

THURSTON REGIONAL PLANNING COUNCIL
UNIFIED PLANNING WORK PROGRAM

STATE FISCAL YEAR 2012
(July 1, 2011 to June 30, 2012)

Draft for TRPC Review

May 6, 2011

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June 3, 2011

THURSTON REGIONAL PLANNING COUNCIL

RESOLUTION NO. 2011-02

RELATING to the 2012 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 2012 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 funds described in the Unified Planning Work Program budget; 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 3rd day of June, 2011.

ATTEST:

Lon D. Wyrick
Executive Director

Dennis McVey, Chair
Thurston Regional Planning Council

STATE FISCAL YEAR 2012 UNIFIED PLANNING WORK PROGRAM
THURSTON REGIONAL PLANNING COUNCIL

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BACKGROUND

Regional transportation planning is a process-oriented endeavor as much as it is a product-oriented one. Good process leads to consensus products. Regional transportation planning is:

- Coordination among jurisdictions, citizens, 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 big and small.
- Collaboration and communication 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, having to reconsider 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.

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, and a more sustainable relationship with our natural and social environment.

In the Thurston region, regional transportation planning falls primarily within three self-described arenas. The short-range planning arena generally deals with emerging issues or those that are likely to reach fruition within the ensuing five or six years. As its name implies, long-range planning tends to focus on the more distant time horizon, or on conceptual strategies. Data development and forecasting provide the robust and reliable information needed to perform work in both short- and long-range planning. All three components are critical for the effective functioning of the regional transportation planning program. They are mutually supportive and can rarely happen in isolation from each other.

For this reason, the SFY 2012 Unified Planning Work Program continues the organizational structure first introduced in SFY 2003:

- **Regional Transportation Planning** includes all the functions associated with short-range planning, long-range planning, and data development and forecasting. It also includes the programmatic staff support and 'front-of-the-house' tasks necessary to execute work specific to those three components. While the three basic components of the regional transportation planning program are consolidated, users will find details of the specific tasks and deliverables associated with each component included for information and accountability purposes.
- **Program Administration** includes only program management, accounting, and non-programmatic costs associated with the regional transportation program.

PURPOSE

The annual Unified Planning Work Program (UPWP) is a required statement of how state and federal funds will be used for transportation planning purposes by the Metropolitan Planning Organization (MPO) and the Washington State Department of Transportation (WSDOT) Olympic Region. The UPWP lists all work to be addressed in a given fiscal year, and identifies committed revenue sources from WSDOT, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), and regional Surface Transportation Program (STP) funds with corresponding local match amounts as required.

TRPC's regional transportation program must fulfill federal urban transportation planning regulations in 23 USC 134 and state requirements in RCW 47.80, WAC 486, and the WSDOT Regional Planning Standards. The UPWP is an important tool for ensuring compliance with these requirements.

The UPWP is developed and submitted for state and federal review in the third quarter of each state fiscal year for implementation at the beginning of the next state fiscal year. The state fiscal year runs from July 1st to June 30th. The UPWP is based on the transportation planning priorities of the region as well as federal and state emphasis areas. The intent of the UPWP is to provide a comprehensive, continuing and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and systems development. This planning addresses all modes of transportation.

As the federally-designated MPO for Thurston County, Thurston Regional Planning Council (TRPC) is responsible for preparing the annual UPWP. This UPWP was developed through a collaborative process involving TRPC's member jurisdictions, WSDOT Olympic Region as well as the WSDOT Strategic Planning and Programming Division. A draft of the UPWP is reviewed for compliance with state and federal requirements by WSDOT, FHWA, and FTA. The final UPWP is formally adopted by TRPC prior to submittal to the WSDOT for 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.

Figure 1:

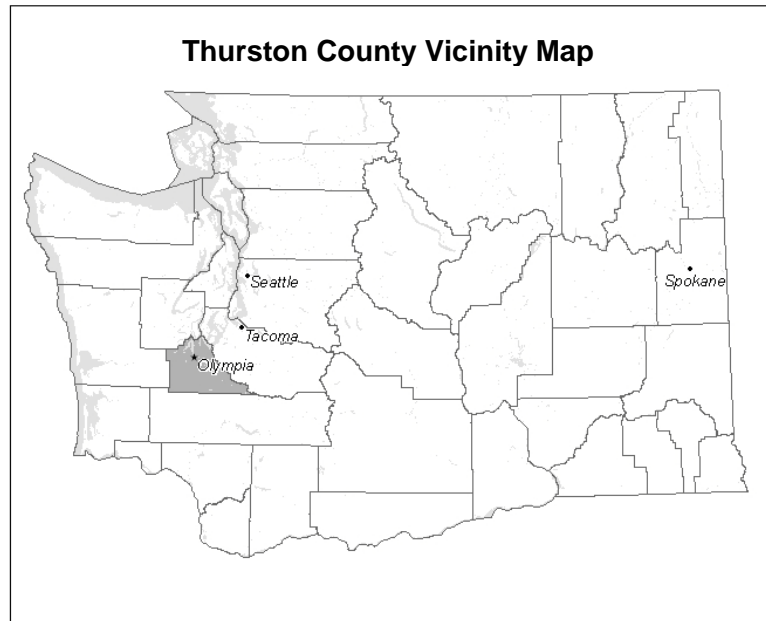
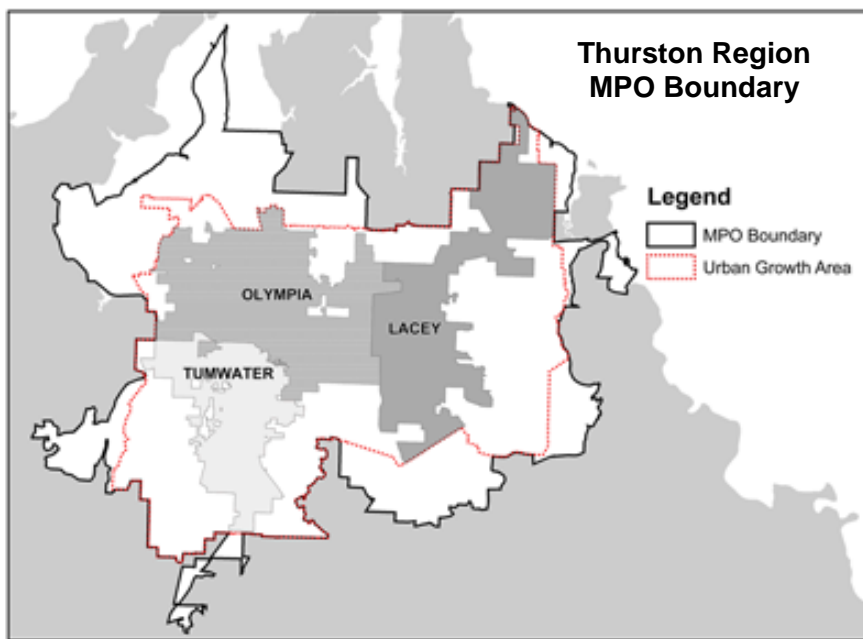


Figure 2:



The metropolitan area of this single-county region is defined primarily by the cities and urban growth areas of Lacey, Olympia and Tumwater. The estimated 2010 population of the federally-defined urban area is 174,255. The rural area is defined by the remainder of the County, including its small cities, towns, and Indian reservations. Total 2010 county population is 252,264.

