July 1, 2016 through June 30, 2018. It describes the work to be done and the funding resources that will be used to perform that work. It also identifies priority unfunded planning needs for which the agency will seek outside funding.

The Transportation Policy Board makes recommendations to TRPC on work program priorities which TRPC considers and approves before the UPWP is drafted. The draft UPWP must be reviewed by the Washington State Department of Transportation (WSDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) before they approve it. This draft review is scheduled for April 5th. Typically no issues are identified that might preclude its final approval at the state and federal levels; any substantive changes emerging from this year's review will be presented to you at your May meeting to inform your discussion and action.

Mandatory elements are dictated by federal and state statute. TRPC receives funding from FHWA, FTA, and WSDOT to address those work elements, which is matched by local funding (generated by member dues). These mandated activities are organized around two major activities – Compliance with MPO/RTPO Program Requirements, and Program Administration. These activities account for about 42 percent of the base transportation work program.

A significant part of the regional transportation program is not dictated by federal or state mandates. Since 1995 TRPC has identified and funded transportation planning and program activities that meet the specific needs of this region. These activities are funded with an annual allocation of regional Surface Transportation Program (STP) funding. This UPWP anticipates that funding levels for these activities in 2017 and 2018 will be at the same level as in state fiscal years 2015 - 2016 which is $600,000 per year in regional STP funding matched by $93,642 in local funding (generated by member dues). These activities – derived from the regional transportation priorities developed by the TPB and TRPC – account for about 58 percent of the base transportation work program.

TRPC adoption in June of the UPWP will trigger an administrative amendment of the Regional Transportation Improvement Program to secure the regional Surface Transportation Program funds that support the work program.

## REQUESTED ACTION

No action is requested at this time. It will come before the Council for adoption in May.

DRAFT

Thurston Regional Planning Council

# UNIFIED PLANNING WORK PROGRAM

**STATE FISCAL YEARS 2017-2018**

(July 1, 2016 to June 30, 2018)

Adopted by TRPC

May 6, 2016

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May 6, 2016

THURSTON REGIONAL PLANNING COUNCIL

RESOLUTION NO. 2016-02

RELATING to the State Fiscal Years 2017-18 Unified Planning Work Program between THURSTON REGIONAL PLANNING COUNCIL (TRPC) and the WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT).

WHEREAS, the WSDOT and TRPC have cooperated in the past for regional and metropolitan transportation planning within Thurston County; and

WHEREAS, TRPC is the agency designated by the GOVERNOR as the METROPOLITAN PLANNING ORGANIZATION and the REGIONAL TRANSPORTATION PLANNING ORGANIZATION for the Thurston region; and

WHEREAS, TRPC has the authority to act on the Unified Planning Work Program;

NOW, THEREFORE BE IT RESOLVED BY THE THURSTON REGIONAL PLANNING COUNCIL:

THAT the scope, content, budget, and funding sources of the Unified Planning Work Program for State Fiscal Year 2017-2018 be approved as per attachment with the understanding that minor changes may be required following State review; and

THAT the Regional Transportation Improvement Program be amended to secure the federal Surface Transportation Program funds described in the Unified Planning Work Program document to perform regional transportation planning; and

THAT any local match will be finalized through the TRPC budget process; and

THAT the Chair is authorized to file the necessary applications and execute contracts with the WSDOT upon completion of legal reviews.

Adopted this 6th day of May, 2016.

ATTEST:

| | |
|---|---|
| Lon D. Wyrick<br>Executive Director | Virgil Clarkson, Chair<br>Thurston Regional Planning Council |

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# PREFACE

Regional transportation planning is the process of looking at the transportation system as a whole, without regard to jurisdiction or travel mode. The goal is to make decisions that – over time – result in more access, more choices, a resilient economy, and a more sustainable relationship with our natural and social environment. Elements of regional transportation planning include:

- Coordinating among jurisdictions, residents, businesses, and other interests to identify a direction for the region's transportation system and then maintaining a course to get there.
- Exploring issues and opportunities, and evaluating the consequences of choices both large and small.
- Collaborating and communicating among diverse and seemingly unrelated organizations with a common interest in transportation and livable communities.
- Weighing alternatives and prioritizing among important and sometimes competing options, making difficult decisions, and at times, reconsidering a decision based on updated information.
- Answering questions that often lead to more questions.
- Looking at transportation and seeing not just cars and buses, but community livability, environmental quality, social equity, financial responsibility, economic vitality – across whole generations.

The Thurston region has a long-standing commitment to coordinated, comprehensive transportation planning. This region has traditionally gone above and beyond the mandates required by federal and state law, dedicating its own resources and securing additional revenues to tackle those issues that are a high priority for the people of Thurston County and which are essential to a maintaining a high quality of life in the region.

This document details how this region complies with its federal and state mandates, and includes discussion of those other efforts that help this region make progress on its near- and long-term goals. Readers interested in this region's transportation activities are encouraged to visit the TRPC website at www.trpc.org for additional information.

# BACKGROUND

The Unified Planning Work Program (UPWP) is a required document describing how federal and state funds will be used for transportation planning purposes. As the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Organization (RTPO) for the Thurston region, Thurston Regional Planning Council receives funds that are intended to help ensure a continuous, cooperative, and comprehensive regional transportation planning process. This next section describes the federal and state laws that govern how these funds are to be used and reported.

The following section outlines the federal requirements for the Metropolitan Planning Organization (MPO).

## Federal Legislation

Provisions of 23 U.S.C. 134 and 49 U.S.C. 5303 set forth a national policy governing metropolitan transportation planning, a policy that shapes the work of Thurston Regional Planning Council. That policy stipulates that MPOs carry out a continuing, cooperative, and comprehensive multimodal transportation planning process that:

- Includes the development of a long-range metropolitan transportation plan and a transportation improvement program (TIP).
- Encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight (including accessible pedestrian walkways and bicycle transportation facilities).
- Fosters economic growth and development, while minimizing transportation-related fuel consumption and air pollution.

These policies encourages continued development and improvement of metropolitan transportation planning processes guided by the planning factors set forth in 23 U.S.C. 134(h) and 49 U.S.C. 5303(h).

The scope of that metropolitan planning process is defined by federal legislation. Federal legislation specifies that the metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that:

1. Supports the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increases the safety of the transportation system for motorized and non-motorized users.
3. Increases the security of the transportation system for motorized and non-motorized users.
4. Increases accessibility and mobility of people and freight.
5. Protects and enhances the environment, promote energy conservation, improves the quality of life, and promotes consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhances the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promotes efficient system management and operation.
8. Emphasizes the preservation of the existing transportation system.

Consideration of these planning factors shall be reflected, as appropriate, in the metropolitan transportation planning process. The degree of consideration and analysis of the factors should be based on the scale and complexity of many issues, including transportation system development, land use, employment, economic development, human and natural environment, and housing and community development.

Additionally, recent federal law stipulates that the metropolitan transportation planning process develop a performance-driven, outcomes-based approach to transportation decision-making in support of national and regional goals. MPOs are required to establish performance targets to use in tracking progress towards achieving critical outcomes for the region. Selection of the performance targets will be coordinated with the State and transit agencies to ensure consistency, and will occur no later than 180 days after the State and transit agency establish their own targets. MPOs will also integrate into the planning process, directly or by reference, the goals, objectives, performance measures, and targets described in other relevant planning processes.

TRPC receives funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) as provided under 23 U.S.C. 104(f) and 49 U.S.C. 5336 to accomplish these activities. Historically these funds and their requisite local matching funds constitute less than one-third of the revenues used to support TRPC's regional transportation planning efforts. Federal legislation specifies how those metropolitan transportation planning activities performed with these funds will be documented. This is described as the Unified Planning Work Program (UPWP) and its contents and structure is established in the provisions of 23 CFR Part 450 and Part 420, and 49 CFR Part 613.

The UPWP documents those planning activities to be performed with funds provided under Title 23 and Chapter 53 of Title 49 U.S.C. It describes the planning activities within the next two-year period including: who will perform the work; the schedule for completing the work; resulting products; proposed funding by task; and a summary of the total amounts and sources of funding. The UPWP also includes a discussion of other transportation planning activities in the region other than those funded through the funds mentioned above in order to give readers a better understanding of the comprehensive nature of transportation planning in the Thurston region.

The following section outlines the state requirements for the Regional Transportation Planning Organization (RTPO).

## State Legislation

Use of state funding received by TRPC is determined by RCW 47.80 and WAC 468-86. These state requirements recognize the critical relationship between transportation and land use, and typically complement the federal requirements.

As per state law, the regional transportation planning program is meant to foster an on-going transportation planning and decision-making process that actively plans for the improvement of regional transportation systems and coordinates this process among jurisdictions. Intended to be integral to local and regional growth management efforts, state laws stipulate that regional planning should adhere to the following principles:

1. Build upon applicable portions of local comprehensive plans and processes, and promote the establishment of a regional perspective into local comprehensive plans;
2. Encourage partnerships between federal, state, local and tribal governments, special districts, the private sector, the general public, and other interest groups during conception,

technical analysis, policy development, and decision processes in development, updating, and maintaining the regional transportation plan;

3. Ensure early and continuous public involvement from conceptual planning through decision-making;
4. Be on-going, and incorporate short and long range multimodal planning activities to address major capacity expansion and operational improvements to the regional transportation system;
5. Use regionally coordinated, valid and consistent technical methods and data to identify and analyze needs;
6. Consider environmental impacts related to the development of regional transportation policies and facilities; and
7. Address the policies regarding the coordination of transportation planning among regional jurisdictions, including the relationship between regional transportation planning, local comprehensive planning and state transportation planning.

Within these principles, regions develop their own on-going planning process for the development and refinement of the regional transportation plan, and provide a forum for the discussion of regional transportation planning issues.

State law requires that the UPWP describe how the work programmed supports the six legislative transportation system policy goals of RCW 47.04.280. Specifically, state law stipulated that public investments in transportation should support achievement of these policy goals:

- Economic vitality: To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.
- Preservation: To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.
- Safety: To provide for and improve the safety and security of transportation customers and the transportation system.
- Mobility: To improve the predictable movement of goods and people throughout Washington state.
- Environment: To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.
- Stewardship: To continuously improve the quality, effectiveness, and efficiency of the transportation system.

The legislative intent of these six principles is wholly consistent with regional objectives. TRPC work program activities work in concert to: promote economic vitality, keep life cycle costs as low as possible, increase the safety of transportation system users and operators, maximize convenient and reliable travel choices, minimize environmental impacts, and generally improve the overall efficiency, reliability, and quality of the transportation system for the traveling public.

State funding received by TRPC for transportation planning purposes is used to help implement locally and regionally adopted plans that support the State's Growth Management Act. The plans, policies, activities and investments supported by state RTPO funding help:

- Ensure a robust and resilient economy
- Keep life cycle costs as low as possible and make the network safe for system users and system operators
- Increase the range of viable travel choices for moving people and goods in coordination with supportive land use policies, and
- Reduce the per capita environmental footprint associated with transportation.

The Legislature makes biennial appropriations to WSDOT to support this regional planning process. TRPC receives funding from WSDOT for this purpose. Historically the funding to comply with these requirements represents less than 10% of TRPC's transportation planning budget. The WSDOT uses the federal UPWP as its vehicle for ensuring appropriate use of RTPO planning funds.

## Federal and State Emphasis Areas

The Federal Highway Administration and Federal Transit Administration, and Washington State Department of Transportation (WSDOT) annually identify additional factors they would like to see addressed within the regional transportation planning program. In addition to developing the required annual performance and expenditure reports (annual reports) and interlocal agreements, in this UPWP it is requested that TRPC:

- Work with WSDOT as the analysis of the FAST Act evolves and draft or final rules are released
- Promote cooperation and coordination across MPO boundaries to ensure a reginal approach to transportation planning.
- Identify Ladders of Opportunity – or access to essential services as part of the transportation planning process, including identifying transportation connectivity gaps in access to essential services.
- Coordinate and invite participation with tribal governments on the development of their regional transportation plans and programs.
- Participate in statewide planning efforts with respect to the various state modal plans and the statewide long-range transportation plan.
- Participate in WSDOT's corridor sketch process.
- Collaborate with WSDOT as the State works towards setting performance measures and targets.

## Consideration of Regional Transportation Planning Priorities

Mandated federal and state planning requirements cannot be satisfactorily accomplished within the funding provided for this purpose by federal and state agencies. Not content to simply meet bare minimum standards, TRPC has supported about 60% of the region's base transportation program with additional funding. Since 1995, TRPC has augmented the federal and state funds it receives for mandated planning activities with a share of the Surface Transportation Program funding attributable to the region. This funding enables the kind of coordinated and integrated transportation planning and decision-making that has characterized this region's program since the mid-1990s.

Prior to 2012 this funding was co-mingled with the appropriated federal and state funds in the Unified Planning Work Program. The regional transportation planning activities funded through these discretionary Surface Transportation Program funds are no longer co-mingled with those funds provided under 23 U.S.C. 104(f) and 49 U.S.C. 5336, or RCW 47.80.050. As per federal statute, these priority regional transportation planning activities are identified and reported on separately from those mandated by federal and state requirements.

