

AGENDA

Technical Advisory Committee

Thursday, February 15, 2024, 2:00 – 4:00 p.m.

MEETING FORMAT

Participation in the meeting will be through remote access only.

Teleconference Link

Zoom Meeting:

<https://trpc-org.zoom.us/j/84287862576?pwd=U3R5amFuUjVRU1VmbXNGZytFQWhSZz09>

Meeting ID: 842 8786 2576

Passcode: 478508

Audio by phone, dial in early:

(253) 215-8782, or (301) 715 8592

2:00 p.m.	1. Welcome & Introductions	INTRODUCTIONS Paul Brewster
2:10 p.m.	2. Appointment/Election of 2024 TAC Officers TAC Members will approve the appointment of the Chair and Vice-Chair to serve for Calendar Year 2024 (TAC Bylaws Attached).	ACTION Paul Brewster
2:20 p.m.	3. Congestion Management Process (CMP) Members will provide feedback on possible performance measures (Attachment).	DISCUSSION Aidan Dixon
2:55 p.m.	4. Emergency Incident Management Detour Routes Operational Analysis Study Staff will brief members on the status of the study (Attachment).	PRESENTATION Aidan Dixon
3:25 p.m.	5. Bicycle Connectivity Strategy TRPC staff will introduce the planning project and discuss the scope of the work and seek feedback on how the project can benefit member agencies. (Attachment)	DISCUSSION Paul Brewster
3:45 p.m.	6. Member Information Sharing	
4:00 p.m.	7. Adjourn	

NEXT MEETING

March 7, 2024

2:00-4:00 p.m.

Thurston Regional Planning Council ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Title VI Coordinator at 360.956.7575 or email info@trpc.org.

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.



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
- Tumwater 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 Conservation District
- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Technical Advisory Committee

FROM: Paul Brewster, Senior Planner

DATE: February 9, 2024

SUBJECT: 2024 Technical Advisory Committee Officer Elections/Appointments

PURPOSE

TAC Bylaws require that officers be elected annually at the beginning of the year.

Summary:

- The TAC Bylaws specify the Chair and Vice Chair are to be elected at the first meeting of each calendar year.
- Due to TRPC staff oversight, officer appointments were not scheduled during the TAC's first meeting in 2024.
- On February 15, TAC members will approve the appointment of its officers.
- TAC Members will deliberate on the necessity of any amendments to the Bylaws regarding the appointment of its officers.

REQUESTED ACTION

Elect the Chair and Vice Chair in accordance with the Technical Advisory Committee Bylaws.

ATTACHMENTS

Technical Advisory Committee Bylaws, Amended December 3, 2020.
pb:bl



Marc Daily
Executive Director

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BACKGROUND

The TAC Bylaws, last amended on December 3, 2020, outline the roles and responsibilities of the Chair and Vice Chair. The Chair's primary duties include leading voting procedures during meetings and representing the TAC at external events such as Transportation Policy Board and Council meetings. While the frequency of this role has decreased over time, instances may arise where members prefer an officer to directly engage with policymakers on specific issues. In the absence of the Chair, the Vice Chair assumes their responsibilities.

Since 2021, officers have been appointed annually on a rotating basis, following the alphabetical order of member agency names. In 2023, Sophie Stimson from the City of Olympia served as Chair and Matt Unzelman from Thurston County as Vice Chair. Both vacated their positions in 2023, and successors were identified from their respective agencies. However, as these replacements were new TAC members, it wasn't suitable for them to immediately assume officer roles. Consequently, the TAC continued to operate without officers until now.

As per the rotational appointment process, the representative from Thurston County is slated to become Chair in 2024, while the Tumwater representative will become Vice Chair. In 2025, the Tumwater representative will transition to Chair, and the Yelm representative will become Vice Chair. This process will continue as long as the succeeding officers agree to their roles.

DISCUSSION

The TAC Bylaws do not provide specific guidance for replacing both officers simultaneously, as happened in 2023. In hindsight, TRPC staff could have taken a more assertive role in requesting action from members to fill the officer vacancies. Members could have initiated a process of nominating and voting for new officers or proceeded with appointing new officers following the subsequent alphabetical order of member agencies, provided the chosen members agreed to take on the officer roles.

Do TAC members want to consider any revisions or amendments to the bylaws to:

1. Clarify the roles of officers.
2. Clarify the appointment process for officers in the event of simultaneous vacancies in both positions.
3. Maintain the current bylaws at this time.

REQUESTED ACTION

Elect the Chair and Vice Chair in accordance with the Technical Advisory Committee Bylaws.