MPO/RTPO STRUCTURE

Thurston Regional Planning Council is the federally-designated MPO for this 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.

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) and Thurston County Public Utility District #1; as well as Associate members The Evergreen State College, Timberland Regional Library, Lacey Fire District #3, the Economic Development Council of Thurston County, TCOMM 9-1-1, and Puget Sound Regional Council (PSRC).

As authorized by the State of Washington, TRPC has 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 member representatives, and includes two citizen advisors, three business representatives, the Port of Olympia, 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 composed of planning and engineering staff from the member jurisdictions and the WSDOT Olympic Region. In addition, a residents' task force or other stakeholder groups are appointed on an as-needed basis to provide further advisory capacity on specific issues as authorized by the Regional Council.

Member rosters for CY 2011 are included in Appendix C.

PLANNING FACTORS

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 the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (referred to hereafter as SAFETEA-LU). To fulfill its responsibility, TRPC's planning process must support projects and strategies that will:

- Support the economic vitality of the region and the state, especially by enabling global competitiveness, productivity, and efficiency;
- Increase the safety of the transportation system for motorized and non-motorized users;
- Increase the security of the transportation system for motorized and non-motorized users;
- Increase the accessibility and mobility options available to people and for freight;

- Protect and enhance the environment, promote energy conservation, and improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
- Promote efficient system management and operations; and
- Emphasize preservation of the existing transportation system.

In addition to these SAFETEA-LU planning requirements, FHWA and FTA encourage TRPC to integrate the following considerations into the regional transportation planning process:

- Greenhouse gas reduction / climate change
- Sustainable communities / Livability initiative
- Objective-driven, performance-based planning approach

Additionally, federal agencies expect TRPC to identify major transportation providers' federally-funded transportation planning activities in the UPWP.

WSDOT augments the federal requirements with planning guidance specific to the needs of Washington State. Top statewide themes for SFY 2012 include:

- Involvement in Statewide Planning activities such as: Statewide Freight and Rail plans; Highway System Plan; various other modal technical studies; and incorporation of pertinent aspects of statewide transportation plans into long-range transportation plans.
- Involvement in WSDOT Olympic Region planning activities and input into corridor study proposals to be conducted over the next six years.
- Involvement in State and National legislative activities such as: commenting on state legislative actions; commenting and reporting back on actions of national interest groups working on federal transportation, livability, climate change and performance measure actions
- Participation in the Governor's Executive Order 09-05 working group on climate change, and compliance with vehicle miles traveled reduction requirements described in RCW 47.01.440 and greenhouse gas emissions reduction requirements described in RCW 70.235.020
- Participate in the update of local Comprehensive Plans and ensure consistency with regional plans and policies;
- Support state transportation system policy goals pertaining to economic vitality, preservation, safety, mobility, environment, and stewardship as per RCW 47.04.280;

These state and federal planning factors and emphasis areas inform how TRPC implements regional planning and its own priorities. TRPC's regional priorities support implementation of the long-range Regional Transportation Plan and are used to tailor the way in which state and federal requirements are met. Regional priorities augment on-going responsibilities, and are identified annually by policy makers. Regional work program priorities for SFY 2012 include:

- Work to achieve adopted land use plans in strategic regional transportation corridors by identifying and breaking down barriers that inhibit transportation-efficient corridor

redevelopment;

- Use technology to transform strategy corridors into Smart Corridors, improving local and regional operational efficiencies and transit productivity;
- Continue to develop the background needed to support a high capacity transportation Alternatives Analysis;
- Integrate climate change into the regional planning process;
- Identify meaningful and effective system performance measures that support regional and local objectives;
- Continue to look for opportunities to promote regional partnership and coordination on freight-related issues;
- Maintain progress on “Building the Gap,” striving to complete the third and final bridge before the end of SFY 2012;
- Continue to work towards making regional transportation concepts, programs and projects accessible to citizens, stakeholders, policy makers and local staff and coordinate local and regional efforts where appropriate; and
- Implement a coordinated regional strategy to promote biking and walking to school.

These regional work program priorities describe the way TRPC will comply with its state and federal planning requirements. They also include additional efforts to build needed capacity while maintaining the on-going work and core functions of the MPO / RTPO program.

Several of these activities represent major endeavors. Developing the technical background necessary for the ‘Smart Corridors’ project is resulting in new models, analysis techniques and staff capacity at TRPC. Achieving the locally-adopted land use visions in key strategic transportation corridors is a cornerstone of Growth Management Act implementation and requires extensive coordination between regional and local agencies and between public and private sectors as well as innovation and creativity. Integration of climate change consideration into on-going regional activities is another regional priority that will shape the transportation work program for some time to come. All of this work will help to influence the metrics used by TRPC to evaluate the effectiveness of transportation policies and investments.

Developing the background necessary to conduct a high capacity transportation Alternatives Analysis supports this region’s desire to determine what role, if any, high capacity transit may play in meeting long-range transportation needs. Since 2004 TRPC policy makers have: evaluated the effects of central Puget Sound market forces on this region’s land values, commute patterns, and community development opportunities; conducted preliminary analysis of the propensity of Thurston County commuters to use a high capacity alternative based on factors used by Sound Transit for their analysis; met periodically with Sound Transit officials to maintain an open and collaborative dialogue. At the same time they have focused on achieving transit-supportive corridor redevelopment connecting city centers of Lacey, Olympia, and Tumwater. On-going data collection and model development is expanding this region’s capacity to consider transit-specific demand.