The priorities established by TRPC and its Transportation Policy Board, which support implementation of the long-range Regional Transportation Plan, are described separately in the section of this document titled TRPC Regional Planning Priorities.

## Unified Planning Work Program Process

The UPWP is a two-year document based on the state fiscal year (SFY). The state fiscal year runs from July 1st to June 30th. During the 3rd quarter of the second year a new UPWP is developed and submitted for state and federal review for implementation at the beginning of the next state fiscal year.

As the federally-designated MPO for Thurston County, Thurston Regional Planning Council is responsible for preparing the UPWP. The UPWP is developed through a collaborative process involving TRPC member jurisdictions, WSDOT Olympic Region as well as the WSDOT Multi-modal Department.

In accordance with the roles and responsibilities of the Transportation Policy Board (TPB) and Thurston Regional Planning Council, the development of a new UPWP begins in February. At that time, policy makers on the TPB discuss the transportation issues and opportunities facing the region and develop a recommendation on those priorities to address in the transportation work program for the ensuing two-year period in addition to mandated federal and state tasks. The goal is to not only meet minimum standards mandated by federal and state law, but to do so in a way that furthers policy and system objectives of the Thurston region as laid out in the long-range Thurston Regional Transportation Plan.

The TPB recommendation is presented to TRPC policy makers for their discussion and consideration. TRPC takes action to approve those work program priorities for which it will assume primary funding responsibility. Staff then work with that direction to develop a draft document that complies with federal and state requirements while simultaneously supporting priority regional objectives.

A draft of the UPWP is reviewed for compliance with state and federal requirements by WSDOT, FHWA, and FTA. Revisions needed to address federal or state concerns are made to the draft document before it is submitted to TRPC for its approval.

The final UPWP is reviewed and adopted in May by TRPC upon completion of the federal and state review. After this it is submitted to the WSDOT for final approval by state and federal agencies.

## Description of the Region

The regional transportation planning activities described in this UPWP cover a single-county region defined by the boundaries of Thurston County, Washington. This fast growing region, which is also the seat of state government, is located along the southernmost reaches of Puget Sound. It is bordered by the counties of Pierce, Mason, Lewis and Grays Harbor (Figure 1: Thurston County Vicinity Map).

Thurston County is the physical link between the Seattle-Tacoma metropolitan region to the northeast and the rural regions to the south and west. The state's most important passenger and freight highway, Interstate 5, runs roughly north/south in Thurston County through the heart of the region's metropolitan area where it intersects an east/west highway of statewide significance, US 101.

The MPO boundary encompasses the cities of Lacey, Olympia, and Tumwater, their urban growth areas, and the adjacent urbanized areas (Figure 2). According to 2015 TRPC estimates, 186,700 people lived within the MPO boundary; 70% of the county's total population of 267,400. The RTPO boundary is the entire county.

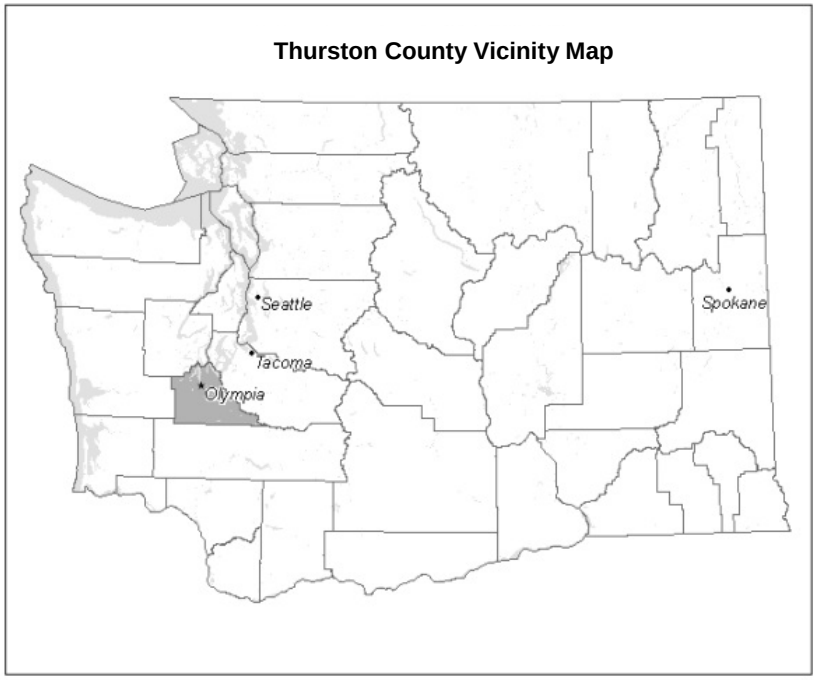


Figure 1: Thurston County Vicinity Map.

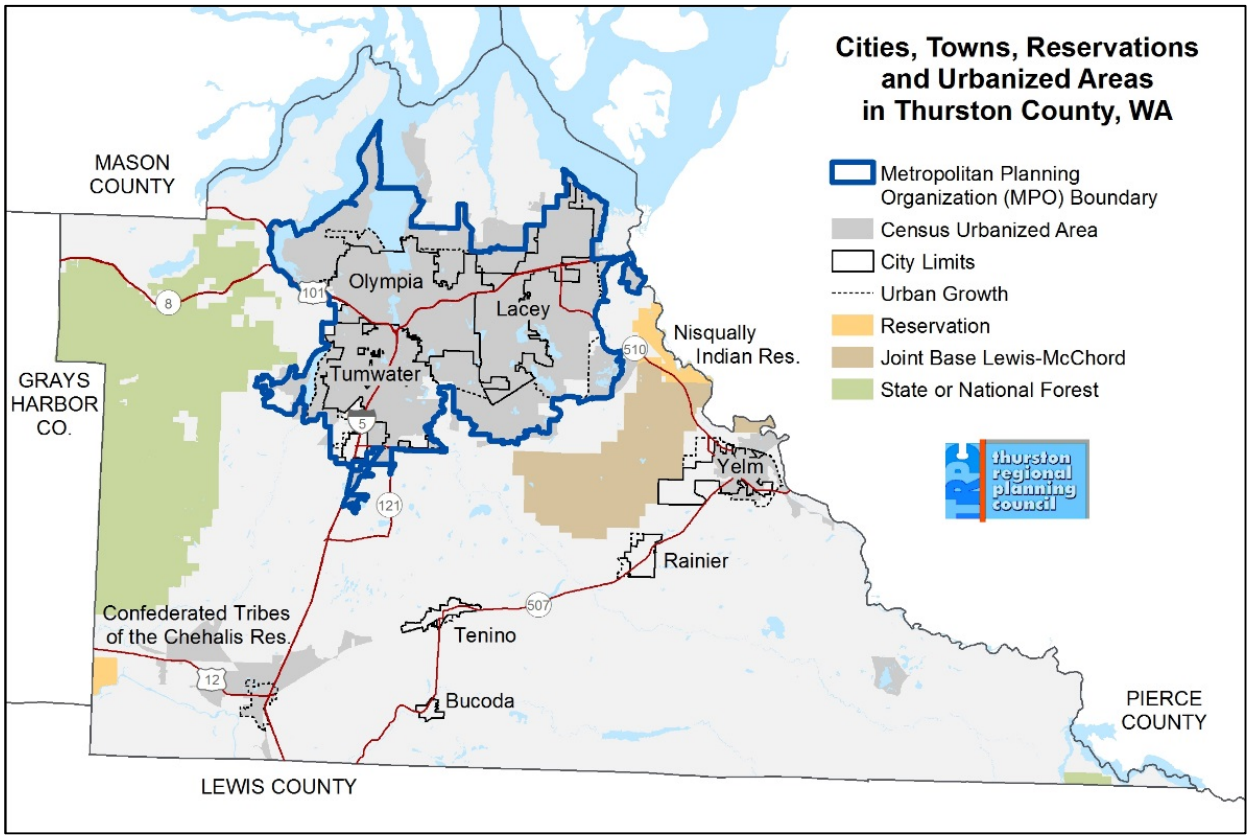


Figure 2: MPO Boundary.

## Metropolitan Planning Organization/Regional Transportation Planning Organization Structure

Thurston Regional Planning Council is the federally-designated MPO for the Thurston region, as well as the state-designated Regional Transportation Planning Organization (RTPO). As the MPO/RTPO, the Regional Council is the lead planning agency for work specified in this work program unless otherwise indicated.

TRPC is a 21-member intergovernmental council. Its membership includes: the cities of Lacey, Olympia, Rainier, Tenino, Tumwater and Yelm; the town of Bucoda; Thurston County; the Nisqually Indian Tribe and the Confederated Tribes of the Chehalis Reservation; Intercity Transit; the North Thurston and Olympia school districts; the LOTT Cleanwater Alliance (the Lacey, Olympia, Tumwater, Thurston County wastewater and reclaimed water partnership); Thurston County Public Utility District #1; and the Port of Olympia; as well as Associate members The Evergreen State College, Timberland Regional Library, Lacey Fire District #3, the Economic Development Council of Thurston County, and Puget Sound Regional Council (PSRC).

As authorized by the State of Washington [RCW 47.80], in 1991 TRPC established a Transportation Policy Board (TPB) to serve as an advisory body on transportation policy issues relevant to TRPC in its role as the MPO/RTPO. The TPB membership consists of TRPC member representatives, and includes two citizen advisors, three business representatives, and WSDOT Olympic Region. The region's entire state delegation are ex officio members of the TPB.

Both TRPC and the Transportation Policy Board are advised on technical issues by the Technical Advisory Committee (TAC). The TAC is comprised of planning and engineering staff from TRPC member jurisdictions, the WSDOT Olympic Region, and WSDOT headquarters. In addition, TRPC establishes ad hoc task forces or other stakeholder group on an as-needed basis to provide further advisory capacity on specific issues as authorized by the Regional Council. Previous advisory committees have included a Trails Advisory Committee, the Urban Corridors Task Force, Population and Employment Forecast Advisory Committee, and the Healthy Kids / Safe Streets Action Plan Team.

TRPC, TPB, and TAC member rosters for CY 2016 are included in Appendix C.

# DISCUSSION OF OTHER TRANSPORTATION PLANNING EFFORTS

As required by federal law, the UPWP must include a discussion of other transportation planning efforts underway outside of those funded by 23 U.S.C. 104(f) and 49 U.S.C. 5336, and RCW 47.80.050. As noted earlier, TRPC and its partners have long supported a more comprehensive approach to transportation planning than what can be accomplished with those federal funds and state RTPO funds. TRPC's role is to identify regional work program priorities for the agency to pursue that further on-going compliance with Growth Management and Sustainable Thurston policies. This is evidenced by the wide array of planning activities currently underway. TRPC staff are also active in all of the other federally-funded planning activities described in this section. TRPC places a high priority on interregional coordination in addition to close collaboration with its member jurisdictions and other regional partners.

## Regional Planning Priorities

As the MPO/RTPO for the Thurston Region, TRPC is responsible for providing a transportation planning process that is consistent with planning factors outlined in MAP21/FAST Acts and in Washington State legislation. These state and federal planning factors and emphasis areas inform how TRPC implements the mandated transportation program funded by 23 U.S.C. 104(f), 49 U.S.C. 5305(d), 49 U.S.C. 5307, and 49 U.S.C. 5339, and RCW 47.80.050.

In addition to these requirements, TRPC has a long history of funding additional activities that specifically support this region's values and needs. Regional priorities augment mandated responsibilities, and are identified biennially by policy makers. Many have been underway in the region for decades, and form part of the core TRPC transportation program. Others are new initiatives, and derive in large measure from work program priorities identified in the Regional Transportation Plan update during 2015.

The intent of these regionally-identified work program priorities is to promote an integrated and holistic approach to regional transportation planning that is multi-modal by nature, consistent with comprehensive plans, and which facilitates local, regional, and state implementation efforts in ways that are compatible with this region's philosophies about transportation and planning.

The overarching aim of regional transportation policies, investments, and decisions is to:

- Keep life-cycle costs as low as possible
- Make efficient use of existing infrastructure and services
- Align transportation and land use decisions to maximize social, environmental, and economic benefit
- Increase viable travel choices for all
- Minimize environmental impacts
- Make the transportation system safe for all users

The biennial update of the UPWP is an opportunity to ensure that on-going discretionary work program efforts fully support regional priorities and complement regulatory requirements.

## TRPC Regional Planning Priorities

**Funding Source:** Regional Surface Transportation Program (STP)
**Funding Amount [annual, contingent upon TRPC budget approval]:** $600,000 federal STP, $93,642 local
**Work performed by:** TRPC in partnership with local member agencies, FHWA, WSDOT, and in coordination with several non-profit and community organizations.

The 2017-2018 transportation work program includes the following on-going transportation programs. They derive in large measure from work program priorities first identified in the Regional Transportation Plan in 2004, and the maturation of that work over subsequent years.

