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- 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:** Transportation Policy Board

**FROM:** Chelsea Embree, Engagement Specialist

**DATE:** April 1, 2026

**SUBJECT:** Public Participation Plan 2026 Update

**PURPOSE**

Staff will introduce a project to update the agency’s Public Participation Plan by the end of 2026. The Plan will return to Council in November for final action.

**Summary:**

- The Public Participation Plan (PPP) details Thurston Regional Planning Council’s (TRPC) processes for conducting outreach. It has not been updated since 2019.
- The PPP is a required element of the Title VI Plan, which was updated and adopted by Council in 2025. Because there was not adequate time to update the PPP, WSDOT accepted TRPC’s Title VI Plan on the condition that we update the PPP in 2026.
- The process to update the PPP will include internal and external collaboration, with a 45-day public comment period anticipated to begin in early July.
- Council’s first review of the updated PPP is anticipated for October, with final action anticipated for November.

**REQUESTED ACTION**

No action. Information only.

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## BACKGROUND

### Title VI Plan 2025 Update

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin under any program or activity that receives federal financial assistance. Thurston Regional Planning Council (TRPC) receives financial assistance from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and is therefore required to comply with Title VI.

Maintaining and updating a Title VI Plan is one way that TRPC complies with Title VI. TRPC's Title VI Plan details the agency's policies and procedures for implementing Title VI. The Plan must be updated every three years; the Washington State Department of Transportation (WSDOT) reviews and approves all Title VI Plans. The most recent Plan update took place in 2025, with Council's adoption in December 2025.

The Public Participation Plan (PPP) is a required element of the Title VI Plan. During the Title VI Plan update, TRPC staff identified that the agency's PPP had been separated from the Title VI Plan and had, therefore, not been updated since 2019. Because the PPP plays a significant role in TRPC's work program, a more thorough update is warranted. Such an update was not possible during the 2025 update to the Title VI Plan because of time constraints. Thus, WSDOT agreed to provide concurrence on TRPC's updated Title VI Plan on the condition that staff update the PPP in 2026.

### Updating the Public Participation Plan

The PPP details TRPC's processes for conducting outreach, including: policies for providing notice of, and access to, opportunities to get involved; methods for informing and educating the public; desired outcomes; and how the agency uses public input.

In its current form, the PPP does not meet FHWA or FTA requirements. Both federal agencies require PPPs to explicitly address outreach to "minority" (defined as people who are not single-race white and not Hispanic/Latine) and Limited English Proficiency (LEP) populations. TRPC has historically faced challenges engaging these populations; updating the PPP to address the needs of these communities will therefore be a key focus of this project. Additional efforts will focus on post-pandemic engagement methods.

To update the PPP, TRPC staff will conduct a review of comparable PPPs, engage with jurisdiction staff, convene an internal work group to guide the process, and review the plan with TPB and Council.

## NEXT STEPS

The following is the anticipated schedule for adopting the updated Public Participation Plan:

<b>Date</b>	<b>Activity</b>
July 1 – August 14, 2026	Public comment period
July 8, 2026	Transportation Policy Board's (TPB) 1 <sup>st</sup> review
September 9, 2026	TPB's 2 <sup>nd</sup> review and recommendation
October 2, 2026	Council's 1 <sup>st</sup> review
November 6, 2026	Council action