COORDINATION WITH OTHER REGIONAL PLANNING EFFORTS

In CY 2010 TRPC received three significant federal planning grants:

- An EPA grant to look at the hydrologic impacts of urban development (particularly impervious surface) on several key wetland/watershed complexes.
- An Energy grant to expand telework to rural communities; develop and implement school based biking/walking programs in Tumwater and Yelm; create a Growth and Transportation Efficiency Center (GTEC) in Tumwater's Point Plaza state office complex; identify and address barriers to infill and redevelopment along Capitol Boulevard; and develop a one-stop traveler information web portal.
- A HUD Sustainability grant to develop a regional plan for sustainable development.

TRPC will coordinate the existing, on-going regional transportation work program as close as possible with these three planning initiatives. Every one of those grants addresses one or more facets of coordinated growth planning that this region's transportation program embraces, whether it is reducing the per capita share of impervious surface associated with urban transportation systems, increasing participation in the "Healthy Kids, Safe Streets" program, or integrating transportation and land use decision making to maximize community benefit and minimize community impacts associated with growth. These three grants provide a unique opportunity to leverage on-going regional transportation work to accomplish much more than any one of these grants – or the work program – can accomplish alone.

UPWP ELEMENTS

This SFY 2012 UPWP is divided into two regular work elements: Regional Transportation Planning, and Program Administration. Both elements include information on the purpose, work tasks involved and work products anticipated. Work functions associated with the Regional Transportation Planning element are further disaggregated to provide specific information for the three sub-elements – short-range planning, long-range planning, and data development and forecasting.

In terms of staffing and level of effort, regional planning represents approximately 6.6 FTE (Full Time Equivalents) while Program Administration represents about .73 FTE.

REGIONAL TRANSPORTATION PLANNING

Purpose

Ensure a comprehensive, continuing, and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and systems development, and which supports effective, cooperative transportation decision-making.

The Regional Transportation Planning work element comprises work in the areas of short-range planning, long-range planning, and data development and forecasting. The UPWP recognizes that these three areas are closely related, and that the work of one area often assumes the characteristics of another area. In fact, it is often difficult to distinguish these areas. However, to facilitate program overview tasks are described for each of the three areas as sub-elements of the Regional Transportation Planning work program. Work Products, Functional Responsibility and Estimated Costs/Funding Sources are identified for the Regional Transportation Planning work element as a whole.

Short-Range Planning Sub-element *(0-6 Year Planning Horizon, Approximately)*

Tasks and deliverables that may be performed in SFY 2012 under the definition of short-range planning may include, but are not limited to:

Program Federal Funds

- Develop and conduct required amendments to the Regional Transportation Improvement Program (RTIP).
- Develop an annual listing of completed projects in cooperation with the WSDOT, Intercity Transit, and local agencies, and including pedestrian walkways and bicycle facilities.
- Conduct regional prioritization of projects to receive federal funds as available.

Deliverables:

- a. 2012-2015 Regional Transportation Improvement Program [October 2011]
- b. 2012-2017 Transportation Improvement Program [October 2011]
- c. Amendments as necessary to the 2011-2014 and 2012-2015 RTIP
- d. List of completed projects including pedestrian walkways and bike facilities (part of RTIP). [October 2011]
- e. Programmed projects for federal funds (dependent upon funding authorization).
- f. Data products, white papers and briefing materials as appropriate.

Facilitate Integrated Transportation / Land Use Decision-Making

- Promote consistency between transportation investments and State and local planned growth and economic development.
- Facilitate the Urban Corridors Task Force process to identify and address barriers that preclude local agencies from achieving adopted land use in strategic urban transportation corridors.
- Participate on the South Sound Military and Communities Partnership to promote better

coordination between military and non-military growth planning efforts.

- Continue to look for opportunities to better understand and harness market force mechanisms to achieve regional transportation and land use objectives.
- Augment existing performance measures as appropriate to support regional transportation and land use vision.
- Continue to work with the Thurston County Economic Development Council in looking for regional opportunities to promote economic vitality.
- Participate as appropriate in the update of local Comprehensive Plans.
- Continue to coordinate and communicate with adjacent regions on transportation and land use issues of mutual interest.

Deliverables:

- a. Reports, meetings, and products of the Urban Corridors Task Force or its follow-up entity specific to transportation and land use.
- b. Reports, meetings and products of the South Sound Military and Communities Partnership, and its Transportation Panel.
- c. Data products, white papers and briefing materials as appropriate.

Support Public Transportation

- Continue developing the technical background needed to conduct a high capacity transportation Alternatives Analysis.
- Facilitate the Urban Corridors Task Force process to enable policy maker consideration of current and future transportation corridors and the land uses necessary to support various types of transit service.
- Participate with Intercity Transit on special studies, planning efforts, and other projects as requested, including planning and technical support for park-and-ride facilities.
- Support Intercity Transit data and analysis requests for use in local and regional studies.
- Ensure communication and collaboration with transit planners, safety professionals, emergency service providers, and the enforcement community as appropriate on regional project development.
- Participate in the coordination of emergency preparedness procedures as requested.

Deliverables:

- a. Work products arising from background work for an Alternatives Analysis.
- b. Reports, meetings and products of the Urban Corridors Task Force specific to high capacity transportation.
- c. Data products, white papers and briefing materials as appropriate.

Coordinate Non-Emergency Human Services Transportation

- Provide convener and implementation support for the Thurston County Human Services Transportation Forum.
- Support Rural Tribal (R/T) transportation program activities.
- Update as necessary, and provide on-going implementation of a Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston Region.
- Provide support to service providers to ensure full coordination with applicable metropolitan

and statewide planning processes.

- Provide grant writing and administrative support for innovative partnerships working to address the basic mobility deficiencies experienced by people with special needs such as people with disabilities, low-income people joining the work force, and older residents accessing health care.
- Participate in the activities of the Area Council on Coordinated Transportation.

Deliverables:

- a. Meetings of the Thurston County Human Services Transportation Forum as scheduled.
- b. Rural Tribal transportation program. [On-going]
- c. Amendments to the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston Region, as needed.
- d. Data products, white papers and briefing materials as appropriate.

Support Travel Demand Management

- Support implementation of regional and local CTR plans and TDM strategies.
- Support implementation of Growth and Transportation Efficiency Centers (GTEC) strategies in downtown Olympia.
- Participate in activities of the statewide Commute Trip Reduction (CTR) Task Force and the Washington State Rideshare Organization.

Deliverables:

- a. Data products, white papers and briefing materials as appropriate.

Support Non-Motorized Transportation

- Support the Chehalis-Western Trail “Bridging the Gap” project and implementation efforts including coordination with development of the Lacey-Olympia Woodland Trail.
- Support priority trail policy or implementation measures as identified by regional policy makers.
- Develop coordinated regional strategy to promote biking and walking to school.