TRPC Technical Advisory Committee Bylaws

Purpose

The purpose of the Technical Advisory Committee (TAC) is to advise the Transportation Policy Board (TPB), Thurston Regional Planning Council (TRPC), and TRPC staff on technical considerations relating to transportation issues pursuant to state and federal legislation. The TAC also provides guidance on the Regional Transportation Plan and other metropolitan- and regional transportation planning issues.

Membership

The TAC shall be comprised of staff from jurisdictions that provide general purpose transportation facilities and services in the Thurston Region. This includes, but is not necessarily limited to, Thurston County, its cities and town, Intercity Transit, Washington State Department of Transportation Olympic Region, the Nisqually Indian Tribe, the Confederated Tribes of the Chehalis Reservation, the Port of Olympia, and public school districts.

Participation is voluntary. Eligible jurisdictions will be contacted annually at the beginning of each calendar year to confirm their interest in actively participating in the TAC. Each member jurisdiction will appoint a primary and alternate representative. More than one staff member from each jurisdiction may attend and participate in TAC meetings.

TRPC staff members are participants, but not voting members, of the TAC. TRPC staff members are the key point of contact between the TAC and the TPB and TRPC.

Officers

The TAC shall annually elect a Chair and Vice Chair at the first meeting of each calendar year. Nominations will be sought for the officer positions. The Chair shall:

- Represent the TAC with TRPC staff at TPB and TRPC meetings, as necessary.
- Preside over a call to vote at TAC meetings.
- Advise TRPC staff on agenda settings, if needed.
- Request nominations for an alternate member representative to present TAC positions or issues to the TPB and TRPC in lieu of the Chair when specific subject matter expertise is necessary.

The Vice Chair is responsible for the duties of the Chair in the absence of the Chair.

Alternate officer selection: The duties and responsibilities of the Chair and Vice Chair will be appointed annually on a rotating basis. The term of the Chair expires in December and the Vice Chair will become the Chair during the first TAC meeting of the new year. A new Vice Chair will be appointed based by alphabetical order of the member agencies name. For example, if Intercity Transit was the prior Vice Chair, Lacey's primary member becomes the new Vice Chair. The Vice Chair from Intercity Transit would become the Chair. If a TAC member, who is next in line to become an officer and is unable to serve, that member agency will be skipped and the primary member from the next agency in line would be appointed.

Voting

Voting shall be used to elect a chair and vice chair, and in amending the bylaws. Voting may be used when consensus on an issue or recommendation cannot be reached. The vote is decided by a simple majority. Each member jurisdiction present at the time a vote is called shall have one vote. A call to vote may be requested by any member jurisdiction present and conducted at the direction of the TAC Chair, or if absent, the Vice Chair. If the TAC Chair and Vice Chair are absent, TRPC staff will conduct the vote.

Voting may be used when consensus cannot be reached. If such a vote is called, all minority views shall be recorded and presented when a majority recommendation is forwarded to the TPB or TRPC.

Meetings

The TAC shall meet as often as required to accomplish tasks. TAC meetings will generally be held on the first and third Thursdays each month from 2:00 p.m. to 4:00 p.m. Any change in meeting time or day will be discussed with the TAC prior to scheduling.

TRPC staff will facilitate the TAC meetings. TRPC will distribute an agenda and staff reports/attachments one week in advance of a meeting. TAC members will contact TRPC staff if they have items for the agenda.

Amendments

Amendments to these bylaws shall be approved by a vote, in accordance with the voting procedure above.

Amended: December 3, 2020



MEMBERS:

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- City of Olympia
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- Timberland Regional Library

MEMORANDUM

TO: Technical Advisory Committee

FROM: Aidan Dixon, Associate Planner
Katrina Van Every, Transportation Manager

DATE: February 9, 2024

SUBJECT: Congestion Management Process – Multimodal Performance Measures

PURPOSE

Technical Advisory Committee (TAC) members will discuss the performance measures to be used for the CMP.

Summary:

- A congestion management process (CMP) is a systematic and regionally accepted approach for managing congestion. It provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management that meet State and local needs.
- Step 3 in the CMP process is to develop multimodal performance measures that are linked to the CMP objectives established in Step 1.
- These performance measures will identify, assess, and communicate to others about congestion in our region. Thurston Regional Planning Council (TRPC) staff will lead a discussion of the potential performance measures for consideration by the TAC.
- The full list of performance measures for consideration can be found at the end of this staff report. TRPC staff have identified a subset of performance measures that could potentially be more useful for our CMP, and have highlighted them in **yellow**.