### On-going Transportation Programs

- **Local Agency Support**, which includes participation on numerous local study efforts, technical analysis and on-call data support, and other activities that support the planning and implementation efforts of TRPC's local partners. This could include participation in I-5 mobility and access studies, or district, neighborhood, and corridor studies. This also includes participation in efforts such as the South County Economic Development Initiative (STEDI) and Thurston Thrives. This also includes monitoring, evaluating, and responding to state transportation legislation and its potential implications for the region
- **Multi-modal and Demand Management** activities including Healthy Kids / Safe Streets, the Walk N Roll program, update of the Regional Bike Map; trails planning and coordination efforts; Thurston County Human Services Transportation Forum activities supporting non-emergency special needs transportation; and administrative support for the Rural / Tribal Transportation Program.
- **Inter-regional Coordination** with partners outside the region, such as the South Sound Military and Communities Partnership, Joint Base Lewis-McChord, the Regional Catastrophic Planning Team, and the Puget Sound Regional Council, as well as statewide organizations like the Washington State Rideshare Organization, the Agency Council on Coordinated Transportation, and the Commute Trip Reduction Board. Activities may range from general communication and coordination to active involvement in relevant plans and processes.
- **Technical Capacity** to develop and maintain the ability to support policy, programs, and project development with robust models, and the reliable data on which they rely. This includes maintaining and updating the Regional Transportation Model – including adding zonal level detail and other necessary enhancements, development of Population and Employment forecasts, maintaining and updating Geographic Information System (GIS) data layers, working with the Technical Advisory Group on transportation model development and updates, and coordinating with local engineering staff, Intercity Transit, and private consultants engaged in supporting local planning efforts. TRPC also anticipates updating the Dynameq traffic simulation and dynamic traffic assignment (DTA) model.
- **Communication and Outreach** that includes web-based applications, surveys, social media, and other tools tailored to specific needs of individual project areas, and briefings as requested on various transportation subjects to community groups and the media.

- **Response to Emerging Issues** accommodates those issues that cannot be anticipated at this time, as well as response to specific inquiries from policy makers and legislators. This category accommodates pop-up needs that don't fit neatly into the categories above. Often this provides grant-writing support for regional and local grant acquisition efforts.

In 2011-13, as directed by policy makers, significant effort was focused in the regional transportation work program on participation in Sustainable Thurston activities. Much of Sustainable Thurston's core values and philosophy embody established regional transportation policies and priorities. In addition to the on-going program items, regional work program priorities for SFY 2017-18 reflect the implementation of the Sustainable Thurston Plan, Thurston Thrives, reducing greenhouse gas emissions, and other priorities identified by the Regional Planning Council and Transportation Policy Board during the update of the Regional Transportation Plan (RTP) in 2015. Work program items are arranged in topic categories.

#### Sustainable Thurston Plan and Leadership

- **Monitor Progress of the Sustainable Thurston Plan Implementation** including reporting on benchmarks to monitor progress the region's progress in achieving Sustainable Thurston Plan goals and targets, and creating an annual report on Sustainable Thurston implementation.

#### Transportation System Maintenance

- Create an annual "**state of the transportation infrastructure**" report. This will involve gathering data from local and state partners to compile into a report to the Regional Planning Council.

#### Transportation and Health and Human Services

- Continue to work with efforts such as **Thurston Thrives** that link health outcomes to transportation and land use. Includes participating in workgroups such as Community Design.
- Monitor and evaluate **changing demographics**, mobility needs, and affordability (housing + transportation). Examine such issues as income, age, and linguistic isolation.

#### Transportation and Local Food Systems

- Identify methods for **creating and financing farmers' transportation co-operatives** for taking goods to market and to central distribution points.

#### Transportation, Energy, and Climate Change

- **Develop a Climate Adaptation Plan,** focusing on the transportation element. Assess and prioritizing vulnerabilities.
- Develop a **greenhouse gas emissions framework** for integrating emissions analysis into traffic impact analysis and other transportation decision-making. (Example: look at the tradeoff between investment decisions in increasing transit versus adding vehicle lane capacity.)
- Periodically **report on** air quality, greenhouse gas, and vehicle miles traveled data and targets.

### Transportation and Land Use

- **Gather and evaluate data relating to transportation and land use.** For example: Evaluate how street connectivity affects traffic patterns; and evaluate how changes in land use patterns over time can trigger new or increased transit service.
- Update the **"Vision Reality"** report. Using the baseline regional forecast, analyze the capacity of the current transportation network to accommodate the growth as projected; identify problem areas, possible solutions, and estimated costs to maintain a fully functional network. Compare this to the vision of the Sustainable Thurston Plan, including analyzing what actions and investments it will take to reach our regional vehicle miles traveled and greenhouse gas emission goals.
- Reconvene the **Urban Corridors Task Force** to report on progress to date, re-engage with the private sector, and refine the tools available to encourage development along these corridors.
- Develop and advocate for policies related to the **siting of public facilities** to reduce their effect on the transportation network. This includes any entity or project that receives public funding, including grants.
- Continue to work with state agencies (Department of Enterprise Services and the Office of Financial Management) to ensure that the **siting of leased and owned state facilities** conforms to the Thurston region's transportation and land-use policies.
- Where appropriate, pursue a legislative agenda to improve **financial feasibility of infill** projects.

### Transportation and Economics

- Monitor and participate in the development of **economic policies and activities** that have transportation infrastructure implications – such as corridor work or efforts to strengthen rural communities.
- Identify potential methods for **enhancing public transportation funding** at the local, state, and federal levels.
- Explore **funding opportunities** such as an Economic Development District to fund infill and redevelopment projects (with Economic Development Council).

### Multimodal Transportation

- Develop information and methods to **enhance multi-modal transportation systems**. For example, Inventory missing links (data/maps), identify walk sheds and bike sheds, increase neighborhood connectivity to public transportation, and prioritize projects.
- Work with interested stakeholders to create **transportation management areas** where traditional fixed-route transit service is not feasible.
- Identify opportunities to **connect urban and rural bicycle and pedestrian pathways with parks and open spaces** to encourage more active transportation and use of natural areas. (Regional Open Space Plan)
- Identify ways to **establish park-and-pool facilities** that increase vanpool and carpool options in the cities and rural communities.
- Evaluate strategies that could be used to address congestion and mobility in the region's designated **strategy corridors**.
- Identify and implement ways to enhance and promote our trail network.

**Transportation Technology**

- Monitor and periodically update policymakers on advances and opportunities in **transportation technology** – including vehicles and traffic management.
- **Research and develop policies** for the use of electric-assist bicycles and mobility devices on trails and streets.

## Other Related Activities

### Commute Trip Reduction Program

**Funding Source:** Washington State Dept. of Transportation (WSDOT)
**Funding Amount:** $384,000 SFY 2016 and 2017
**Work Performed by:** TRPC, and Intercity Transit, in partnership with the local jurisdictions Lacey, Olympia, Tumwater, and Thurston County, and with the Washington State Department of Transportation (WSDOT).

The State Commute Trip Reduction (CTR) law requires certain counties, cities, and towns to develop ordinances, plans and programs to reduce Vehicle Miles Traveled and Single Occupant Vehicle commute trips, and thereby reduce vehicle-related air pollution, traffic congestion and energy use. The act provides for distribution of funds, administered by the Washington State Department of Transportation (WSDOT), for local CTR implementation efforts. The Cities of Olympia, Lacey and Tumwater and Thurston County elected to contract with TRPC to serve as lead agency to implement the requirements of the CTR Law. TRPC also subcontracts with Intercity Transit for certain CTR marketing tasks. Both Intercity Transit and WSDOT are critical partners in these efforts. The core of the program is to provide support to CTR worksites, helping them to develop programs that are compliant with local and state law, as well as local and regional Commute Trip Reduction Plans. There are currently 190 CTR worksites in Thurston County.

### JBLM / I-5 Congestion Relief Action Plan

**Funding Source:** FHWA Transportation, Community, and Systems Preservation grant
**Funding Amount:** $419,000 (multi-year effort anticipated to conclude in SFY 2015)
**Work performed by:** TRPC, city of Lakewood, WSDOT Olympic Region, and WSDOT Urban Planning Office, in partnership with WSDOT Public Transportation Office, JBLM, Lacey, Intercity Transit, Pierce Transit, PSRC, and others.

This project is currently monitoring outcomes of the Moving Washington and the I-5 at JBLM corridor planning processes to identify and deploy quick-turnaround, low-cost / high-value strategies to improve mobility and people through-put on I-5 between Lacey and Lakewood, and emphasize efficiency over traditional capacity outcomes. Efforts to date have increased support for CTR at Joint Base Lewis-McChord, promoted increased vanpool use, and collected travel survey data specific to military base personnel for use in regional and state traffic analyses. Additional efforts are underway to market existing multimodal services to the greater JBLM community.

## RT Rural & Tribal Transportation Program

**Funding Source:** State and federal mobility grants
**Funding Amount:** $1.1 million (current award)
**Work performed by**: TRPC with Northwest Connections and TOGETHER!, the Nisqually Indian Tribe, the Confederated Tribes of the Chehalis Reservation, and a consortium of non-profit and social service agencies participating on the Human Services Transportation Forum.

This demand-responsive mobility program fills a gap in the region's rural mobility needs. R/T provides accessible transportation services for the Nisqually Indian Tribe, Confederated Tribes of the Chehalis Reservation, the town of Bucoda, the cities of Rainier, Tenino, and Yelm; Rochester, and other parts of Rural Thurston County. Service connects with Intercity Transit in Thurston County and Twin Transit in Lewis County.

## Intercity Transit Planning Activities

**Funding Source:** Local funding primarily with some minor grants.
**Work performed by:** Intercity Transit or in partnership with local, regional, and state agencies, with consultant support as needed.

Intercity Transit does not receive federal planning funds directly. However, they do receive federal funds for capital projects and their planning activities must be conducted in a manner compliant with federal requirements. Some specific activities of note include but are not limited to:

- Annual review and update of a six-year Transit Development Plan (WSDOT requirement)
- Annual review and update of agency's 6 year Strategic Plan
- Annual review and update of vehicle fleet and facility inventories (WSDOT requirement)
- Assessing and responding to emerging transportation needs within the community;
- Review and update of a short-range (6 years) and long-range (20 years) plans for fixed route service (as needed)
- Participation in the Coordinated Human Services Transportation Planning activities (TRPC)
- Partnership in regional sustainability planning initiatives that promote robust economies and vibrant communities
- Encouraging development patterns that help reduce dependence on single occupant vehicles and reduce the portion of income that individuals must spend on transportation through investment in transit-supportive land use patterns
- Supporting active transportation such as biking and walking through sponsorship of the annual 'Bicycle Commuter Contest' and the 'Walk n' Roll' youth education program including " Earn-a-Bike"; Walk and Bike to School Days; and Rolling Classrooms]
- Planning for regional "park & ride" and "park & pool" locations bus stops and transit facility enhancements that improves operational and pedestrian safety and accessibility
- Planning and support for "Village Vans," program providing transportation alternatives and work force training for low-income residents
- Planning and support for a thriving commuter vanpool fleet and program
- Establishing and maintaining a strong and effective outreach and communications program, enhancing Intercity Transit's role as the community's mobility manager and transportation information clearinghouse

- Coordinating marketing efforts with TRPC for the regional Commute Trip Reduction program efforts including site specific employee transportation programs (public and private employers),along with work force training for state agencies and colleges
- Meeting Federal civil rights procedures and certifications including, but not limited to, Disadvantaged Business Employers (procurement practices), Title VI (non-discrimination); Americans with Disabilities Act, Environmental Justice, Limited English Proficiency, National Environmental Protection Act, and Public Engagement and participation processes
- Participate in federal and state paratransit service planning and coordination
- Participate in regional efforts:
    - Thurston Co MPO: Regional Transportation Plan, STIP, TIP, traffic modeling.
    - Puget Sound MPO: Regional TIP
- Actively participate in local and regional road network project reviews; Interchange Justification Reports and other similar project reviews for transit options, impacts and analysis
- Planning and coordination of transit service with other regional transit providers including: Mason County Transit, Grays Harbor Transit, Pierce Transit, Sound Transit and Twin Transit (Lewis Co).
- Planning with WSDOT Rail and Amtrak and Greyhound service connections

### North Lewis County Industrial Access Project

**Funding Source:** Local funds for planning, environmental, and preliminary design phase
**Funding Amount:** $500,000
**Work performed by:** Lewis County in partnership with Thurston County, Chehalis Indian Tribe, Bucoda, TRPC, Thurston EDC, cities of Centralia and Chehalis, CWCOG, Lewis EDC, Port of Centralia, IPAT, FHWA, WSDOT, and others.

This project is evaluating barriers and opportunities for industrial access in north Lewis County in an effort to promote industrial activity and stimulate growth of family wage jobs. The project will result in an action plan of specific implementation measures, possibly including a new or revised I-5 interchange. The project has direct implications for TRPC and its member agencies including the potential for new routes in south Thurston County. It is an opportunity to promote inter-regional coordination between TRPC and CWCOG in the areas of planning and technical analysis. TRPC is active on both the Steering Committee and the Technical Advisory Committee.