Deliverables:

- a. ‘Bridging the Gap’ ground-breaking and ribbon-cutting events, public communications and publicity (print and electronic). [When appropriate]
- b. Regional Trails Planners’ Forums as scheduled.
- c. ‘Walk and Roll’ school-based outreach programs and materials. [On-going]
- d. Revisions to the “Kids *Can* Walk and Bike to School” action plan, as needed.
- e. Data products, white papers and briefing materials as appropriate.

Ensure Regional Integration of Intelligent Transportation Systems (ITS)

- Participate in the deployment of TRPC’s ‘Smart Corridors’ technology initiative.
- Convene Regional Traffic Operations Group (RTOG) to advance regional coordination in signal technology deployment.
- Provide policy and procedural guidance as needed to facilitate local compliance with federal requirements related to the regional ITS architecture.
- Participate in the activities of ITS Washington and the Washington State Intelligent

Transportation Society.

Deliverables:

- a. Meetings and materials for the RTOG as scheduled.
- b. Communication, documentation, and data associated with ‘Smart Corridors.’
- c. Data products, white papers and briefing materials as appropriate.

Support Safety in the Planning Process

- Support transportation system safety through investment priorities, safety conscious planning, and other measures.
- Provide input as appropriate to WSDOT and the legislature on local and regional safety needs for all modes of transport.

Deliverables:

- a. Data products, white papers and briefing materials as appropriate.

Support Security in the Planning Process

- Work with local agencies to maintain the Natural Hazards Mitigation Plan.
- Participate as requested in activities with the Emergency Management Council.

Deliverables:

- a. Updates to the Natural Hazards Mitigation Plan as needed.
- b. Data products, white papers and briefing materials as appropriate.

Support Climate Change Mitigation and Adaptation Activities

- Promote better integration of transportation and land use decision-making processes as a primary means of supporting sustainable travel alternatives and other measures to reduce vehicle miles traveled and greenhouse gas emissions.
- Support the regional ‘Smart Corridors’ initiative as a means of reducing greenhouse gas emissions in key urban corridors.
- Continue to support CTR and travel demand management, transit, and non-motorized transportation as a means of reducing greenhouse gas emissions.
- Continue to participate on the Governor’s Executive Order 09-05 working group, and work to complete Task 2(b) of that Executive Order.
- Support regional policy maker efforts to identify and implement mitigation or adaptation initiatives in response to climate change.
- Support local jurisdictions’ efforts to plan for and integrate charging stations and other electric vehicle infrastructure into development regulations as they are required to do under RCW 36.70A.695.
- Work with local jurisdictions and the Thurston Climate Action Team to evaluate potential funding opportunities for electric vehicle infrastructure and if warranted, apply for funding for a demonstration project in the Thurston region.

Deliverables:

- a. Documentation of regional progress on meeting climate change objectives. [Dec 2011]
- b. Data products, white papers and briefing materials as appropriate.

Ensure Air Quality Conformity

- Review all regionally significant projects for compliance with regional air quality conformity requirements.
- Participate with the air quality consultation group.
- Participate on the statewide Air Quality Roundtable.
- Initiate the process to change conformity status from ‘maintenance’ to ‘limited maintenance.’

Deliverables:

- a. Air quality conformity certification.
- b. Data products, white papers and briefing materials as appropriate.

Support Freight and Goods Movement

- Pursue funding to conduct a regional freight audit.
- Continue to look for opportunities to promote regional partnership and coordination on freight-related issues in the Thurston region.
- Continue to monitor and participate as appropriate with the Puget Sound Regional Council’s Freight Mobility Roundtable.
- Monitor and participate as appropriate on the West Coast Corridor initiative.
- Participate as appropriate with WSDOT in all-weather roads planning.

Deliverables:

- a. Data products, white papers and briefing materials as appropriate.

Conduct Public Education and Outreach

- Develop and disseminate effective materials that make use of visualization techniques, employ plain English writing styles, and which are available in a variety of formats including electronic web-based formats.
- Incorporate innovative public involvement techniques from the very beginning stages of project scoping and development, seeking informed input and consensus on regional transportation decisions wherever possible.
- Continue to provide orientation to new TPB members and make information available to other policy makers or planning commissioners about regional transportation objectives and essential transportation / land use relationships.
- Continue to educate policy makers on relevant transportation topics so they can provide good and timely information to constituents and be able to respond effectively to questions about regional transportation planning, programs and policies.

Deliverables:

- a. *Journeys* annual transportation newsletter. [February 2012]
- b. Web site and electronic web-based materials. [On-going]
- c. Meeting and presentation materials as needed.
- d. Data products, white papers and briefing materials as appropriate.

Provide Local Agency Support

- Facilitate ad hoc working forums targeted to needs of local agency staff to promote sharing

of ideas and experiences on specific issues of common concern.

- Provide technical and policy support to local agencies in the state-mandated updates of their Comprehensive Plans to ensure consistency with the Regional Transportation Plan.
- Continue to coordinate with local agency staff to ensure consistent development, use and interpretation of regional level of service standards.
- Participate on ad hoc jurisdictional study teams as requested, providing regional perspectives and expertise on efforts of regional significance.
- Monitor, comment and coordinate as appropriate on new transportation-related ordinances considered for implementation by local agencies.
- Provide regional coordination of, and application for, amendments to the Federal Functional Classification system on behalf of local jurisdictions.
- Provide regional coordination of, and application for, amendments to the Statewide Freight and Goods Movement classification system on behalf of local jurisdictions.

Deliverables:

- a. Technical forums for local staff as requested.
- b. Regional policy maker briefings as appropriate regarding interchange studies.
- c. Amendments to the Federal Functional Classification system as requested.
- d. Amendments to the Statewide Freight and Goods Movement classification system as requested.
- e. Data products, white papers and briefing materials as appropriate.

Support Government-to-Government Coordination

- Work with the region's partners to improve understanding, communications and coordination, and to promote positive and constructive tribal/non-tribal relations.
- Participate in government-to-government training opportunities.
- Participate as appropriate in tribal planning and implementation processes.

Deliverables:

- a. Government-to-government regional memorandum of understanding.
- b. White papers and briefing materials as appropriate.

