

# SFY 2022

(July 1, 2021 to June 30, 2022)

# Annual Report

Thurston Regional Planning Council  
**UNIFIED PLANNING WORK PROGRAM**





**THURSTON REGIONAL PLANNING COUNCIL** (TRPC) is a 23-member intergovernmental board made up of local governmental jurisdictions within Thurston County, plus the Confederated Tribes of the Chehalis Reservation and the Nisqually Indian Tribe. The Council was established in 1967 under RCW 36.70.060, which authorized creation of regional planning councils.

TRPC's mission is to **“Provide visionary, collaborative leadership on regional plans, policies, and issues for the benefit of all Thurston region residents.”**

**To Support this Mission:**

- Conduct regional transportation planning consistent with state and federal requirements.
- Address growth management, environmental quality, economic opportunity, and other topics to sustain and enhance the region’s quality of life.
- Assemble and analyze data that support informed local and regional decision making.
- Act as a “convener” to build regional consensus on issues through information and inclusive public involvement.
- Build intergovernmental consensus on regional plans, policies, and issues in support of local implementation.

**2022 MEMBERSHIP  
THURSTON REGIONAL PLANNING COUNCIL**

<b>Governmental Jurisdiction</b>	<b>Name of Representative</b>
City of Lacey	<b>Robin Vazquez</b> , Councilmember
City of Olympia	<b>Clark Gilman</b> , Mayor Pro-Tem
City of Rainier	<b>Dennis McVey</b> , Councilmember
City of Tenino	<b>John O’Callahan</b> , Councilmember
City of Tumwater	<b>Eileen Swarthout</b> , Councilmember
City of Yelm	<b>Joe DePinto</b> , Mayor
Confederated Tribes of the Chehalis Reservation	<b>Amy Loudermilk</b> , Staff
Nisqually Indian Tribe	<b>David Iyall</b> , Tribal Treasurer
Town of Bucoda	<b>Steve Purcell</b> , Councilmember
Thurston County	<b>Gary Edwards</b> , County Commissioner
North Thurston Public Schools	<b>Gretchen Maliska</b> , School Board Member
Olympia School District	<b>Hilary Seidel</b> , School Board Member
Tumwater School District	<b>Mel Murray</b> , Staff
Intercity Transit	<b>Debbie Sullivan</b> , Authority Member
LOTT Clean Water Alliance	<b>Carolyn Cox</b> , Board Member
Port of Olympia	<b>Bob Iyall</b> , Port Commissioner
PUD No. 1 of Thurston County	<b>Chris Stearns</b> , PUD Commissioner

**Associate Members**

Economic Development Council of Thurston County	<b>Michael Cade</b> , Executive Director
Lacey Fire District #3	<b>Rick Kelling</b> , Commissioner
Puget Sound Regional Council	<b>Josh Brown</b> , Executive Director
Timberland Regional Library	<b>Cheryl Heywood</b> , Library Director
The Evergreen State College	<b>Scott Morgan</b> , Director of Sustainability
Thurston Conservation District	<b>Helen Wheatley</b> , Conservation District Board Supervisor

Chair  
**Hilary Seidel**  
North Thurston Public Schools

Vice Chair  
**Clark Gilman**  
City of Olympia

Secretary  
**Joe DePinto**  
City of Yelm

**Marc Daily**, Executive Director

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## TITLE VI NOTICE

Thurston Regional Planning Council (TRPC) hereby gives public notice that it is the agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Highway Aid (FHWA) program or other activity for which TRPC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with TRPC. Any such complaint must be in writing and filed with the TRPC's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence. For questions regarding TRPC's Title VI Program, you may contact the Title VI Coordinator at 360-956-7575 or email [info@trpc.org](mailto:info@trpc.org).

### Alternative Formats

Materials can be provided in alternate formats by contacting the Thurston Regional Planning Council at 360.956.7575 or email [info@trpc.org](mailto:info@trpc.org).