## I-5 at JBLM Interchange Studies

**Funding Source:** Local funds, state appropriation, and federal grants
**Funding Amount:** $6 million; $495 million secured funding for implementation.
**Work performed by:** WSDOT in partnership with Lakewood, JBLM, FHWA, TRPC, Pierce County, DuPont, PSRC, Intercity Transit, Pierce Transit, Nisqually Indian Tribe, South Sound Military and Communities Partnership, and others.

This effort will result in a long-range corridor plan for I-5 between Mounts Road and SR 512 as well as Interchange Justification Reports for DuPont/Steilacoom Road (Exit 119); 41st Street (Exit 120); Berkeley Avenue (Exit 122), and Thorne Lane (Exit 123). Though not located in Thurston County, this corridor plan and interchange studies are regionally significant as they are located at the northern end of the troubled I-5 segment between Lacey and Lakewood. TRPC has a close working relationship with Lakewood and the JBLM communities just the other side of the regional border, and is an active participant at both the policy and technical levels through its transportation work program.

## WSDOT Olympic Region Planning

**Funding Source:** State and Federal
**Work performed by:** WSDOT Olympic Region staff in partnership with local, regional, and federal staff.

WSDOT is involved in three primary areas of planning that are federally funded. These activities are Corridor and Network Planning, Tribal and Regional Coordination and Enhanced Local Collaboration.

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches. This is done in cooperation with MPOs and RTPOs such as TRPC and local jurisdictions and agencies. Efforts are conducted in cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system; development and refinement of strategies for inclusion in the Corridor Sketches.

Tribal and Regional Coordination efforts consist of WSDOT participation in the planning activities of TRPC, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts, and development regulations. In addition cooperate with reviews of the Washington Transportation Plan, Statewide Multi-modal Transportation Plan, Highway System Plan and the plans of other modes.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans. This will reduce the amount of comments on the completed comprehensive plans. In addition assist in the development and review of subarea plans.

## WSDOT Headquarters Planning Activities

**Funding Source:** Title 23 and Chapter 53 of Title 49 U.S.C. and the Washington State Legislature
**Work performed by:** WSDOT headquarters staff in partnership with WSDOT regional offices, MPOs and RTPOs, local agencies.

WSDOT receives funding from FHWA and the State Legislature to conduct planning and research on issues of statewide importance. These activities include development and maintenance of the Washington Transportation Plan, the Highway System Plan, the Statewide Freight Mobility Plan, the Statewide Public Transportation Plan, participation with the corridor sketches, coordination of the MPO/RTPO Coordinating Committee, and other efforts. These actions have a direct bearing on the regional transportation system in the Thurston region, and the issues and opportunities that must be considered by TRPC.

Following is a link to the WSDOT Headquarters Strategic Planning and Research Work Program: http://www.wsdot.wa.gov/NR/rdonlyres/97CE524C-D71B-4480-883B-1CB1360F32FD/0/2015_Strategic_Plan_and_Research.pdf

All of the work efforts identified above make important contributions to the regional transportation system in the Thurston region, and help communities and businesses achieve the mobility and accessibility needed to support a high quality of life. These varied yet inter-related efforts demonstrate this region's commitment to the principles and guidelines established by federal and state agencies.

# UNIFIED PLANNING WORK PROGRAM ELEMENTS

This SFY 2017-2018 UPWP is divided into two major activities: MPO/RTPO Program Compliance, and Program Administration. It describes the work that is funded by revenues provided by 23 U.S.C. 104(f) and 49 U.S.C. 5336, and RCW 47.80.050 to meet federal and state planning requirements.

In terms of staffing and level of effort, MPO/RTPO Program Compliance represents about 1.94 FTE (Full Time Equivalents) per year and Program Administration represents about 0.46 FTE per year.

In terms of the anticipated budget for these mandated activities, state revenues account for 18% of the funding, federal revenues account for 71% of the revenues, and the requisite local match accounts for 11% of the revenues. Figures presented in this report reflect projected state fiscal year 2017 funding levels. TRPC typically receives its final authorizations during or shortly after the actual time to which they apply.

TRPC work program activities do not include lobbying. However, if any lobbying activities were to occur outside of those eligible activities conducted as a part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, then TRPC would file a certification and disclosure form as required by federal and state law.

## Major Activity 1: MPO/RTPO Program Compliance

**Purpose:** TRPC must comply with state and federal transportation planning requirements. These requirements include the activities to be funded with specific state and federal planning revenues that are intended to help ensure a continuous, cooperative, and comprehensive planning process.

**Participants:** TRPC staff, member agencies in the Thurston region, WSDOT, FHWA, and FTA.

**Budget:**

| FY 2017 Estimated Revenues | |
|---|---|
| FHWA PL | $197,689 |
| FHWA Match | $30,853 |
| FTA Sec. 5303 | $45,781 |
| FTA Match | $7,145 |
| RTPO | $63,122 |
| **Total** | **$344,589** |

| FY 2017 Expenditures | |
|---|---|
| TRPC Agency Staff | $332,371 |
| Travel and Training | $4,500 |
| Supplies, Materials, Printing | $4,518 |
| Legal Notices | $3,200 |
| Professional Services | $0 |
| **Total** | **$344,589** |

| FY 2018 Estimated Revenues | |
|---|---|
| FHWA PL | $197,689 |
| FHWA Match | $30,853 |
| FTA Sec. 5303 | $45,781 |
| FTA Match | $7,145 |
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| **Total** | **$344,589** |

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| TRPC Agency Staff | $332,371 |
| Travel and Training | $4,500 |
| Supplies, Materials, Printing | $4,518 |
| Legal Notices | $3,200 |
| Professional Services | $0 |
| **Total** | **$344,589** |

### *Task 1.1: Planning and Programming*

**Sub-tasks**

*Compliance*

- Monitor, evaluate, and respond to federal transportation legislation and its potential implications for the region (on-going)
- Transition from MAP-21 to FAST Act implementation

*Ladders of Opportunity*

- Identify transportation connectivity gaps in access to essential services as part of the transportation planning process.

*Regional Transportation Plan*

- Maintain the long-range Thurston Regional Transportation Plan on an annual basis (annual basis, on-going)
- Complete a major update of the long-range Thurston Regional Transportation Plan (3rd quarter, calendar year (CY) 2016)

*Performance Measures*

- Monitor federal requirements for performance measures (on-going)
- Develop and report on performance measures (as needed)

*Transportation Improvement Plan*

- Develop and maintain a four-year Regional Transportation Improvement Program (annual basis, on-going)
- Develop a compilation of local six-year Transportation Improvement Programs (annually, 3rd quarter CY)
- Develop Annual Listing of Obligated Projects (1st quarter CY)
- Conduct air quality conformity consultation with federal and state agencies (on-going, as needed)
- Conduct air quality conformity analysis (on-going, as needed)

*Program Funding*

- Work with the state to determine available obligation authority (annually)
- Program federal STP, Transportation Alternatives, and CMAQ funds and provide support as needed to comply with federal and state requirements on the use of these funds (on-going, as needed)
- Track and report on funded project through project completion (on-going)

*Partnerships and Models of Regional Cooperation*

- Support public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate (on-going)
- Coordinate non-emergency human services transportation by maintaining and implementing the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston region, and provide support to service providers to ensure coordination with applicable metropolitan and statewide planning processes, increase ridership and system efficiencies, and maximize service coordination. (on-going)
- Coordinate with WSDOT as appropriate on issues related to the Washington Transportation Plan, corridor plans or studies, corridor sketch planning, modal and safety plans (on-going, as needed)
- Participate in activities of the MPO/RTPO Coordinating Committee (on-going)
- Participate in the activities of the Association of Metropolitan Planning Organizations and the Transportation Research Board (on-going)
- Consult with local, tribal, state, and federal officials (on-going)

*Communications and Outreach*

- Conduct public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs (on-going)
- Respond to inquiries from the public and the media (on-going)

*Federal Systems Review*

- Update MPO boundary (as needed)
- Update Federal Functional Classification system (as needed)
- Update Freights and Goods Classification (as needed)

*Growth Management Compliance*

- Review local agency plans and policies for their compliance with Growth Management Act requirements and provide support in their development and implementation (on-going, as needed)
- Review of county-wide planning policies (as needed)

*Modeling and Forecasting*

- Develop annual Population and Employment estimates (annually)
- Update the Population and Employment forecast (as needed)
- Maintain and update the regional transportation models (ongoing)
- Develop estimates of vehicle miles traveled (annually)

*Technology*

- Support local compliance with federal ITS requirements (on-going, as needed)
- Update the regional ITS architecture (4th quarter 2017)

**Deliverables:**

a. Annual amendments to Regional Transportation Plan (June)
b. Adopted 2040 Regional Transportation Plan (3rd quarter 2016)
c. Air quality conformity determinations (as needed)
d. Four-year RTIP and amendments as necessary (New RTIP in October; amendments as needed)
e. Six-year TIP Compilation (October)
f. Annual Listing of Obligated Projects (March)
g. Regional ITS Architecture update (4th quarter 2017)
h. Annual population and employment estimates (4th quarter)
i. Annual VMT estimates (4th quarter)

| | |
|---|---|
| Budget Estimate (per year): | $301,220 |
| MPO Funding: | 82% |
| RTPO Funding | 18% |
| Staffing Level (FTE per year): | 1.73 |

### *Task 1.2: Agreements and Certifications*

**Sub-tasks**

- Maintain and update Unified Planning Work Program (on-going)
- Complete annual self-certification (October)
- Comply with Title VI requirements (on-going)
- Develop other agreements (as needed)

**Deliverables:**

a. UPWP Annual Reports (August)
b. UPWP amendments as needed (as needed)
c. SFY 2019-2020 UPWP (2nd quarter 2018)
d. Self-certification (October)
e. Title VI reports (on-going)

| | |
|---|---|
| Budget Estimate (per year): | $43,369 |
| MPO Funding: | 82% |
| RTPO Funding | 18% |
| Staffing Level (FTE per year): | 0.21 |

**Schedule:** This work entails on-going process activities that have their own individual schedules, many of which are established by WSDOT or FHWA. TRPC will meet those schedules in its delivery of this work program.

## Major Activity 2: Program Administration

**Purpose:** TRPC must conduct federal and state mandated program administration requirements. Program administration functions are those accounting, administrative and management functions that must be performed in order to maintain the state and federally mandated work elements identified in this UPWP, and to ensure fulfillment of federal and state reporting requirements.

**Participants:** TRPC staff, WSDOT, FHWA, and FTA.

**Budget:**

| FY 2017 Estimated Revenues | |
|---|---|
| FHWA PL | $87,311 |
| FHWA Match | $13,626 |
| FTA Sec. 5303 | $20,219 |
| FTA Match | $3,156 |
| RTPO | $27,878 |
| **Total** | **$152,190** |

| FY 2017 Expenditures | |
|---|---|
| TRPC Agency Staff | $144,190 |
| Travel and Training | $0 |
| Supplies, Materials, Printing | $2,000 |
| Legal Notices | $0 |
| Professional Services* | $6,000 |
| **Total** | **$152,190** |

| FY 2018 Estimated Revenues | |
|---|---|
| FHWA PL | $87,311 |
| FHWA Match | $13,626 |
| FTA Sec. 5303 | $20,219 |
| FTA Match | $3,156 |
| RTPO | $27,878 |
| **Total** | **$152,190** |

| FY 2018 Expenditures | |
|---|---|
| TRPC Agency Staff | $144,190 |
| Travel and Training | $0 |
| Supplies, Materials, Printing | $2,000 |
| Legal Notices | $0 |
| Professional Services* | $6,000 |
| **Total** | **$152,190** |

** Recording secretary*

***Task 2.1: Program Support***

**Sub-tasks**

- Perform general program management and supervisory functions (on-going)
- Manage transportation personnel (on-going)
- Recruit and train staff as needed (as needed)
- Develop calendar year budget and staffing patterns (4th quarter)
- Monitor and adjust budget as necessary (on-going)
- Provide management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees as may be established by these bodies (on-going)
- Acquire the necessary training and professional development to effectively carry out state and federal transportation planning requirements (on-going)
- Maintain hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency technical strategy (on-going)

**Deliverables:**

a. Calendar year 2017 budget and staffing plan (December 2016)
b. Calendar year 2018 budget and staffing plan (December 2017)
c. Personnel evaluations (on-going)
d. Meeting packets and presentation materials, on-line meeting materials, official meeting records (monthly, and as needed)
e. Functioning hardware and software to support program requirements (on-going)
f. Correspondence (on-going)

| | |
|---|---|
| Budget Estimate (per year): | $111,242.91 |
| MPO Funding: | 82% |
| RTPO Funding | 18% |
| Staffing Level (FTE per year): | 0.66 |

***Task 2.2: Compliance with State and Federal Accounting Procedures***

**Sub-tasks**

- Execute mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan (on-going)
- Participate in state and federal program audits (on-going, as needed)

**Deliverables:**

a. Monthly accounting summaries (monthly)
b. Monthly billing / progress reports for WSDOT Planning Office (monthly)
c. Annual Indirect Cost Plan (December)
d. Annual program audits (as scheduled)

| | |
|---|---|
| Budget Estimate (per year): | $40,946.67 |
| MPO Funding: | 82% |
| RTPO Funding | 18% |
| Staffing Level (FTE per year): | 0.25 |

**Schedule:** This work entails on-going process activities that have their own individual schedules, many of which are established by WSDOT or FHWA. TRPC will meet those schedules in its delivery of this work program.