Coordinate with WSDOT

- Coordinate with WSDOT to ensure consistency between regional and state transportation plans and priorities.
- Ensure consistency with RCW 47.04.280 and support as appropriate the investment guidelines of the Washington Transportation Plan specific to economic vitality, preservation, safety, mobility, environment, and stewardship.
- Participate as appropriate in the development of corridor plans or studies on facilities of statewide significance.
- Provide on-going support for WSDOT's Active Community Environments project and support for its Active Living Task Force as funds allow.
- Continue to participate on the Governor's Executive Order 09-05 working group.
- Participate in development, implementation, and statewide activities related to the Washington Transportation Plan, Highway System Plan, 'Target Zero' Highway Safety Plan,

statewide Bicycle Plan, 'Moving Washington,' Statewide Multi-modal Transportation Plan, and other modal plans as appropriate.

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

Deliverables:

- a. Data products, white papers and briefing materials as appropriate.

Respond to Emerging Issues

- Monitor and respond to legislative activities and requests.
- Monitor and participate as appropriate in discussions regarding federal surface transportation authorization legislation.
- Respond and deploy resources as appropriate in response to newly emerging issues at the local, regional, state, or federal levels.

Deliverables:

- a. Data products, white papers and briefing materials as appropriate.

Other

- Develop, monitor, and amend as necessary the Unified Planning Work Program.
- Certify MPO compliance with all federal transportation planning requirements.
- Consult and coordinate with planning officials responsible for other types of planning activities affected by transportation, including growth management, economic development, environmental protection, airport operations, and freight movement.
- Participate in efforts to improve coordination and consultation among local, regional, tribal, state, and federal agencies.
- Participate with the Transportation Research Board on activities associated with metropolitan planning and programming.

Deliverables:

- a. SFY 2011 UPWP Annual Report. [July 2011]
- b. SFY 2012 UPWP amendments as necessary.
- c. SFY 2013 UPWP. [June 2012]
- d. Data products, white papers, certifications and briefing materials as appropriate.

Long-Range Planning Sub-element (6 – 20+ Year Planning Horizon, Approximately)

Tasks and deliverables that may be performed in SFY 2012 under the definition of long-range planning may include, but are not limited to:

Maintain 20+ Year Regional Transportation Plan

- Implement the annual long-range plan update strategy.
- Consider land use, natural resources, environmental protection, conservation, and historic preservation in the evaluation of long-range transportation strategies, including outreach to State and local agencies for data resources and input.

Deliverables:

- a. CY 2012 amendment to the Regional Transportation Plan and supporting documentation. [June 2012]
- b. Data products, white papers and briefing materials as appropriate.

Encourage Public Participation in Long-range Transportation Issues

- Encourage the participation of pedestrians, cyclists, and people with disabilities in the public involvement process.
- Encourage the participation of private sector and land use interests in the regional transportation planning process.
- Convene ad hoc public committees as appropriate to participate in long-range issues or plan development.

Deliverables:

- a. Electronic media and web content. [On-going]
- b. Data products, white papers and briefing materials as appropriate.

Comply with GMA Requirements

- Participate in the development and review of proposed changes to land use or transportation elements of local comprehensive plans to ensure proposed changes maintain consistency with the Regional Transportation Plan and long-range regional forecasting assumptions.
- Develop 2040 small area distributions of regionally-adopted population and employment forecasts.
- Submit adopted long-range plan updates to WSDOT.
- Support adopted Countywide Planning Policies through the regional transportation planning program and its associated forecasting processes.

Deliverables:

- a. WSDOT copies of CY 2012 amendments to the Regional Transportation Plan necessary to maintain its currency. [June 2012]
- b. Multi-jurisdictional work sessions and documentation regarding development and distribution of the 2040 population and employment forecast to small forecast areas based on adopted local land use plans. [As appropriate]
- c. Data products, white papers and briefing materials as appropriate.

Coordinate Regional and Federal Priorities

- Monitor and respond to specific issues of federal interest as they relate to on-going regional efforts, such as mainstreaming safety in the transportation planning and decision-making processes, integrating long-range planning and environmental review processes, and improving the way transportation systems are managed and operated through the planning process.
- Continue to monitor and incorporate as appropriate federal Livable Communities Initiative guidance.
- Participate in selected activities of the Association of Metropolitan Planning

Organizations and the Transportation Research Board.

Deliverables:

- a. Data products, white papers and briefing materials as appropriate.

Data Development and Forecasting Sub-element

Tasks and deliverables that may be performed in SFY 2012 under the definition of data development and forecasting may include, but are not limited to:

Conduct Data Collection, Analysis, and Management

- Develop and refine data architecture and data collection methodologies as appropriate that support diverse regional transportation technical needs.
- Develop tools to integrate transportation data collected at local and state levels to create reliable forecasts of current and projected usage and system performance.
- Update key data sets such as household travel and origin-destination data as funding allows.
- Enhance data necessary to support and maintain ‘Smart Corridors’ operational analyses.
- Evaluate and refine as appropriate technical information and processes to ensure highest quality information is available to support decision-making needs.
- Monitor and respond as appropriate to information requests associated with Census Transportation Planning Package (CTPP) preparations for the 2010 census.
- Integrate Buildable Lands data with transportation forecasting data, and analysis of real and projected implications.
- Manage transportation-related data, and share that data with regional partners as appropriate.

Deliverables:

- a. Transportation data and metadata structures and documentation. [On-going]
- b. Updated zonal structure inputs to the CTPP. [July 2012]
- c. 2040 regional population and employment forecasts and distributions. [June 2012]
- d. Updated traffic count database. [On-going]
- e. Updated data sets (household travel characteristics and origin-destination) as funds allow.
- f. Data products, white papers and briefing materials as appropriate.

Develop, Apply and Maintain Regional Travel Demand Model

- Coordinate with local engineering staff, Intercity Transit, and private consultants to ensure consistent interpretation and application of the transportation model.
- Provide on-going evaluation of the model’s network characteristics and zonal structure, with refinements as appropriate to ensure the model is reliable, robust, and well-suited for the kinds of analysis it is used for.
- Coordinate with Intercity Transit on appropriate transit network characteristics for use in the regional travel demand model.
- Coordinate with the Technical Advisory Committee on application of level of service methodologies used at the regional level to ensure consistent and meaningful interpretation of results.
- Update the region-wide base year population and employment databases used for annual model revisions and concurrency analyses.
- Develop new (2010) base year model.
- Roll out the Dynameq meso-scopic model developed for Smart Corridors analysis and determine near- and medium-term network additions.
- Pursue increased technical capabilities to support short- and long-range regional work

program priorities.

- Provide technical documentation of transportation model development and assumptions.