REQUESTED ACTION

Review, discuss, and provide feedback on proposed CMP performance measures.



Marc Daily
Executive Director

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BACKGROUND

In 2023, TRPC was designated a transportation management area (TMA) due to its growing population. As a TMA, TRPC is now required to develop a congestion management process (CMP).

The CMP is intended to serve as a systematic process that provides for safe and effective integrated management and operation of the multimodal transportation system. The process includes the following elements:

- Developing regional objectives.
- Defining the CMP Network.
- Developing multimodal performance measures.
- Collecting data and monitoring system performance.
- Analyzing congestion problems and needs.
- Identifying and assessing possible strategies.
- Programming and Implementing strategies.
- Evaluating strategy effectiveness.

DRAFT MULTIMODAL PERFORMANCE MEASURES

Step 3 in the development of our region's CMP is the development of a set of multimodal performance measures. The overarching purpose of using performance measures in the CMP is to characterize current and future conditions on the multimodal transportation system in the region.

The action of developing performance measures is a highly iterative component of the CMP, and typically consists of three major activities:

1. Selecting performance measures,
2. Developing a data collection plan, and
3. Refining objectives and performance measures.

Through the selection of the performance measures and identification of data needs, we can come to a greater understanding of the feasibility of objectives that have been developed. If the effort required to obtain the data to track specific objectives is deemed too great, we can revise the objectives so that they can be better tracked or we can identify surrogate performance measures that are thought to be strong indicators of the performance measures directly linked to the objectives.

There are a wide range of measures that can be considered for use in the CMP. We can generally categorize measures into seven categories:

1. Volume-to-capacity based measures,
2. Travel time measures,
3. Variability of congestion/reliability,
4. Measures addressing transit system congestion/reliability,
5. Measures addressing multimodal (transit, bicycle, pedestrian infrastructure) availability,
6. Freight performance measures,
7. Accessibility measures.

Below is a preliminary list of potential performance measures compiled by TRPC staff that we can use for the CMP. The measures are categorized according to the objectives identified in Step 1. Measures that have been identified as potentially more useful and/or achievable for our region have been highlighted in yellow. Our goal is to screen down the list of potential performance measures down to a range ideally between 9 and 18, based on data availability and feasibility.

- 1) Increase the share of trips taken using transit, bicycling and walking, and other alternatives to driving alone.
 - o Local/Corridor-Level
 - Existence of sidewalks and presence of gaps
 - Existence of bicycle lanes or paths
 - Existence of pedestrian features (countdown pedestrian signals, painted crosswalks, etc.)
 - Existence of higher-frequency bus services
 - o Regional/System-Level
 - Non-SOV mode share: average daily shared ride, walking, bicycling, transit, and carpool commute trips
 - Miles of sidewalks or share of roads with sidewalks regionally
 - Miles of bicycle lanes or paths or share of roads designated as bicycle routes regionally
 - Number of intersections with pedestrian features
 - Transit ridership
 - Transit revenue hours and boarding rides per revenue hour

- 2) Reduce congestion and improve travel time reliability for vehicles, transit, and freight.
 - o Congestion intensity: volume/capacity measures
 - Local/Corridor-Level
 - Volume to capacity ration (V/C), for segment
 - Level of service (LOS), for segment or intersection
 - Regional/System-Level
 - Number or share of roadway miles operating at V/C ratio over 1.0
 - Number/share of roadway miles at LOS E or worse
 - Number of intersections at LOS E or worse
 - o Congestion intensity: travel time measures
 - Local/Corridor-Level
 - Travel speed (miles per hour)
 - Average delay time (difference between travel time & free-flow time)
 - Travel time index (ratio of peak-period to non-peak-period travel time)
 - Regional/System-Level
 - Average regional commute time, by mode
 - Total excess delay time (wasted travel time)
 - Share of roads experiencing travel time index over 2.0
 - o Congestion duration
 - Local/Corridor-Level
 - Hours of travel per day at V/C ratio over 1.0
 - Hours of travel per day at LOS E or worse
 - Regional/System-Level
 - Number or share of roadway miles experiencing more than x hours of congestion per day on average
 - o Congestion extent: vehicle measures
 - Local/Corridor-Level
 - Number of vehicles experiencing LOS E or worse, for a segment
 - Regional/System-Level
 - Number or share of vehicle miles traveled at LOS E or worse, regionally
 - o Congestion extent: delay measures
 - Local/Corridor-Level
 - Total delay on roadway (average delay time per vehicle x number of vehicles)
 - Regional/System-Level