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## Financial Report

### Thurston Regional Planning Council
### SFY 2017-18 Unified Planning Work Program
### July 1, 2016 – June 30, 2018

Table reflects projected funding for a 2-year work program
*Assumes comparable funding for SFY 2018 as for SFY 2017*

| Work Element | FHWA | | FTA | | WSDOT | Total Expenditure |
|---|---|---|---|---|---|---|
| | FHWA Funds | TRPC Match 13.50% | FTA Funds | TRPC Match 13.50% | RTPO Funds | |
| MPO/RTPO Program Compliance | $395,379 | $61,705 | $91,561 | $14,290 | $126,244 | $689,179 |
| Program Administration | $174,621 | $27,252 | $40,439 | $6,311 | $55,756 | $304,379 |
| **Totals** | **$570,000** | **$88,958** | **$132,000** | **$20,601** | **$182,000** | **$993,558** |

FHWA Federal Highway Administration
FTA Federal Transit Administration
MPO Metropolitan Planning Organization
RTPO Regional Transportation Planning Organization
TRPC Thurston Regional Planning Council
WSDOT Washington State Department of Transportation

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# Appendix A:

## Unfunded Needs For SFY 2017-2018

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## Climate Action Plan

**Statement of Need**

A priority goal in Sustainable Thurston's Creating Places, Preserving Spaces plan for sustainable development is for the Thurston region to become carbon neutral by 2050. Sustainable Thurston identifies the need for a Climate Action Plan to help this region achieve that goal while maintaining a high quality of life.

Climate change is no longer a future consideration. Sea level rise, combined with high tides, is a serious concern in our county, and ocean acidification is impacting our shellfish industry. The effects of extreme weather conditions are felt throughout the nation. Unpredictable rainfall brings unseasonable floods and protracted droughts. Unprecedented heat waves are followed by record setting freezes. Some insects and animals are adapting quickly to an environment in flux while others – some beneficial to food production – struggle to compete. Water needed for drinking is competing with water needed for agriculture.

The Pacific Northwest has avoided the worst of these effects to date but is unlikely to remain untouched. How will the Thurston region reduce its own greenhouse gas contributions to climate change? How will it adapt to inevitable changes? What can it do to become more resilient in the face of increasing uncertainties? How might it respond to an influx of climate change migrants from other parts of the country?

A Climate Action Plan, based on rigorous, data-driven analysis of mitigation, and adaption measures will help this region reduce its carbon footprint and protect critical infrastructure during extreme weather events. It will provide a forum for exploring potential national impacts on this region's population and resources. Such a plan will necessitate regionally-agreed upon and consistent methodologies for calculating and evaluating impacts and benefits, assessing and prioritizing vulnerabilities, and incorporating greenhouse gas analysis considerations into local and regional decision-making processes.

Such a plan will be coordinated with other disaster preparedness activities associated with the region's inherent risks due to earthquakes, tsunamis, and volcanic eruption to ensure coordinated and comprehensive response to the likely effects associated with a rapidly changing environment. It will provide vital guidance for a more resilient and adaptive Thurston region.

Funding for a Climate Adaptation Plan was received in 2015. The mitigation portion of the plan remains unfunded.

**Estimated cost for this unfunded need:** $250,000

## I-5 Framework Study – Grand Mound to SR 512

**Statement of Need**

The I-5 Framework Study will fill a void in the existing state mobility plans for this critical transportation trade corridor and help ensure future investments are cost-effective, coordinated, and provide long-lasting benefit. This project will result in a strategic multi-modal mobility master plan for the I-5 corridor between Grand Mound and SR 512. A multi-disciplinary team will evaluate the range of issues and opportunities associated with travel through this region and identify an integrated set of public transportation, freight mobility, technology, demand management and highway measures to guide future investments in this corridor. Coordinated investments will improve system safety, mobility and reliability, and will align with local growth management objectives and with regional livable communities' policies. System evaluation and strategy development will involve stakeholders at the local, regional, state, tribal and federal levels from across the modal disciplines. The resulting master plan will support efforts to prioritize system improvements and maximize return on constrained investments. Transportation strategies will be coordinated with and supportive of long-range land use plans for the urban and rural communities on this corridor, and will be based on sustainable environmental, economic, and equity principles.

Specifically, funding will enable: collection of travel data for the I-5 corridor with a particular emphasis on inbound-outbound commuter characteristics and civilian and military population travel characteristics; development of a single traffic analysis model (the first for this corridor); expert panel and value engineering analysis of the I-5 / US 101 interchange and determination of short- and long-term strategies for addressing safety and mobility; integration of four different interchange study efforts (Lacey, Olympia, Tumwater, and Lakewood) into a single comprehensive analysis and incorporating findings of the I-5/US 101 interchange analysis; analysis of potential mobility benefit associated with high capacity transportation, high occupancy vehicle lanes, travel demand management, technology, and pricing mechanisms; identification of highway strategies to address what cannot be accommodated by alternate modes or trip reduction, with particular emphasis on freight mobility and economic development needs; extensive interagency, inter-regional, and public outreach; technical documentation and completion of a reader-friendly multi-modal master plan for the corridor. This will not include specific Interchange Justification Reports or design studies.

**Estimated Cost for This Unfunded Need:** $3,000,000 - $4,000,000

## High Capacity Transportation Alternatives analysis

**Statement of Need**

For over 20 years, communities in the Thurston region have worked together to manage growth in an effort to minimize its negative impacts and maximize its positive benefits. This long-standing commitment to integrated planning, transportation-efficient land use policy, livable communities that support efficient and equitable alternatives to driving, and holistic thinking about access and choice and sustainability accounts for much of this region's success in 'bending the trend' in terms of conventional suburban, auto-oriented development.

Despite these progressive policies, there is still a dearth of mixed-use development and infill occurring on the region's primary urban transit corridors. Instead, new greenfield development occurs a few miles off this old state highway corridor that anchors the city centers of Lacey, Olympia, and Tumwater. The growing dominance of market forces emanating from central Puget Sound complicates this traditional grayfield-greenfield local dynamic. Easy access on I-5 to high paying jobs in central Puget Sound coupled with a relatively affordable housing market in this region skew standard equations regarding jobs-housing balance and generate rapidly growing demand for outbound commute capacity.

Meanwhile public speculation mounts and interest in expanded transit options grows. Light rail. Commuter rail. Bus rapid transit. Street cars and trolleys. Different scenarios gain traction in the highly subjective arena of public opinion with energies expended in speculative discussions about preferred alignment and locomotive technologies. Competing visions debate the merits of inter-regional commuter rail versus intra-regional alternatives that stimulate local community development. At the same time, growth pressures mount and potential corridors face encroachment or outright loss.

An Alternatives Analysis is needed to determine what the appropriate role is for high capacity transportation in meeting long-range travel needs in the Thurston region. The formal Alternatives Analysis process is mandated by the Federal Transit Administration in order for any high capacity transit strategy to be eligible for federal funding. The rigorous, structured process by which transportation problems are defined, alternatives evaluated, and preferred strategies chosen is needed to create the objective, data-driven analysis needed to justify any high capacity transit investment.

Cost estimates includes all aspects of an FTA-approved Alternatives Analysis through the Draft Environmental Impact Statement.

**Estimated Cost for This Unfunded Need:** $2,500,000

## Rural Mobility Alternatives Analysis

**Statement of Need**
Fixed-route, urban transportation service such as that provided by Intercity Transit is not an effective option for rural transit needs. Currently rural transit service is provided through the Rural / Tribal Transportation Program. That program offers an immediate stop-gap measure but it is entirely dependent upon grant funding which could disappear at any time. In addition, it provides only the most basic life-line service needs. A more comprehensive long-term strategy is warranted.

This analysis will evaluate a range of strategies for increasing the range of travel choices available to rural residents. It will look at the mechanisms, potential costs and revenues, and implementation requirements. It will also include close coordination with rural communities, transit service providers, and other mobility partners in determining which strategies have the most potential and the steps necessary to ensure implementation.

**Estimated Cost for this Unfunded Need:** $100,000

## Local Goods and Services Mobility Strategy

**Statement of Need**
Freight mobility is about much more than long-haul truck and rail traffic, and regional distribution centers. Freight mobility also describes how goods and services get from local businesses to consumers, and how goods and products get onto local shelves to support the local economy.

A local goods and services mobility strategy will help the region develop a comprehensive understanding of the needs and economic impacts associated with the movement of freight and services on local streets. Two areas of particular need include the design of streets and site access for compact, urban mixed-use development to accommodate the efficient movement of delivery trucks, and how to accommodate the efficient movement on local roads of locally-produced agricultural goods from the producer to the consumer.

**Estimated Cost for this Unfunded Need:** $75,000

# Appendix B:

# Glossary

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# An Alphabet Soup of Transportation

## A Glossary of Terms and Acronyms Found in the UPWP

**Comprehensive Plan** Local agencies are required by the Growth Management Act to develop and adopt long range plans that guide all development activity. Local Comprehensive Plans are required to be consistent with the long-range Regional Transportation Plan, which in turn is required by the Growth Management Act (GMA) to be consistent with the local plans. This overlapping consistency requirement ensures on-going coordination between local and regional agencies.

**Conformity** Process for assessing compliance of any transportation plan, program, or project with state air quality implementation plans. Process requirements are defined by the federal Clean Air Act and the Washington State Clean Air Act. The intent is to ensure that transportation investments do not cause air quality to deteriorate over time. The Thurston region must demonstrate conformity for particulate matter ($PM_{10}$).

**CTR** State legislation requiring major employers in certain counties to implement measures to reduce the number of single occupancy vehicle (SOV) trips and vehicle miles traveled (VMT) by their employees during the peak travel periods. Thurston County is one of the affected counties. (RCW 70.94.521-551)

**CY** Calendar year. From January 1 to December 31.

**FHWA** Federal Highway Administration. An agency within the U.S. Department of Transportation, with jurisdiction over highways. The Thurston region is located within FHWA Region 10.

**FTA** Federal Transit Administration. An agency within the U.S. Department of Transportation that funds and regulates transit planning and programs. The Thurston region is located within FTA Region 10.

**FAST** The Fixing America's Surface Transportation (FAST) Act is five-year legislation to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and rail transportation network. It was signed into law on December 4, 2015.

**Growth Management Act** Growth Management Act (GMA). State legislation passed in 1990 requiring urban counties and their associated jurisdictions to cooperatively develop and periodically update plans related to land use, infrastructure, services, housing, etc. Under GMA, Thurston Regional Planning Council is responsible for creating and maintaining a regional transportation plan and for certifying that the transportation elements of each jurisdiction meet GMA requirements.

**ITS** Intelligent Transportation Systems. A wide range of advanced technologies that improve the safety and operating efficiency of existing transportation facilities or services. Common examples of ITS include central dispatch of road emergency assistance, freeway traffic maps shown on television or the internet to warn motorists of accidents, and devices that map 'real time' location of transit vehicles.

**ISTEA** Intermodal Surface Transportation Efficiency Act of 1991. This federal act revolutionized the way transportation decisions were made, and revenues spent, at the federal, state, and local levels. It placed a strong emphasis on coordination between local, regional, and state agencies with a mandate to better integrate transportation and land use decision-making processes. System preservation and management became at least as important as system expansion. ISTEA required a coordinated, comprehensive, and financially-constrained long-range transportation strategy. The original act expired in 1997 and was reauthorized via TEA-21 in 1998.

**IT** Intercity Transit. IT is Thurston County's public transportation provider.

**MAP-21** Moving Ahead for Progress in the 21st Century. The two year federal transportation act went into effect in July 2012.

**MPO** Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population.

**Olympic Region** One of six WSDOT geographic regions that deals with state transportation issues. The Olympic Region includes Thurston County, and is headquartered in Tumwater.

**PM10** Particulate matter that is 10 microns or less in size, and is too small to be filtered by the nose and lungs. Particulate matter may be in the form of air-borne ash, soot, dust, fog, fumes, etc. Transportation conformity deals with $PM_{10}$ that is generated by transportation.

**RTIP** Regional Transportation Improvement Program. Federally required document produced by TRPC that identifies all federally funded projects for the current 3-year period. The RTIP is developed every year. In order for any federally-funded project to proceed, it must be included in the RTIP and the Statewide Transportation Improvement Program.