Deliverables:

- a. Updated Traffic Analysis Zones (TAZ), centroid connectors, and network characteristics. [On-going]
- b. Model runs and documentation in response to site specific development analyses.
- c. Computer generated graphics, plots and maps displaying traffic information and other regional spatial data, as needed.
- d. Updated transit boarding route information. [On-going]
- e. CY 2011 validated base year model and documentation. [April 2012]
- f. On-going Dynameq model maintenance and documentation.
- g. Data products, white papers and briefing materials as appropriate.

Provide Local Agency Technical Support

- Perform annual update of regional transportation model for use in GMA concurrency analyses by local agencies.
- Develop six-year forecast model for use in local concurrency analyses.
- Provide regional travel projections in support of local transportation planning efforts.
- Support local transportation staff and Intercity Transit in applying the regional transportation database and model to support transit and local planning efforts.
- Respond to technical, GIS, or other data-related requests from member jurisdictions.

Deliverables:

- a. CY 2011 validated base year model and documentation. [April 2012]
- b. CY 2017 forecast year model for concurrency analysis. [April 2012]
- c. Travel projections and documentation as requested.
- d. Computer generated graphics, plots and maps displaying traffic information and other regional spatial data as needed.
- e. Memoranda and correspondence supporting local use of the regional transportation model. [On-going]
- f. Data products, white papers and briefing materials as appropriate.

Ensure Technical Coordination with Partners

- Coordinate with other regions and agencies to improve intra- and inter-region travel forecasting.
- Coordinate with Pierce County, WSDOT, PSRC and others to improve integrity of external zone performance.

Deliverables:

- a. Data products, white papers and briefing materials as appropriate.

Support Technical Capabilities

- Purchase appropriate hardware and software to perform required technical work.
- Maintain hardware and software required to perform technical work.
- Provide on-going development and refinement of GIS capabilities and analysis tools.

Deliverables:

- a. Data products, white papers, documentation and briefing materials as appropriate.

Demonstrate Air Quality Conformity

- Maintain Mobile6 air quality modeling capabilities and integration as required in state and federal reporting processes.
- Monitor development of MOVES model and participate on PSRC MOVES support group.
- Perform air quality conformity analysis as needed.

Deliverables:

- a. Air quality conformity analysis and documentation of 2012-2015 RTIP and amendments. [October 2011, and as needed]
- b. Air quality conformity analysis and documentation of CY 2012 Regional Transportation Plan amendment. [March 2012]
- c. Data products, white papers, documentation and briefing materials as appropriate.

Additional Regional Transportation Planning Work Tasks

In order to perform regional transportation planning functions, TRPC must also perform the following associated tasks:

- Maintain on-going public outreach and education programs.
- Respond to public and media inquiries.
- Support inter-regional coordination with local, tribal, regional, RTPO, state, and federal agencies.
- Support intra-regional coordination and consultation with local and state agencies, tribes, organizations, and interests.
- Respond to unforeseen emerging issues.
- Solicit supplemental grant funding.
- Provide grant support to TRPC members.
- Participate in meetings, workshops, advisory groups, and policy roundtables.
- Provide program support for Technical Advisory Committee and Transportation Policy Board meetings, and the Urban Corridors Task Force including agenda development, word processing, recording and transcription functions, and mailings.
- Attend conferences and seminars.
- Participate in staff meetings.
- Provide training and other necessary staff development to perform the regional transportation planning functions.

Deliverables:

- a. Web site and materials in electronic format. [On-going]
- b. Press releases. [On-going]
- c. Grant applications, as appropriate.
- d. Letters of support, maps, and other information as requested in support of local agency grant acquisition efforts. [On-going]
- e. Meetings, minutes, staff reports, and presentation materials for Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee, and

Urban Corridors Task Force meetings. [Monthly]

- f. Data products, white papers and briefing materials as appropriate.

Relationship to Other Elements

The tasks and work products associated with this work element are mutually supportive, and must be undertaken in compliance with state and federal administrative requirements performed under the “Program Administration” work elements.

Functional Responsibilities

Work will be performed primarily by TRPC staff in cooperation with local and tribal agencies and WSDOT, FHWA, and FTA. Review and advisory roles are the responsibility of the TAC, TPB, TRPC, WSDOT, and such consultants and general public as considered appropriate. Approval authority is granted to the Thurston Regional Planning Council, FHWA, and the FTA.

Estimated Cost and Funding Sources:

FHWA / FTA Funds	260,444
TRPC Match for FHWA / FTA Funds	45,620
WSDOT RTPO Funds	70,629
Regional STP Funds Dedicated to UPWP Support	498,000
TRPC Match for STP Funds	77,723
Funding Support for Regional Transportation Planning Work Element	952,416

PROGRAM ADMINISTRATION

Purpose

Thurston Regional Planning Council 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 regional transportation planning functions and tasks identified in this UPWP, and to ensure fulfillment of federal and state reporting requirements. Program administration also includes general management and the necessary communications and coordination to ensure smooth integration of the transportation work program into the rest of the agency's functions.

Core functions and associated tasks that may be performed in SFY 2012 under the definition of Program Administration include, but are not limited to:

Manage Program

- Perform general program management and supervisory functions.
- Perform general personnel management.
- Recruit and train staff.
- Develop calendar year budget and staffing patterns for integration with the rest of the agency.
- Monitor and adjust budget as necessary.

Deliverables:

- a. Calendar year 2012 budget and staffing plan. [December 2011]
- b. Personnel evaluations. [On-going]

Comply with State and Federal Accounting Procedures

- Execute mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost plan.
- Participate in annual program audits.

Deliverables:

- a. Monthly accounting summaries. [On-going]
- b. Monthly billing / progress reports for WSDOT Planning Office. [On-going]
- c. Annual Indirect Cost plan.
- d. Annual program audit. [Spring 2012]

Additional Program Administration Work Tasks

In order to perform these functions, TRPC must also perform the following associated tasks:

- Coordinate with federal, state and local agencies.
- Maintain hardware and software necessary to ensure consistency between regional transportation planning needs and the overall agency technical strategy.

Deliverables:

- a. Correspondence as necessary.
- b. Hardware and software acquisitions as warranted.
- c. Functioning agency network. [On-going]

Relationship to Other Elements

The tasks and work products associated with this element provide the necessary managerial, accounting, and coordination support for the regional transportation planning work program element.

Functional Responsibilities

Work will be performed by TRPC staff. Review and advisory roles are the responsibility of the WSDOT. Approval authority is granted to the Thurston Regional Planning Council, FHWA, and FTA.