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## UNIFIED PLANNING WORK PROGRAM (UPWP) ELEMENTS

The State Fiscal Year (SFY) 2022 (July 1, 2021 – June 30, 2022) UPWP is divided into six major activities:

1. Program Management
2. Project Programming and Tracking
3. Multimodal Transportation Planning
4. Data Collection, Analysis, and Forecasting
5. Ongoing Activities
6. Major Initiatives

The Annual Report describes the work that is funded by revenues provided by 23 U.S.C. 104(f), 49 U.S.C. 5336, and RCW 47.80.050 to meet federal and state planning requirements, along with activities funded from Surface Transportation Block Grant (STBG) program planning funds outlined in the UPWP work program. This annual report summarizes expenditure of those funds during SFY 2022.

The staffing and level of effort for each activity is as follows:

<b>Program Activity</b>	<b>Full Time Equivalent (FTE)</b>
1. Program Management	0.76
2. Project Programming and Tracking	0.53
3. Multimodal Transportation Planning	0.37
4. Data Collection, Analysis, and Forecasting	0.62
5. Ongoing Activities	1.93
6. Major Initiatives	1.59
<b>Total</b>	<b>5.79</b>

In terms of funding for these mandated activities, state revenues accounted for 1.7%, federal revenues accounted for 85%, and the requisite local match accounted for 13.3%.

The UPWP is one element of a larger Thurston Regional Planning Council (TRPC) work program, which includes other transportation project work, along with projects and programs funded by other federal, state, and local funds.

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

SFY 2022 Actual Revenue

Work Element	SFY 23 FHWA		SFY 23 FTA		WSDOT	FHWA through WSDOT		Total Revenue
	FHWA PL Funds	TRPC Match 13.50%	FTA 5303 Funds	TRPC Match 13.50%		STBG	TRPC Match 13.50%	
<b>Required Elements</b>								
1. Program Management	158,908.21	24,800.70	24,387.64	3,806.16	2,423.94	-	-	\$214,327
2. Project Programming and Tracking	74,057.56	11,558.12	12,431.69	1,940.21	1,348.58	-	-	\$101,336
3. Multimodal Transportation Planning	49,825.22	7,776.19	9,652.03	1,506.39	19,387.42	-	-	\$88,147
4. Data Collection, Analysis, and Forecasting	142,515.44	22,242.29	40,028.64	6,247.25	1,340.06	-	-	\$212,374
<b>Subtotal</b>	<b>\$425,306</b>	<b>\$66,377</b>	<b>\$86,500</b>	<b>\$13,500</b>	<b>\$24,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$616,184</b>
<b>Regional Transportation Planning Priorities</b>								
5. Ongoing Activities	-	-	-	-	-	376,280.01	58,725.78	435,005.79
6. Major Initiatives	-	-	-	-	-	323,719.98	50,522.77	\$374,243
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$700,000</b>	<b>\$109,249</b>	<b>809,248.54</b>
<b>Total</b>	<b>\$425,306</b>	<b>\$66,377</b>	<b>\$86,500</b>	<b>\$13,500</b>	<b>\$24,500</b>	<b>\$700,000</b>	<b>\$109,249</b>	<b>\$1,425,432</b>

FHWA Federal Highway Administration  
 FTA Federal Transit Administration  
 MPO Metropolitan Planning Organization  
 RTPO Regional Transportation Planning Organization  
 STBG Surface Transportation Block Grant planning funds  
 TRPC Thurston Regional Planning Council  
 WSDOT Washington State Department of Transportation