**RTP** Regional Transportation Plan. Thurston Regional Planning Council is required by state and federal laws to maintain a plan that looks out over at least a twenty year horizon, and ensures coordination across all jurisdictions for all modes of transport.

**RTPO** Regional Transportation Planning Organization. State-designated agency created to ensure that regional transportation planning is consistent with county-wide planning policies and growth strategies for the region. TRPC is the Planning Organization for Thurston County, which is a single-county RTPO.

**SAFETEA-LU** Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The federal transportation act that superseded TEA21, signed into law in August 2005.

**SFY** State Fiscal Year. The time period from July 1 through June 30.

**STIP** Statewide Transportation Improvement Program. Federally required document identifying all federally-funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. In order for a project to be included in the STIP it must first be included in the RTIP.

**STP** Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects.

**TAC** Technical Advisory Committee. Advisory body to the TPB and TRPC on transportation issues, primarily technical in nature. All member jurisdictions and WSDOT are eligible to participate.

**TEA21** Transportation Equity Act for the 21st Century. This is the federal act that superseded ISTEA in 1998.

**TIP** Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a 3-6 year list of projects that will be pursued.

**TITLE VI** Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.

**TPB** Transportation Policy Board. This advisory body to TRPC focuses specifically on regional transportation issues. All member jurisdictions of TRPC are eligible to be active members of the TPB. The TPB also includes other representatives of community interests, as required by state law. All of the region's legislators were designated as ex officio members of the TPB as a result of 2003 legislation.

| | |
|---|---|
| **TRPC** | Thurston Regional Planning Council. 21-member council of governments. |
| **UPWP** | Unified Planning Work Program. A federally-required report describing the work to be funded by revenues provided by 23 U.S.C. 104(f) and 49 U.S.C. 5336, and RCW 47.80.050.to meet federal and state planning requirements for the ensuing one- or two-year period. |
| **WSDOT** | Washington State Department of Transportation. |

# Appendix C:

## 2016 Member Rosters and Staff Resources

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## THURSTON REGIONAL PLANNING COUNCIL – CY 2016 MEMBERS

Bucoda ..... Alan Vanell
Lacey ..... Virgil Clarkson, Chair
Olympia ..... Nathaniel Jones, Secretary
Rainier ..... Everett Gage
Tenino ..... David Watterson
Tumwater ..... Tom Oliva, Vice Chair
Yelm ..... Bob Isom
Thurston County ..... Sandra Romero
Confederated Tribes of the Chehalis Reservation ..... Amy Loudermilk
Nisqually Indian Tribe ..... Heidi Thomas
Intercity Transit ..... Karen Valenzuela
Port of Olympia ..... Bill McGregor
North Thurston Public Schools ..... Chuck Namit
Olympia School District ..... pending
LOTT Clean Water Alliance ..... Cynthia Pratt
Thurston County Public Utilities District No. 1 ..... Russ Olsen
Timberland Regional Library (Associate) ..... Bill Wilson
Thurston Economic Development Council (Associate) ..... Michael Cade
Lacey Fire District #3 (Associate) ..... Gene Dobry
Puget Sound Regional Council (Associate) ..... Pending
The Evergreen State College (Charter Mem. Emeritus) ..... Jeanne Rynne

## TRANSPORTATION POLICY BOARD – CY 2016 MEMBERS

Lacey ..... Andy Ryder, Chair
Olympia ..... Clark Gilman
Tenino ..... John O'Callahan
Tumwater ..... Pete Kmet
Yelm ..... Tracey Wood
Thurston County ..... Cathy Wolfe
Confederated Tribes of the Chehalis Reservation ..... pending
Nisqually Indian Tribe ..... Heidi Thomas
Intercity Transit ..... Debbie Sullivan
Port of Olympia ..... E.J. Zita
Thurston Economic Development Council ..... Ramsey Zimmerman
WA State Department of Enterprise Services ..... Bob Covington
WSDOT, Olympic Region ..... Kevin Dayton
Business Representative Position #1 ..... vacant
Business Representative Position #2 ..... vacant
Business Representative Position #3 ..... Doug DeForest
Citizen Representative Position #1 ..... Graeme Sackrison, Vice-Chair
Citizen Representative Position #2 ..... Martha Hankins

**Ex Officio TPB Members – Washington State Legislature**

| | |
|---|---|
| 2nd Legislative District | Senator Randi Becker |
| | Representative Andrew Barkis |
| | Representative J.T. Wilcox |
| 20th Legislative District | Senator John Braun |
| | Representative Ed Orcutt |
| | Representative Richard DeBolt |
| 22nd Legislative District | Senator Karen Fraser |
| | Representative Sam Hunt |
| | Representative Chris Reykdal |
| 35th Legislative District | Senator Tim Sheldon |
| | Representative Drew MacEwen |
| | Representative Kathy Haigh |

## TECHNICAL ADVISORY COMMITTEE – CY 2016 MEMBERS

| | |
|---|---|
| Lacey | Martin Hoppe |
| Olympia | Mark Russell / Randy Wesselman / Dave Smith |
| Tumwater | Eric Martin |
| Yelm | Ryan Johnstone / Chad Bedlington |
| Thurston County | Scott Lindblom / Scott Davis |
| Intercity Transit | Dennis Bloom |
| Port of Olympia | Len Faucher |
| WSDOT, Olympic Region | Nazmul Alam /Forest Sutmiller |
| WSDOT, Highways and Local Programs | Brian Moorehead |

Thurston Regional Planning Council
**Regional Transportation Staff Directory**

Agency Phone Number: 360.956.7575
Agency Fax Number: 360.956.7815
Agency Web Site: www.trpc.org

Core regional transportation staff work on a wide variety of issues. New and emerging issues arise and some other issues diminish over time. The following list reflects the primary areas of responsibility for significant aspects of the 2017-2018 Unified Planning Work Program. It is representative of the kinds of things each person works on, but it is not inclusive. If you have questions about something you don't see on the list, get in touch with any of the people below and we'll help you find what you're looking for.

| Staff Contact | Primary Areas of Responsibility in Transportation |
|---|---|
| **Lon Wyrick**<br>*Executive Director*<br>wyrickl@trpc.org | Oversight and management of all TRPC agency work programs. |
| **Jared Burbidge**<br>*Assistant Director*<br>burbidj@trpc.org | Oversight and management of staffing and accounting functions and contract management. |
| **Veena Tabbutt**<br>*Research and Data Director*<br>tabbutv@trpc.org | Oversight of technical team. Transportation funding. MPO/RTPO program requirements. UPWP. Livable communities/land use. Performance measures. Sustainable Thurston. Work Program Priorities. Local partner support. |
| **Karen Parkhurst**<br>*Policy and Program Director*<br>parkhuk@trpc.org | Oversight of Policy Board and transportation policy development. Rural & Tribal transportation program. Commute Trip Reduction and TDM. Legislative issues and support. South Thurston Economic Development Initiative. Coordinated human services transportation planning. Title VI. Grant writing. Local partner support. |
| **Paul Brewster**<br>*Senior Planner*<br>brewstp@trpc.org | Federal funding programs. Trails and non-motorized transport planning. Hazards mitigation planning. Safety and security planning. Federal functional classification. Commute Trip Reduction program. "Walk and Roll" program and other school-based programs. |
| **Jailyn Brown**<br>*Senior Planner*<br>brownj@trpc.org | Smart Corridors. Rail. Freight. Regional Transportation Improvement Program. *Journeys* annual newsletter. Regional Transportation Plan maintenance and update. TAC support. |
| **Holly Gilbert**<br>*Senior Planner*<br>gilberh@trpc.org | Commute Trip Reduction Program |
| **Katrina Van Every**<br>*Associate Planner*<br>evanderf@trpc.org | Coordination of south county city transportation and land use planning. |
| **Aaron Grimes**<br>*Transportation Modeler*<br>grimesa@trpc.org | Maintenance of regional travel demand model. Data development and management. Regional and corridor analysis. Concurrency analysis. Transportation data requests. Air quality conformity modeling. Local agency modeling support. |
| **Clyde Scott**<br>*Transportation Modeler*<br>Scottc@trpc.org | Development of regional transportation model and dynameq traffic assignment model. Regional and corridor analysis. Concurrency analysis. Local agency modeling support. |

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# Appendix D:

# SFY 2015 UPWP Annual Report

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# SFY 2015
# Annual Report

**THURSTON REGIONAL PLANNING COUNCIL**

**UNIFIED PLANNING WORK PROGRAM**

**For State Fiscal Years 2015-2016**
**(July 1, 2014 through June 30, 2016)**

## Mid-term Report

## UPWP ELEMENTS

The SFY 2015-2016 UPWP is divided into two major activities: MPO/RTPO Program Compliance, and Program Administration. It describes the work that is funded by revenues provided by 23 U.S.C. 104(f) and 49 U.S.C. 5336, and RCW 47.80.050 to meet federal and state planning requirements. This annual report summarizes expenditure of those funds during SFY 2015 (July 1, 2014 – June 30, 2015).

In terms of staffing and level of effort, MPO/RTPO Program Compliance accounted for 2.0 FTE (Full Time Equivalents) of that effort and Program Administration accounted for about 1.8 FTE.

In terms of funding for these mandated activities, state revenues accounted for 16% of the funding, federal revenues accounted for 73% of the revenues, and the requisite local match accounted for 11% of the revenues.

The UPWP is one element of a larger TRPC regional transportation work program, which in turn is coordinated with the overall TRPC work program.

TRPC work program activities do not include lobbying. However, if any lobbying activities were to occur outside of those eligible activities conducted as a part of regular activities as described in Title 23 and Title 49 and in RCW 42.17A.635, then TRPC would file a certification and disclosure form as required by federal and state law.

# MAJOR ACTIVITY 1: MPO/RTPO PROGRAM COMPLIANCE

Purpose: TRPC must comply with state and federal transportation planning requirements. These requirements include those planning activities to be funded with specific state and federal planning revenues intended to help ensure a continuous, cooperative, and comprehensive planning process.

Participants: TRPC staff, member agencies in the Thurston region, WSDOT, FHWA, and FTA.

Budget:

| FY 2015 Actual Revenues | |
|---|---|
| FHWA PL | $179,941 |
| FHWA Match | $ 28,083 |
| FTA Sec. 5303 | $70,454 |
| FTA Match | $ 10,996 |
| RTPO | $58,411 |
| **Total** | **$347,885** |

| FY 2015 Actual Expenditures | |
|---|---|
| TRPC Agency Staff | $344,266 |
| Consultant/Contract | - |
| Equipment/Facility | $ 469 |
| Legal/Advertising | $3,150 |
| Other Organization Staff | - |
| **Total** | **$347,885** |

## Task 1.1: Planning and Programming

Task 1.1 Sub-tasks

- ***Maintain the long-range Thurston Regional Transportation Plan on an annual basis***

  Continued with a major update to the regional transportation plan, including review of goals and policies, continued overhaul of the regional travel demand model, and development of long-range revenue and expenditure forecasts.
  *Status – 72% complete*

Conducted a CY 2015 amendment of the currently adopted plan, including extending the forecast to maintain a minimum 20-year planning horizon and updating the air quality conformity findings.
*Status – complete*

- ***Develop and maintain a four-year Regional Transportation Improvement Program***

Worked with the TAC, TPB, and TRPC to develop a 2015-2018 RTIP including air quality conformity analysis, demonstration of financial constraint, and public review, prior to adoption in October 2014.
*Status - complete*

Completed (4) amendments to the 2015-2018 RTIP
*Status – on-going as needed*

Completed (2) amendments to the 2014-2017 RTIP
*Status - complete*

- ***Develop a compilation of local six-year Transportation Improvement Programs.***

Developed a 2015-2020 TIP.
*Status – complete*

- ***Develop Annual Listing of Obligated Projects***

Completed Annual Listing of Obligated Projects
*Status – complete*

- ***Program federal STP, Enhancements, and CMAQ funds***

Conducted a call for FFY 2015 and 2016 regional STP and TAP projects with "use it or lose it" policies in process, project sponsor support, TAC review of projects for compliance with state and federal requirements, public review and comment, TPB review and recommendation, and final project selection by TRPC.
*Status – complete*

Amended FFY 2015 and 2016 projects into the RTIP
*Status – complete*

Coordinated with H&LP and local agencies regarding "use it or lose it" Obligation Authority policy, participating on a WSDOT oversight Task Force and working directly with local agency staff
*Status – on-going*

Documented CY 2014 CMAQ project prioritization process and emissions benefits
*Status – complete*

Provided support to local agency sponsors regarding federal STP and TAP project delivery
*Status – on-going*

Assisted Rainier in working with Highways and Local Programs to obligate its "Binghamton Street Pedestrian Project" that received a TAP award.
*Status – on-going*

- ***Support public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate***

Assisted Intercity Transit in scoping the public survey component of its upcoming public education and outreach activities.
*Status - complete*

Worked with WSDOT and the I-5 / JBLM technical team to evaluate transit and HOV scenarios into the alternatives development and evaluation process for the I-5 Multimodal Alternatives Analysis and Environmental Documentation, and participated in the outreach activities associated with this effort.
*Status – on-going*