Estimated Cost and Funding Sources

FHWA / FTA Funds	53,344
TRPC Match for FHWA / FTA Funds	9,344
WSDOT RTPO Group 1 Funds	14,466
Regional STP Funds for UPWP Support	102,000
TRPC Match for STP Funds	15,919
Funding Support for Program Administration Element	195,073

**THURSTON REGIONAL PLANNING COUNCIL
SFY 2011 UNIFIED PLANNING WORK PROGRAM
JULY 1, 2011 – JUNE 30, 2012**

Work Element	FHWA		FTA		Regional STP		WSDOT Primary Support	Total Expenditure
	FHWA Funds	TRPC Match 13.50%	FTA Funds	TRPC Match 20.00%	STP Funds	TRPC Match 13.50%	RTPO Funds	
Regional Transportation Planning	207,500	32,384	52,944	13,236	498,000	77,723	70,629	952,416
Program Administration	42,500	6,633	10,844	2,711	102,000	15,919	14,466	195,073
Totals	250,000	39,017	63,788	15,947	600,000	93,642	85,095	1,147,489

FHWA	Federal Highway Administration	STP	Surface Transportation Program
FTA	Federal Transit Administration	TRPC	Thurston Regional Planning Council
RTPO	Regional Transportation Planning Organization	WSDOT	Washington State Department of Transportation

APPENDIX A

UNFUNDED NEEDS FOR SFY 2012

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I-5 MOBILITY STRATEGY – GRAND MOUND TO SR 512

Statement of Need

The I-5 Mobility Strategy 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 studies (Lacey, Olympia, Tumwater, and Lakewood) into a single comprehensive analysis and incorporating findings of the I-5/US 101 interchange analysis; completion of analysis for the remaining segments and interchanges; 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.

Relationship to Work Program Elements

This project directly supports the Regional Transportation Planning work element, in particular its long-range planning and data development and forecasting functions. Data and analysis will also be useful for the region's partners at WSDOT Olympic Region in implementing the Washington Transportation Plan and associated Route Development Plans, and for local agencies.

Estimated Cost for This Unfunded Need: \$2,700,000

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 complicate 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 less-than-productive 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 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.

Relationship to Work Program Elements

This project directly supports the Regional Transportation Planning work element, in particular its long-range planning and data development and forecasting functions, its public involvement tasks, and its coordination with local land use planning efforts. Data and analysis will also be useful for Intercity Transit and Sound Transit.

Estimated Cost for This Unfunded Need: \$4,750,000

HOUSEHOLD TRAVEL SURVEY

Statement of Need

In 1998, TRPC conducted a statistically valid survey of household travel characteristics across the region. This essential data was used in development of the regional travel demand model, enabling TRPC for the first time to use characteristics specific to this region and not those from communities elsewhere in the country.

Significant growth has occurred since that time. One consequence of that growth is that the region has transitioned from a predominately rural-suburban region to one that is increasingly urban-suburban. These shifts in demographics and land use likely indicate changes in the character of household travel in the region. This underscores the need to update critical data used to evaluate the regional transportation system.

Additionally, TRPC is embarking on the preparatory stages of a high capacity transportation Alternatives Analysis. A stated preference survey, conducted as part of the household travel survey, will ensure that necessary data is available to conduct the rigorous technical analysis associated with this study.

An update of the household travel survey is timely, ensuring that future analysis of local and regional needs adequately reflects the multi-modal travel characteristics and needs of the Thurston region.

Relationship to Work Program Elements:

This project is consistent with, and supports regional work program functions in the areas of data development and forecasting, long-range planning, and short-range planning. Tasks and work products for this potential project will be developed and incorporated into the Regional Transportation Planning work program as appropriate upon allocation of funds.

Estimated Cost for This Unfunded Need: \$300,000

PARK AND RIDE TRANSPORTATION EFFICIENCY INFRASTRUCTURE INVESTMENT

Statement of Need

The Thurston region has unmet and growing need for safe and convenient park and ride facilities. Funding is needed to develop a comprehensive park and ride study and implementation strategy to guide future investments. That effort will work to identify and remove barriers to public/private partnerships in the development and operation of park and ride facilities. It will also identify strategic opportunities to implement shared-use park-and-ride facilities in the rural reaches of Thurston County.

Relationship to Work Program Elements

This project is consistent with and supports regional work program functions in the areas of short- and long-range planning. Tasks and work products for this project will be developed and incorporated in the Regional Transportation Planning work program upon allocation of funds.

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

RIGHT SIZING PARKING STANDARDS: A MODEL FOR SUSTAINABLE COMMUNITIES

Statement of Need

This project will develop an approach and guidelines to assist planners in small-to-medium sized metropolitan areas to refine parking standards for commercial uses, and prioritize multimodal transportation investments. This approach will help local municipalities: 1) reduce the costly over-supply of vehicle parking that promotes automobile travel, discourages non-motorized travel, and uses land poorly; and 2) focus public and private investment in multimodal projects that leverage the accessibility afforded by mixed-use activity centers.

The project will be developed for the activity centers of Lacey, Olympia, and Tumwater, and will be used to create context-sensitive Regional Parking Standards. TRPC policy makers and local planners will take an active role in developing and implementing this approach to ensure it results in a feasible, workable strategy that can be applied to other communities.

Relationship to Work Program Elements

This project is consistent with, and supports regional work program functions in the area of short-range planning and long-range planning. Tasks and work products for this project will be developed and incorporated into the Regional Transportation Planning work program upon allocation of funds.

Estimated Cost for this Unfunded Need: \$125,000

APPENDIX B

**AN ALPHABET SOUP OF TRANSPORTATION
A Glossary of Transportation Terms and Acronyms
Found in the Unified Planning Work Program**

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An Alphabet Soup of Transportation

A Glossary of Transportation Terms and Acronyms Found in the UPWP

- ACCT** Agency Council on Coordinated Transportation. A WSDOT-sponsored council of state agencies, transportation providers, consumer advocates and legislators. ACCT promotes coordination of transportation resources for people with special transportation needs. TRPC plays an active role in coordinating these transportation resources in the Thurston region.
- ADA** Americans with Disabilities Act. This federal legislation mandated significant changes in transportation, building codes, and hiring practices to prevent discrimination against people with disabilities.
- Buildable Lands** Reference to a state-mandated work program undertaken by TRPC, which resulted in extremely detailed and accurate assessments of land use, including developed lands, developable lands, and undevelopable lands. While the work mandated by the State is complete, on-going analysis of the data generated for the work program is of significant benefit to regional transportation and land use planning.
- Class I Facility** Reference to a type of non-motorized transportation facility. Class I facilities are off-street facilities dedicated to bike, pedestrian, and other non-motorized travel. Most frequently, they utilize abandoned railroad corridors. Other designations include Class II, Class III, and Class IV facilities, all of which are on-street facilities and differ from each other in their function and design.
- 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 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 (PM₁₀).
- CTPP** Census Transportation Planning Package. Refers to data generated every ten years as a part of the census. Select household and travel characteristics are bundled together by regionally-designated analysis zones, instead of the traditional census block geographies. This data is useful in validating or

recalibrating base assumptions about household characteristics, which are an essential feature of the travel demand modeling process.