SFY 2022 Actual Expenditures

Work Element	TRPC Agency Staff*	Professional Services	Travel and Training	Supplies, Materials, Printing, Software	Legal Notices	Dues	Total
<b>Required Elements</b>							
1. Program Management	\$186,728	\$9,872	\$185	\$13,311	\$3,169	\$1,061	\$214,327
2. Project Programming and Tracking	\$101,193	\$143	\$0	\$0	\$0	\$0	\$101,336
3. Multimodal Transportation Planning	\$88,044	\$103	\$0	\$0	\$0	\$0	\$88,147
4. Data Collection, Analysis, and Forecasting	\$134,184	\$3,068	\$0	\$75,121	\$0	\$0	\$212,374
<b>Subtotal</b>	<b>\$510,149</b>	<b>\$13,187</b>	<b>\$185</b>	<b>\$88,433</b>	<b>\$3,169</b>	<b>\$1,061</b>	<b>\$616,184</b>
<b>Regional Transportation Planning Priorities</b>							
5. Ongoing Activities	\$434,903	\$0	\$42	\$20	\$41	\$0	\$435,006
6. Major Initiatives	\$356,821	\$17,376	\$45	\$0	\$0	\$0	\$374,243
<b>Subtotal</b>	<b>\$791,724</b>	<b>\$17,376</b>	<b>\$87</b>	<b>\$20</b>	<b>\$41</b>	<b>\$0</b>	<b>\$809,249</b>
<b>Total</b>	<b>\$1,301,873</b>	<b>\$30,563</b>	<b>\$272</b>	<b>\$88,453</b>	<b>\$3,210</b>	<b>\$1,061</b>	<b>\$1,425,432</b>

\* Includes agency staff time used to match other federally funded transportation planning projects.

### Comparison of SFY 2022 Planned versus Actual Expenditures

Work Element	Planned	Actual
1. Program Management	\$285,000	\$214,327
2. Project Programming and Tracking	\$165,000	\$101,336
3. Multimodal Transportation Planning	\$266,464	\$88,147
4. Data Collection, Analysis, and Forecasting	\$290,000	\$212,374
5. Ongoing Activities	\$435,000	\$435,006
6. Major Initiatives	\$374,249	\$374,243
<b>Total</b>	<b>\$1,815,713</b>	<b>\$1,425,432</b>

A comparison of SFY 2022 planned versus actual expenditures by task show that overall actual expenditures were lower than anticipated. This is due to placing carryover funds in the planned budget for the first four tasks (funded by FTA, FHWA and RTPO funds), without planning for additional carryover. In SFY 2023, the planned budget was realigned to reflect actual anticipated expenditures, with the carryover placed into a contingency column. Tasks 5 and 6 were funded by STBG Planning funds, and were fully expended by the end of the SFY. In next year's UPWP, funds will be better integrated.

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## PROGRESS REPORT

### Element 1. Program Management

Program management is a core function that provides program fund management, and the administrative and technology support required to manage and coordinate the overall Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) transportation planning program.

#### Tasks:

- 1.1. Administration
  - Performed general program management and supervisory functions
  - Developed calendar year and fiscal year budget and staffing patterns (2<sup>nd</sup> and 4<sup>th</sup> quarters)
  - Monitored and adjusted budgets as necessary
  - Executed mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan
  - Participated in state and federal program audits
- 1.2. Program Support and Maintenance
  - Provided management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees established by these bodies
  - Maintained hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency information technology strategy
- 1.3. Personnel Management
  - Managed transportation personnel
  - Trained new staff: Assistant Planner was recruited during this SFY
- 1.4. UPWP Development
  - Developed the annual UPWP and coordinated the UPWP review
  - Integrated the UPWP into the TRPC annual work program
- 1.5. Required Reporting
  - Completed the Annual Report
  - Completed annual self-certification
  - Completed the Title VI Annual Report
- 1.6. Professional Development and Training
  - Acquired the necessary training and professional development to effectively carry out state and federal transportation planning requirements, including attending national conferences, and sending staff to other relevant trainings
- 1.7. Fixed Costs
  - Costs for transportation modeling software, printing, legal advertisements, translations, mailing and copying for outreach activities, and training

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## Element 2. Project Programming and Tracking

A required function of the MPO is to program and track federal funds.