Participated on the WSDOT Public Transportation GPAC
*Status – on-going*

Participated in the development of the Statewide Public Transportation Plan.
*Status – on-going*

Provided expert input to City of Olympia on zoning decisions and their impacts on transit-supportive land use.
*Status - complete*

Convened an annual Conference of Corridor Commissions, a public engagement activity bringing together the planning commissions from Lacey, Olympia, Tumwater, and Intercity Transit's Citizens Advisory Committee, to collaborate on activities that support transit-oriented development on the region's premier transit corridors.
*Status - complete*

Worked with Intercity Transit, Pierce Transit, Pierce County, JBLM, and other stakeholders in developing a robust on-base travel demand management program closely coordinated with the vanpool programs offered by both transit agencies.
*Status – on-going*

Worked with Intercity Transit to coordinate strategies for the 2015 regional CTR program.
*Status – on-going*

Participated in the planning for the Public Transportation Symposium.
*Status – on-going*

At the request of JBLM transportation planners, convened a joint meeting of Intercity Transit, Pierce Transit, Sound Transit, and JBLM to evaluate public transportation options to and from the Base.
*Status - complete*

Worked with Lacey, the Economic Development Council, Intercity Transit, and Hawks Prairie business groups to evaluate interim alternatives to fixed-route transit service for this growing area.
*Status - complete*

- ***Coordinate non-emergency human services transportation by maintaining and implementing the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston region, and provide support to service providers to ensure coordination with applicable metropolitan and statewide planning processes***

Convened the Human Services and Transportation Forum
*Status – on-going*

Developed an approved Regional Coordinated Public Transit & Human Services Transportation Plan and Prioritized Project List.
*Status - complete*

Worked with local partners in Human Services project and service coordination and implementation.
*Status – on-going*

- ***Conduct public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs***

Participated in agency-wide overhaul of TRPC website, with particular focus on the transportation elements, accessibility, and Title VI compliance.
*Status - complete*

Maintained 'Thurston Here to There' one-stop traveler information web site.
*Status – on-going*

Supported *Bike to School Day* activities at area schools.
*Status - complete*

Completed the 2015 edition of "Journeys," the annual regional transportation newsletter.
*Status – complete*

Maintained Facebook and Twitter accounts, updated with relevant information about regional, local, and state transportation activities and news.
*Status – on-going*

Spoke to (2) Masters in Public Administration classes at The Evergreen State College on regional transportation planning and the Growth Management Act.
*Status – complete*

Provided outreach and publicity in support of area *Walk and Roll* school-based activities.
*Status – on-going*

Participated in WSDOT-sponsored open house related to the I-5 at JBLM study effort.
*Status – complete*

Participated in the OEA-funded open house related to the Joint Land Use Study for the region and communities surrounding Joint Base Lewis-McChord.
*Status – complete*

Convened an annual Conference of Corridor Commissions, a public engagement activity bringing together the planning commissions from Lacey, Olympia, Tumwater, and Intercity Transit's Citizens Advisory Committee, to collaborate on activities that support transit-oriented development on the region's premier transit corridors.
*Status - complete*

Conducted a broad-based community event celebrating completion of the region's "Bridging the Gap" trail project, and highlighting regional coordination on trail planning activities.
*Status - complete*

Developed education / outreach materials for regional policy makers and their constituents on Transportation Benefit District local funding options.
*Status - complete*

Presented at a forum sponsored by the Olympia Planning Commission on history of federal highway system in the Thurston Region and its implications for attracting more transit-oriented development to urban corridors.
*Status - complete*

Responded to requests and inquiries from the public, media, local staff, and policy makers on various topics.
*Status – on-going*

Prepared new routes schedules and public education materials, and conducted outreach to south County communities on major service changes to the Rural / Tribal (R/T) transit routes.
*Status – complete*

Provided data, mapping, and graphics for the 2014 regional bike map update, conducted public open house to review the draft for correctness, and published and 30,000 copies across the region.
*Status – complete*

Facilitated local agency and advocacy work group to developm coordinated mile marker system for regional trail network.
*Status – 90% complete*

- ***Conduct air quality conformity consultation with federal and state agencies***

Consulted with the Air Quality Consultation Group regarding the 2015-2018 RTIP conformity analysis
*Status – complete*

Consulted with the Air Quality Consultation Group regarding the CY 2015 Regional Transportation Plan amendment.
*Status - complete*

- ***Conduct air quality conformity analysis***

Conducted air quality conformity analysis for the 2015-2018 RTIP.
*Status – complete*

Conducted air quality conformity analysis for the CY 2015 Regional Transportation Plan amendment.
*Status - complete*

- ***Update MPO boundary as necessary***

No changes were made to the MPO boundary in SFY 2015.
*Status – Not applicable*

- ***Update Federal Functional Classification system as required***

Completed one update to the Federal Functional Classification system.
*Status – complete*

- ***Review local agency plans and policies for their compliance with Growth Management Act requirements and support coordination and implementation activities***

Reviewed and commented on Olympia's final draft Comprehensive Plan, and advised about concerns related to potential consistency issues over the Log Cabin street connection.
*Status – complete*

Provided data analysis and modeling support to local agencies in their review of plans and projects.
*Status – on-going*

Provided planning support to the Main Street 507 project for Bucoda, Rainier, and Tenino to ensure consistency between this planning effort, the Regional Transportation Plan, Sustainable Thurston, and state highway plans.
*Status – on-going*

Worked with Tumwater to scope its local Comprehensive Plan Update and development of its Tumwater Master Plan for Transportation.
*Status - complete*

Worked with Thurston County and Chehalis Indian Tribe in scoping an update of the Grand Mound Transportation Plan to ensure compliance with regional transportation plans and assumptions.
*Status- complete*

Participated in the completion of Lacey's Marvin Road and Martin Way IJR report.
*Status – complete*

Participated on Olympia's West Olympia / US 101 IJR process.
*Status – on-going*

Provided support to Olympia in development of its HUB development project for the intersection of the Chehalis-Western and Woodland Trails.
*Status – on-going*

Participated on the Steering Committee for Lacey's Woodland District Form-based Code development process.
*Status - complete*

Worked with *Thurston Thrives!* housing action team to help coordinate Thurston TOD Corridor Initiative with other urban corridor activities.
*Status – on-going*

Hosted presentation for Technical Advisory Committee on DTA models in general, and *Dynameq* specifically, for their application in local operational analysis, particularly of strategy corridors.
*Status - complete*

- ***Support local compliance with federal ITS requirements***

Supported implementation of the regional Smart Corridors initiative.
*Status – on-going*

- ***Prepare to update the regional ITS architecture (4th quarter 2016)***

Began scoping with FHWA the process and focus of an ITS architecture update.
*Status – on-going*

- ***Monitor, evaluate, and respond to legislation pertaining to a successor to MAP-21 and its potential implications for the region***

Monitored roll-out of various NPRM dockets, reviewing and providing input to WSDOT and other state MPOs on rules pertaining to preservation and asset management.
*Status – complete*

Participated in the WSDOT-sponsored Performance Measures work group.
*Status – on-going*

Monitored progress of various transportation authorization bills and highway trust fund resolutions.
*Status – on-going*

- ***Develop population and employment forecasts and distributions to be used in long-range planning***

Completed distribution of long-range land use forecasts to traffic analysis zones based on vacant and developable land capacities and adopted local agency land use plans, including extending planning horizon to 2040
*Status – complete*

- ***Coordinate with WSDOT as appropriate on issues related to the Washington Transportation Plan, corridor plans or studies, modal and safety plans***

Participated in the development and review of the 2035 Washington Transportation Plan
*Status – complete*

Participated on the Executive and Technical groups supporting WSDOT in the I-5 / JBLM corridor planning process.
*Status – on-going*

Coordinated with WSDOT, PSRC, and JBLM on revisions to the regional travel demand model to better support state and MPOs planning needs for the I-5 / JBLM study analysis and other inter-regional modeling needs
*Status – on-going*

Worked with WSDOT and the I-5 / JBLM technical team to evaluate transit and HOV scenarios into the alternatives development and evaluation process for the I-5 Multimodal Alternatives Analysis and Environmental Documentation, and participated in the outreach activities associated with this effort.
*Status – on-going*

Participated in WSDOT Congestion Management working group.
*Status – on-going*

Participated on WSDOT Demand Management Guidelines Technical Committee
*Status – on-going*

Participated in interview and attended meeting regarding statewide modeling needs, and reviewed and commented on Washington Statewide Multimodal Travel Demand Model Blueprint.
*Status- complete*

Attended and presented at the WSDOT Public Transportation Conference.
*Status - complete*

Participated in RTIP managers' meeting with WSDOT Highways and Local Programs office.
*Status - complete*

Participated on the WSDOT Public Transportation GPAC
*Status – on-going*

Participated in the development of the Statewide Public Transportation Plan.
*Status – on-going*

Participated on the Local Agency Task Force providing input to H&LP regarding new "use it or lose it" federal funding provisions.
*Status – on-going*

Participated in WSDOT MAP-21 Target Setting Framework meetings.
*Status – on-going*

Worked with WSDOT and local agencies to understand impacts of new stormwater requirements on transportation infrastructure in the Thurston region.
*Status – on-going*

Participated in activities of the EO 14-02 Working Group regarding telework and flexible work hours for CTR.
*Status – complete*

Participated in activities of the EO 14-04 Subcommittee (Carbon Emissions Reduction Task Force)
*Status - complete*

Attended the WSDOT Workshop – Safer Streets, Safer People.
*Status - complete*

- ***Participate in activities of the MPO/RTPO Coordinating Committee***

  Attended quarterly meetings and ad hoc subcommittee meetings, and participated in ad hoc conference calls throughout the year.
  *Status – on-going*

- ***Participate in the activities of relevant professional organizations and associations.***

  Attended meetings and conference calls, participated in activities, and maintained strong working relationships with the Agency Council on Coordinated Transportation, the Washington State Rideshare Organization, the Board of the Community Transportation Association of the NW, the Commute Trip Reduction Board, the State Capital Campus Parking Committee, the Transportation Recovery Planning Committee, South Sound Military and Communities Partnership, the South Thurston Economic Development Initiative, and *Thurston Thrives.*
  *Status – on-going*

  Followed the activities of Metropolitan Planning Organizations (AMPO), and participated in the annual meeting, including Executive Committee meetings and a presentation describing implementation of TRPC's Urban Corridors Communities project.
  *Status – complete*

  Monitored AMPO legislative and technical work concerning implications of federal legislation on MPOs. Provided input on technical and policy briefs and participated in ad hoc subcommittee activities relevant to the Thurston region.
  *Status – on-going*

  Attended Transportation Research Board (TRB) meetings, chaired the joint subcommittee on Transportation in Military Communities, participated in workshops and sessions related to MAP-21 planning and compliance, served on the National Household Travel Survey task force providing input to FHWA and representing small MPO perspectives, developed a successful research proposal regarding transportation in military communities, and received training as a Foresight 750 ambassador to promote critical thinking among MPOs about the drivers of change for long-range regional transportation issues.
  *Status – on-going*

  Presented in a webinar developed by CUTR on best practices in TDM implementation.
  *Status - complete*

Monitored reports and activities of the TRB, FHWA, FTA, and the HUD/DOT/EPA Sustainable Communities Partnership, disseminating relevant research and learning opportunities to regional and local staff, maintaining TRPC/WSDOT networks concerning issues of interest to Washington and promoting national-level research on priority topics of interest to this region.
*Status – on-going*

- ***Respond to inquiries from the public and the media***

Fielded numerous calls from The Olympian, the Nisqually Valley News, the Tenino Independent, The News Tribune, and local radio stations on a wide variety of topics. Answered questions via phone and email from the general public as well as from planning commissioners, elected officials, local staff, business owners, and others.
*Status – on-going*

- ***Acquire the necessary training and professional development to effectively carry out state and federal transportation planning requirements***

Participated in webinars, workshops, and other learning opportunities primarily related to performance measures, MAP-21, disaster response and recovery planning, and writing for the web.
*Status – on-going*

- ***Consult with local, tribal, state, and federal officials***

Maintained frequent contact with staff and policy makers at the local, tribal, state, and federal level and consulted on a wide range of topics.
*Status – on-going*

Consulted with local, state and federal officials regarding impacts of potential Endangered Species Act listings on programming and project delivery.
*Status – on-going*

Participated on the Technical Working Group and the Steering Committee for the JBLM Joint Land Use Study (JLUS).
*Status – on-going*

Consulted with local agency staff in consideration of TIGER 2015 grants.
*Status - complete*

Met with staff from the Chehalis Tribe to support the scoping process with Thurston County for the Grand Mound transportation study.
*Status - complete*

Attended the Tribal Transportation Planning Organization conference.
*Status - complete*

Assisted Nisqually Indian Tribe in scoping a bike and pedestrian safety and mobility strategy for SR 510 through the reservation.
*Status – complete*