- Total excess delay time (wasted travel time)
 - Reliability
 - Local/Corridor-Level
 - Planning time index – ratio of 95th percentile travel time to free flow travel time
 - Buffer index – ratio of difference between 95th percentile travel time and average travel time, divided by average travel time
 - Regional/System-level
 - Share of freeway segments with planning time index over a threshold
 - Person-miles traveled that are reliable
 - Freight tonnage
 - Freight truck travel time reliability index
 - Transit travel conditions
 - Local/Corridor-Level
 - Transit crowding
 - Transit on-time performance, by route
 - Regional/System-Level
 - Percentage of buses exceeding a certain crowding level
 - Percentage of buses arriving on-time regionally
- 3) Reduce fatal and severe injury crashes for all modes of travel.
- Local/Corridor-Level
 - Number of incidents by segment or intersection
 - Incident rate by segment or intersection
 - Number of KSIs by segment or intersection
 - KSI rate by segment or intersection
 - Regional/System-Level
 - Number of incidents regionally
 - Incident rate regionally
 - Number of KSIs regionally
 - KSI rate regionally
 - Mean incident clearance time on I-5
- 4) Plan, build, and maintain regional transportation assets to maximize their useful life while minimizing project construction and maintenance costs.
- Local/Corridor-Level
 - Regional/System-Level
 - Expenditures from TRPC call for projects for CMP projects vs. all expenditures from TRPC call for projects
 - Cost of Project vs. Reliability Index improvement
 - Pavement and bridge condition
- 5) Increase access to jobs and community destinations in the region.
- Local/Corridor-Level
 - Number of jobs/households within a defined distance or travel time from location
 - Household access to transit, by segment
 - Jobs-housing balance (ratio) within area/zone
 - Regional/System-Level
 - Share of regional jobs within 0.5 mile of transit
 - Share of regional households within 0.5 mile of transit
 - Jobs-housing balance (ratio) across each area
- 6) Engage more and a wider diversity of people in providing input on transportation decision-making.
- Number of public input responses by demographic vs. previous responses

- 7) Improve the resiliency and reliability of the transportation system.
 - Reliability
 - Local/Corridor-Level
 - Planning time index – ratio of 95th percentile travel time to free flow travel time
 - Buffer index – ratio of difference between 95th percentile travel time and average travel time, divided by average travel time
 - Existence of variable message signs (or other traveler information) by segment
 - Regional/System-level
 - Share of freeway segments with planning time index over a threshold
 - Person-miles traveled that are reliable
 - Share of freeways regionally with variable message signs
 - Mean incident clearance time on I-5
 - Freight truck travel time reliability index

- 8) Improve transportation connections between areas with high job concentration and areas with high concentrations of low-income households.
 - Local/Corridor-Level
 - Number of low-income households within a defined distance or travel time from location
 - Low-income household access to transit, by segment
 - Jobs-low-income household balance (ratio) within area/zone
 - Regional/System-Level
 - Share of regional jobs within 0.5 mile of transit
 - Share of low-income households within 0.5 mile of transit
 - Jobs-low-income household balance (ratio) across each area



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MEMORANDUM

TO: Technical Advisory Committee

FROM: Aidan Dixon, Associate Planner

DATE: February 9, 2024

SUBJECT: Emergency Incident Management Detour Routes Operational Analysis

PURPOSE

To familiarize members with the general scope and goals of the project and to discuss expectations, questions, concerns, and opportunities to benefit local agencies.

Summary:

- When I-5 or US-101 shuts down due to major collisions, flooding, or other blocking emergencies, traffic is detoured to local streets and rerouted to the freeway to bypass the incident. These temporary detours are disruptive to local transportation networks and result in major delays both to local traffic and people passing through. In addition, load restrictions and vertical clearance limitations pose additional constraints for movement of large trucks.
- To better manage traffic impacts from such incidents, TRPC, WSDOT, and local agency public works and law enforcement stakeholders have identified nearly 50 pre-determined emergency detour routes. An interactive map of these routes [can be found here](#).
- This project will identify opportunities to improve the operational efficiency of these detour routes and make them safer and more resilient. Modeling and operational analysis will consider the effectiveness of modifications such as roundabouts, road reconstruction, increasing vertical clearances, improving network resiliency, placement of variable message boards, and other options.
- This project is in early stages. TAC will be the primary body that will provide review and input for this project. This discussion will orient TAC members to the project's intent, ask questions to TAC members to better inform future project work, and give members an opportunity to provide input.