### Tasks:

#### 2.1. Programming of Federal Funding

- Continued an update of funding criteria for our next call for federal projects for Surface Transportation Block Grant program (STBG) and STBG Enhancements. This included developing a framework and draft criteria with our Technical Advisory Committee (TAC), Transportation Policy Board (TPB), and Regional Council. This process should be completed by third Quarter 2022.
- Programmed redistributed and sanctioned funding to projects on a Contingency List
- Responded to request for WSDOT for a project list for additional Obligation Authority
- Provided support to comply with federal and state requirements on the use of these funds

#### 2.2. Federal Funding Obligation Tracking

- Worked with the state to determine available obligation authority
- Coordinated with funding recipients to ensure timely obligation of funds
- Tracked and reported on funded projects through project completion
- Followed the recently developed Obligation Authority Policy and Procedure
- Reviewed WSDOT updates to Obligation Authority (OA) policy and provided feedback

#### 2.3. Regional Transportation Improvement Program (RTIP)

- Developed a four-year Regional Transportation Improvement Program
- Developed a compilation of planned projects submitted by local jurisdictions and drawn from their six-year Transportation Improvement Programs
- Conducted amendments and modifications to the RTIP
- Developed Annual Listing of Obligated Projects

## Element 3. Multimodal Transportation Planning

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 intended to help ensure a continuous, cooperative, and comprehensive planning process.

### Tasks:

#### 3.1. Tribal, Local, State, and Federal Agency Coordination

- Participated in activities of the MPO/RTPO Coordinating Committee
- Participated in the activities of the Association of Metropolitan Planning Organizations

- Consulted with local, tribal, state, and federal officials
  - Supported 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 WSDOT Freight Division with soliciting and submitting local agency NHFP grant proposals and Critical Urban and Rural Freight Corridors designation
- 3.2. Communications and Outreach
- Conducted public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs
  - Responded to inquiries from the public and the media
  - Distributed and analyzed a Transportation Priorities Survey
- 3.3. Review of State and Local Plans
- Coordinated with WSDOT as appropriate on issues related to the Washington Transportation Plan, corridor plans or studies, modal, and safety plans
  - Reviewed local agency plans and policies, including compliance with Growth Management Act requirements
  - Provided support in local plan development and implementation
- 3.4. Census 2020 and Functional Classification Review
- Census products were delayed
  - Monitored Census delivery schedule, and provided updates to members
- 3.5. General Compliance
- Monitored, evaluated, and responded to federal and state transportation legislation and its potential implications for the region
  - Discussed Transportation Management Area transition with state and federal partners and received background materials
  - Explored Transit funding scenarios with Intercity Transit and state and federal partners
- 3.6. Regional Transportation Plan
- Completed an amendment process for the RTP
  - Continued update of the Regional Trails Plan
- 3.7. Planning Support
- Provided planning support for ongoing local and regional plans and programs including model enhancements, corridor studies, household travel survey, and transportation demand management support to ensure a continuous, cooperative, and comprehensive regional planning process
  - Completed update of State of our Transportation System for Safety and Electric Vehicle topics; briefed TAC, TPB, and Council on policy implications
  - Participated in various groups related to WSDOT plans and processes

## Element 4. Data Collection, Analysis, and Forecasting

TRPC's planning and required functions are supported by robust data collection, analysis, and forecasting activities.

- 4.1. Performance Measures
  - Monitored federal requirements for performance measures
  - Reported on performance measures
  - Participated in target setting
  - Adopted Transit Safety performance measures
- 4.2. Transportation modeling
  - Maintained the regional transportation models
  - Developed estimates of vehicle miles traveled
- 4.3. Data Management and Collection
  - Purchased subscription for traffic data management software in collaboration with Thurston County
  - Purchased a year's subscription for Streetlight data to support update of the travel demand model
  - Collected traffic counts to support the update of the travel demand model
- 4.4. Estimates and Forecasting
  - Developed annual Population and Employment estimates
  - Began update of the Population and Employment forecast
- 4.5. Support for Household Travel Survey
  - Participated in development and data collection related to the Household Travel Survey

## Element 5. Ongoing Activities

*Elements 5 and 6 were charged to Surface Transportation Block Grant funds. There is substantial overlap between Elements 5 and 6 and Elements 1 and 4. In future years, funding sources will be better integrated, removing the need to report in two places.*

Element 5 describes ongoing activities related to the transportation work program.