Task 1.1 Deliverables:

a. Jurisdiction and stakeholder briefings on the update of the regional transportation plan (on-going)
b. Air quality conformity determinations (complete)
c. 2014-2017 RTP amendments (complete)
d. 2015-2018 RTIP and amendments as necessary (complete)
e. 2015-2020 TIP (complete)
f. 2015 Annual Listing of Obligated Projects (complete)
g. Project prioritization and programming process for federal funds (complete)
h. Regional bike map (complete)
i. Regional Coordinated Public Transit & Human Services Transportation Plan and Prioritized Project List (complete)
j. CY 2015 Regional Transportation Plan amendment (complete)
k. 2015 Conference of Corridor Commissions (complete)
l. 2040 Population and Employment forecast by TAZ (complete)
m. Updated TRPC agency website (complete / on-going)
n. 2015 *Journeys* newsletter (complete)
o. R/T service changes and accompanying route maps and outreach (complete)
p. (1) Federal Functional Classification amendment (complete)
q. *Bridging the Gap* community event (complete)
r. Presentations and briefing papers (complete)

Sub-task Expenditures: $326,211
83% MPO funding; 17% RTPO funding
Staffing Level: 1.9 FTE

**Task 1.2: Agreements and Certifications**

Task 1.2 Sub-tasks

- ***Maintain 2015-2016 Unified Planning Work Program***

Met with officials from WSDOT HQ, WSDOT OR, FHWA, and FTA to review UPWP requirements, implementation of the 2015-2016 UPWP, and status update on work program activities.
*Status – complete*

Compiled a SFY 2014 UPWP Annual Report.
*Status - complete*

Monitored UPWP and adjusted staffing and schedules as needed to balance work flow and respond to emerging issues from WSDOT and USDOT
*Status – on-going*

Complied with monthly billing and reporting requirements.
*Status - complete*

- ***Update agreements with WSDOT and Intercity Transit as per 23 CFR 450.314***

  Initiated development of a draft "tripod" agreement with WSDOT and Intercity Transit.
  *Status – 75% complete*

- ***Develop agreement with the Olympic Region Clean Air Agency regarding air quality planning***

  Initiated development of an agreement with ORCAA regarding responsibilities for air quality monitoring and transportation conformity compliance.
  *Status – 75% complete*

- ***Complete annual self-certification***

  Completed annual self-certification and submitted to WSDOT.
  *Status - complete*

- ***Review with FHWA and FTA the governance structure of TRPC as an MPO***
  *Status – pending request from FHWA and FTA*

- ***Review with WSDOT the governance structure of TRPC as an RTPO***
  *Status – pending request from WSDOT*

- ***Comply with Title VI requirements***

  Submitted 2014 Title VI report
  *Status - complete*

  Participated in FHWA Title VI audit.
  *Status - complete*

Continued to solicit Title VI input at public meetings.
*Status – on-going*

Task 1.2 Deliverables:

a. SFY 2014 UPWP Annual Report (complete)
b. 2014 Self-certification (complete)
c. 2014 Title VI reports (complete)
d. FHWA Title VI audit (complete)
e. Draft "tripod" agreement (on-going)
f. Draft ORCAA agreement (on-going)

Sub-task Expenditures: $21,674
83% MPO funding; 17% RTPO funding
Staffing Level: 0.1 FTE

# MAJOR ACTIVITY 2: PROGRAM ADMINISTRATION

Purpose: TRPC must conduct federal and state mandated program administration requirements. Program administration functions are those accounting and management functions which must be performed in order to maintain the state and federally mandated work elements identified in this UPWP, and to ensure fulfillment of federal and state reporting requirements.

Participants: TRPC staff, WSDOT, FHWA, and FTA.

Budget:

| FY 2015 Actual Revenues | |
|---|---|
| FHWA PL | $127,763 |
| FHWA Match | $ 19,940 |
| FTA Sec. 5303 | $ 52,635 |
| FTA Match | $ 8,215 |
| RTPO | $ 33,264 |
| **Total** | **$241,817** |

| FY 2015 Actual Expenditures | |
|---|---|
| TRPC Agency Staff | $236,334 |
| Consultant/Contract* | $ 5,483 |
| Equipment/Facility | - |
| Other Organization Staff | - |
| **Total** | **$241,817** |

* *Recording Secretary*

## Task 2.1: Program Support

Task 2.1 Sub-tasks

- ***Perform general program management and supervisory functions***

  Performed general overall program management and supervisory functions, ensuring effective integration of UPWP work with other regional planning activities

  *Status – on-going*

- ***Manage transportation personnel***

  Managed transportation personnel and performed all human resource functions and evaluations
  *Status – on-going*

- ***Recruit and train staff as needed***

  Initiated recruitment of new transportation modeler, including review and refinement of the job classification, and development and posting of the job announcement.
  *Status – on-going*

- ***Develop calendar year budget and staffing patterns***

  Developed CY 2015 budget, integrated that budget with the SFY UPWP and FFY funding allocations, and adjusted staffing patterns as appropriate to ensure proper integration of UPWP into the overall agency budget and work flow.
  *Status – on-going*

- ***Monitor and adjust budget as necessary***

  Continued to monitor the UPWP budget and its fluctuating revenue authorizations and adjust staffing patterns to ensure smooth delivery of program and services.
  *Status – on-going*

- ***Provide management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees as may be established by these bodies***

  Worked with chairs of TRPC, TPB, and TAC to establish agendas and develop program concepts for policy makers. Provided secretarial support for mailings, web support for electronic communication, and recording secretary support for public records.
  *Status – on-going*

- ***Maintain hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency technical strategy***

  Continued to provide individual and network support for both hardware and software to ensure reliable and secure computer, internet, phone, network, and data retrieval systems.
  *Status – on-going*

Task 2.1 Deliverables:

a. Calendar year 2015 budget and staffing plan (complete)
b. Calendar year 2016 budget and staffing plan (initiated)
c. Personnel evaluations (on-going)
d. Meeting packets and presentation materials, on-line meeting materials, official meeting records (on-going)
e. Correspondence (on-going)

Sub-task Expenditure: $218,434
83% MPO funding, 17% RTPO funding
Staffing Level: 1.5 FTE + recording secretary

**Task 2.2: Compliance with State and Federal Accounting Procedures**

Task 2.2 Sub-tasks

- ***Execute mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan***

  Submitted monthly accounting records and program billing reports, and responded to inquiries regarding Indirect Cost Plan
  *Status – on-going*

- ***Participate in state and federal program audits***

  Completed a CY 2015 state and federal program audit
  *Status – complete*

Task 2.2 Deliverables:

a. Monthly accounting summaries (on-going)
b. Monthly billing / progress reports for WSDOT Planning Office (on-going)
c. Annual Indirect Cost Plan (submitted)
d. Annual program audits (complete)

Sub-task Expenditures: $23,383
83% MPO funding; 17% RTPO funding
Staffing Level: 0.25 FTE

# THURSTON REGIONAL PLANNING COUNCIL
## SFY 2015 Unified Planning Work Program
## July 1, 2014 - June 30, 2015

| Work Program Tasks | FHWA | | FTA | | WSDOT RTPO | Total SFY 2015 Expenses |
|---|---|---|---|---|---|---|
| | FHWA Funds | TRPC Match 13.50% | FTA Funds | TRPC Match 13.50% | | |
| Task 1: MPO/RTPO Program Compliance | $ 179,941 | $ 28,083 | $ 70,454 | $ 10,996 | $ 58,411 | $ 347,885 |
| 1.1: Planning and Programming | $ 168,730 | $ 26,334 | $ 66,065 | $ 10,311 | $ 54,772 | $ 326,211 |
| 1.2: Agreements and Certifications | $ 11,211 | $ 1,750 | $ 4,389 | $ 685 | $ 3,639 | $ 21,674 |
| Task 2: Program Administration | $ 127,763 | $ 19,940 | $ 52,635 | $ 8,215 | $ 33,264 | $ 241,817 |
| 2.1: Program Support | $ 115,409 | $ 18,012 | $ 47,546 | $ 7,420 | $ 30,048 | $ 218,434 |
| 2.2: Compliance with State/Federal Accounting Procedures | $ 12,354 | $ 1,928 | $ 5,090 | $ 794 | $ 3,216 | $ 23,383 |
| Totals | $ 307,704 | $ 48,023 | $ 123,090 | $ 19,211 | $ 91,675 | $ 589,702 |

## FREQUENTLY USED ACRONYMS

| | |
|---|---|
| TRPC | Thurston Regional Planning Council |
| TPB | Transportation Policy Board |
| TAC | Technical Advisory Committee |

Transportation Designations

| | |
|---|---|
| MPO | Metropolitan Planning Organization (federal) |
| RTPO | Regional Transportation Planning Organization (state) |

Mandatory Planning Documents

| | |
|---|---|
| RTIP | Regional Transportation Improvement Program |
| RTP | Regional Transportation Plan |

Federal Funds

| | |
|---|---|
| CMAQ | Congestion Mitigation and Air Quality Improvement Program |
| STP | Surface Transportation Program |
| TAP | Transportation Alternatives Program |

Agencies and Divisions

| | |
|---|---|
| WSDOT | Washington State Department of Transportation |
| H&LP | Highways and Local Programs |
| OR | Olympic Region |
| FHWA | Federal Highway Administration |
| FTA | Federal Transit Administration |

Legislation

| | |
|---|---|
| MAP-21 | Moving Ahead for Progress in the 21st Century (federal) |
| GMA | Growth Management Act (state) |

Other

| | |
|---|---|
| JBLM | Joint Base Lewis-McChord |
| AMPO | Association of Metropolitan Planning Organizations |
| TRB | Transportation Research Board |
| CTR | Commute Trip Reduction |
| UZA | Urbanized Area |
| SFY | State Fiscal Year |
| FFY | Federal Fiscal Year |
| CY | Calendar Year |

AGENDA ITEM #9

thurston regional planning council

REGIONAL VISION • COOPERATION • INFORMATION

**MEMBERS:**
City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the Chehalis Reservation
Nisqually Indian Tribe
Town of Bucoda
Thurston County
North Thurston Public Schools
Olympia School District
Intercity Transit
LOTT Clean Water Alliance
Port of Olympia
PUD No. 1 of Thurston County

**ASSOCIATE MEMBERS:**
Lacey Fire District #3
Puget Sound Regional Council
The Evergreen State College
Thurston Economic Development Council
Timberland Regional Library

thurston regional planning council

Lon D. Wyrick
Executive Director

2424 Heritage Court SW
Suite A
Olympia, WA 98502-6031

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360-956-7815 Fax

www.trpc.org

# MEMORANDUM

| | Program Area | Mission Statement |
|---|---|---|
| X | MPO/RTPO | A |
| | Core Services | |
| | Contract Services | |
| | Grant Services | |

TO: Thurston Regional Planning Council

FROM: Jailyn Brown, Senior Planner

DATE: March 23, 2016

SUBJECT: Draft *TRPC What Moves You 2040 Regional Transportation Plan*

## PURPOSE

Review the draft RTP, focusing on several new sections. Take action regarding release of the plan for public review.

**Summary:**

- *What Moves You* - the Regional Transportation Plan (RTP) serves as a strategic blueprint for the region's transportation system.
- Federal and state regulations require that TRPC update the plan at least every four years, with a biennial review. TRPC may also make annual updates to keep it current. The plan must look a minimum of 20 years into the future, projecting population, employment, transportation demand, costs, and revenues.
- For the past several years, TRPC staff have worked with TPB, TRPC, the Technical Advisory Committee (TAC), and other partners to update the plan to reflect a 2040 horizon. This effort included incorporating elements of the Sustainable Thurston Plan and the updated Countywide Planning Policies. At the April 2016 meeting, TRPC will focus on the following newly drafted sections:
  - Executive Summary
  - Chapter 2 Recommendations – Project List
  - Chapter 4 Future Conditions
  - Chapter 5 Finance
- Following discussion, TRPC will be asked to release the document for a 30-day public review. The planned public comment period would begin on April 6 and close on May 9, 2016. TPB recommends this action to TRPC.
- During the public comment period, the plan will be available online and in Timberland Regional Library locations. Upon request, TRPC will provide the plan in alternative formats and languages. TRPC staff will continue to provide presentations to Boards, Councils, Commissions, Authorities and other community groups.
- The Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Washington State Department of Transportation (WSDOT) will review and provide guidance during the public comment period.
- TRPC and TPB will consider public comments and proposed responses during their May and June 2016 meetings. TPB will consider the final draft RTP in June 2016 and make a recommendation regarding adoption to TRPC. TRPC is scheduled to take action to adopt the plan on July 8, 2016.
- Post adoption, TRPC staff will submit final copies to state and federal regulators, and request a formal determination on air quality conformity.

## REQUESTED ACTION

Release the draft *What Moves You 2040 Regional Transportation Plan* for public comment and recommend the Executive Director issue a Determination of Non-significance for the non-project action TRPC What Moves You 2040 Regional Transportation Plan.