REQUESTED ACTION

This agenda item is for discussion only.



Marc Daily
Executive Director

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MEMORANDUM
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DISCUSSION

TRPC staff are currently assembling information and data for the project's Current Conditions report. The Current Conditions report is expected to be available for review in June 2024. Modeling work will comprise a major component of the report, specifically looking at the effects of incidents in different locations on the road network.

1. Are there any specific incident locations on the road network that you feel are more important to model and that you would like to see prioritized? E.g. I-5 at Nisqually, etc.
2. Are there any specific deliverables or outcomes that you would like to see come out of this project?

REQUESTED ACTION

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MEMORANDUM

TO: Technical Advisory Committee

FROM: Paul Brewster, Senior Planner

DATE: February 9, 2024

SUBJECT: TRPC Countywide Bicycle Connectivity Strategy – Kick off Discussion

PURPOSE

To familiarize members with the general scope of the Countywide Bicycle Connectivity Strategy and to discuss expectations, concerns, and opportunities to benefit local agencies.

Summary:

- In 2023, TRPC received \$400,000 in redistributed STBG funds from WSDOT to perform the Bicycle Connectivity Strategy.
- The planning project was identified in TRPC’s UPWP list of unfunded needs. The project was selected from TRPC’s Call for Projects Contingency List.
- The project is in early stages. The kick-off discussion will orient TAC members to the project’s intent and provide members an opportunity to exchange ideas on the scope of work, identify concerns, and discuss how the project could benefit members multimodal planning needs.

REQUESTED ACTION

This agenda item is for discussion only.



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BACKGROUND

The Thurston Regional Transportation Plan and other plans such as the Climate Mitigation Plan, the Regional Trails Plan, and local agency comprehensive and transportation plans work collectively to reduce vehicle miles traveled and transportation emissions. Investments in and the promotion of bicycle and active transportation infrastructure is seen as a key strategy in reducing greenhouse gas emissions, increasing the share of bicycle trips, promoting individuals' health, and achieving other community co-benefits.

While there has been significant progress in constructing bicycle facilities, these investments have historically lacked a countywide comprehensive network approach, resulting in gaps that create barriers for potential users who want to or need to travel by bicycle. Additionally, the rising popularity and increasing range of electric bicycles accentuates the need for safe and connected routes. The project's objective is to identify gaps in the regional network, identify facility types that support a range of varying user comfort levels, and propose policy and infrastructure enhancements to establish a cohesive and efficient network.

In Summer 2023, the Council selected the Countywide Bicycle Mobility Strategy from TRPC's Call for Projects Contingency List as a candidate for redistributed Surface Transportation Block Grant funding from WSDOT Local Programs. The project was also identified as an unfunded regional priority in TRPC's Unified Planning Work Program. The project obligated in September 2023.

TRPC staff are initiating the project in 2024, however the project won't begin in earnest until the second half of the year. TRPC expects the project will be convened over two years. Initial project tasks in the first half of 2024 will focus on data collection and researching local agencies' strategic bicycle plans and planned bicycle infrastructure projects.

DISCUSSION

Before initiating the Bicycle Mobility Strategy study, TRPC seeks early input from the TAC members to ensure that the project's scope, objectives, and deliverables align with the multimodal transportation needs of Thurston County. The valuable insights from TAC members will guide the study to address tribal, state, and local agency concerns effectively. TRPC staff invites a general discussion with TAC members to inform the study.

Discussion Points

1. Challenges and Barriers to Bicycle Use

- What specific challenges does your jurisdiction face in promoting bicycle use within your community?

2. Partnerships and Coordination

- What partnerships or coordination efforts are currently in place with neighboring jurisdictions or agencies regarding bicycle planning and project implementation?
- How can these efforts be enhanced to foster more effective regional bicycle planning and project implementation?

3. Information Collection and Availability

- What is the best approach for TRPC to collect information from your jurisdiction about planned bicycle investments and upcoming studies or planning projects?
- To what extent is project information accessible via GIS?

4. Concerns about Recommendations or Policy Outcomes

- What are your jurisdiction's apprehensions about potential recommendations or policy outcomes from the study?
- How can TRPC best address any concerns to ensure the study's outcomes are well-received and actionable?

MEMORANDUM

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5. Desired Outcomes

- What specific outcomes or goals would be most beneficial for your jurisdiction regarding bicycle mobility?
- Are there any particular objectives or solutions that your jurisdiction hopes the study will prioritize?

6. Preferred Involvement in the Project

- How would your jurisdiction prefer to actively participate and contribute to the study's development?