- 5.1. Local Agency Support and Inter-Regional Coordination
  - Participated in numerous local and regional study efforts and activities, providing planning and technical support to partners, and undertaking other activities that support the planning and implementation efforts of TRPC's partners
- 5.2. Multi-modal and Demand Management Activities
  - Supported a variety of activities related to multimodal transportation, including commute trip reduction, pedestrian and bicycle facilities planning, trails planning, and school-based activities.
  - Maintained and distributed paper copies of the region's bicycle map to community points of distribution.

- 5.3. Transportation Modeling
  - Included maintaining and updating the Regional Transportation Model and Regional Dynamic Model that supports our local and regional partners transportation planning efforts
  - Explored transit ridership forecasting through the STOPS software
- 5.4. GIS and Information Technology
  - Maintained and updated Geographic Information System (GIS) data layers
  - Maintained our information technology infrastructure to support our modeling and planning efforts
- 5.5. Communication and Outreach
  - Conducted communication and outreach efforts related to our transportation work program, including updating the website and social media accounts
  - Completed and analyzed a Transportation Priorities survey
  - Briefed Council and Policy Board on survey results
  - Conducted outreach including social media posts and email distributions for the transportation priorities survey
  - Conducted public comment for the RTIP and Contingency Project list
- 5.6. Safety and Security
  - Engaged in activities related to the safety and resiliency of our transportation network, including emergency planning efforts and a local Cascadia Rising 2022 table top earthquake transportation recovery exercise with local agency partners
- 5.7. Policy Board, Technical Advisory Committee Support.
  - Prepared meeting materials and engaged in supporting activities for the Transportation Policy Board and Technical Advisory Committee
- 5.8. Sustainable Thurston Monitoring and Implementation
  - Updated the Sustainable Thurston Report Card
- 5.9. Response to Emerging Issues
  - Engaged in emerging issues such as ad-hoc WSDOT groups

## Element 6. Major initiatives

This section includes projects that may span over several years.

- 6.1. Land Use and Transportation Integrated Planning
  - Engaged in activities such as the Martin Way Corridor Study that integrated land use and transportation planning
- 6.2. Continue to Integrate Equity into Transportation Decision Making
  - Integrated equity criteria into the draft Call for Project process
  - Continued to engage in equity training through webinars and workshops
- 6.3. Update of the Regional Trails Plan
  - TRPC coordinated data requests with local agency trail managers to update the regional inventory of existing shared-use trail facilities, planned routes, and studies
  - The results were compiled and formatted into a GIS database for planning needs including an online map, analysis, and the production of maps and tables
  - TRPC surveyed trail managers on maintenance, safety, and operations issues and summarized the results

- An advisory workgroup was formed and convened to provide TRPC feedback on the plan update process
- 6.4. Climate Mitigation Plan – Transportation Strategies
- TRPC supported implementation of transportation and land use-related strategies in the Thurston Climate Mitigation Plan, including tracking emerging information and opportunities related to increasing electric vehicle infrastructure and adoption, transportation efficiency, urban density and transit-oriented development, and active forms of travel (bicycling, walking)
- 6.5. Update of the Process of Programming Federal Funding
- Continued the update of the Call for Projects process
  - Established draft criteria related to efficient use of federal funds, equity, greenhouse gas reduction goals, and land use goals
  - Worked with the TAC and Policy Makers to fine tune criteria
  - The updated process is expected to be finalized in fall 2022
- 6.6. I-5 Planning Projects
- Provided technical and planning support for the I-5 Tumwater to Mounts Road Study Planning and Environmental Linkages study
  - Engaged policy makers at the state level in the importance of I-5 planning
  - Participated in consultant selection for the I-5 Tumwater to Mounts Road Environmental Impact Statement development
- 6.7. Explore Multimodal Level of Service
- Continued to compare intersection level of service developed in Synchro to the Dynamic model
- 6.8. Analyze Travel Behavior Related to COVID-19
- Analyzed changes in travel behavior due to COVID-19 Stay at Home restrictions, and subsequent changes in telework participation rates, remote shopping, and access to services
  - Updated the travel demand model trip assumptions