CTR Commute Trip Reduction. State legislation requiring employers in the nine largest counties to implement measures to reduce the number of single occupant vehicle trips and vehicle miles traveled by their employees during the peak travel periods. Thurston County is one of the affected counties.

EMME/2 A travel demand forecasting model that predicts future use of car, truck, bike and transit travel in the region. This is the model used in the Thurston region and to develop the 2025 Regional Transportation Plan.

FHWA Federal Highway Administration. The Thurston region is located within FHWA Region 10.

FTA Federal Transit Administration. The Thurston region is located within FTA Region 10.

GMA Growth Management Act. 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.

GTEC Growth and Transportation Efficiency Centers. A concept introduced in 2006 as part of the Commute Trip Reduction Efficiency Act to increase the efficiency of the state's transportation system in areas containing high concentrations of housing and jobs. Cities and counties may establish GTECs in their densest employment or residential areas. Strategies may include capital and program investments as well as public / private partnerships.

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.
- LOS** Level of Service. Measure describing operational traffic conditions. State law allows agencies to use any number of performance measures to evaluate operational efficiency of the transportation system, as long as it is coordinated regionally. Current application of LOS in this region is based on the traditional Volume-to-Capacity ratio, or V/C ratio, of a given roadway segment during the busiest two hours of the evening commute period. As the volume of traffic on a roadway during the peak commute time approaches the designed capacity, congestion increases.
- 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. TRPC is the designated MPO for the urbanized area of Thurston County. The function of an MPO is to provide continuing, coordinated, comprehensive transportation planning in urbanized areas. The most visible products that result from that effort are a financially constrained 20-year regional transportation plan (RTP), a three-year Regional Transportation Improvement Program (RTIP), and an annual Unified Planning Work Program (UPWP). The MPO boundary in Thurston County is approximately that of the Lacey-Olympia-Tumwater urban growth area, with the inclusion of the Cooper Point peninsula.
- 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 PM₁₀ 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. This results in the need to amend the RTIP occasionally throughout the year in order to add projects recently awarded funding.

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. The current plan, initially adopted in May 2004, extends to the 2030 planning horizon.
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 about two years late in August 2005. Also, the poster child for long names that force transportation planners to use acronyms.
SFY	State Fiscal Year. The time period from July 1 through June 30. The Unified Planning Work Program is based on this state fiscal year time period.
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. Approximately \$2.4 million per year of STP funds are awarded to projects selected by TRPC through a regional prioritization process. TRPC awards funds every 2-3 years to projects that support funding priorities established by the Council. In CY 2011, TRPC will award \$11 million to projects throughout the region.
TAC	Technical Advisory Committee. Advisory body to the TPB and TRPC on transportation issues, primarily technical in nature. All member jurisdictions are eligible to participate. Active TAC members include transportation staff from Lacey, Olympia, Tumwater, Yelm, Thurston County, Intercity Transit, and WSDOT Olympic Region.
TAZ	Traffic Analysis Zone. A geographic area established for modeling purposes that ranges in size from a few blocks to several square miles. TAZs are characterized by population, employment, and other factors, and serve as the primary unit of analysis for modeling purposes. The Thurston travel demand model has roughly 800 TAZs.

TDM	Travel Demand Management. TDM encompasses a suite of tools that modify peoples’ travel behavior to better manage capacity resources of the transportation system, and improve operating efficiency. Examples of TDM tools range from “incentive” type programs like employer-subsidized bus passes, compressed work weeks, and telework options, to “market measures” like employee-paid parking and variable-rate toll roads with rates based on time-of-day travel. The State’s Commute Trip Reduction program is a TDM element. Even measures like effective land use planning fall under the realm of TDM, since the way a community is built – and the kind of travel options it provides – will influence individual travel behavior.
TEA21	Transportation Equity Act for the 21 st 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. Active TPB members include elected representatives from Lacey, Olympia, Tenino, Tumwater, Yelm, Thurston County, Intercity Transit, as well as representatives from the WSDOT Olympic Region and the Port of Olympia. The TPB also includes two citizen representatives and three business representatives. All of the region’s legislatures 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 representing: the cities of Lacey, Olympia, Rainier, Tenino, Tumwater, and Yelm; the town of Bucoda; Thurston County; the Nisqually Indian Tribe; the Confederated Tribes of the Chehalis Reservation; Intercity Transit; Olympia School District, and North Thurston Public Schools; the Timberland Regional Library; the Economic Development Council of Thurston County; the Thurston County Public Utility District #1 and the LOTT Clean Water Alliance; TCOMM 9-1-1; Lacey Fire District #3; and the Puget Sound Regional Council. The Evergreen State College is a non-voting Charter

Member Emeritus.

UPWP	Unified Planning Work Program. A federally-required annual report describing the agency's regional transportation work program and budget, detailing the various state and federal funding sources that will be used. It reflects the state fiscal year (July 1 – June 30) and is developed in the third quarter of the fiscal year for the ensuing fiscal year.
UGA	Urban Growth Area. This refers to those unincorporated areas outside of a city or town that is intended to become part of that city or town in the future, as required under the Growth Management Act, and for which joint planning between city and county is required.
WSDOT	Washington State Department of Transportation
WSRO	Washington State Rideshare Organization.
WTP	Washington Transportation Plan. The state equivalent of the regional transportation plan that must maintain a 20 + year perspective on statewide transportation issues.

APPENDIX C

**CY 2011
MEMBER ROSTERS
and
Staff Resources**

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THURSTON REGIONAL PLANNING COUNCIL – CY 2011 MEMBERS

Bucoda	Gary Givens
Lacey	Virgil Clarkson
Olympia.....	Stephen Buxbaum
Rainier	Dennis McVey, Chair
Tenino	Ken Jones, Secretary
Tumwater	Ed Stanley
Yelm.....	Bob Isom
Thurston County.....	Cathy Wolfe
Confederated Tribes of the Chehalis Reservation	Amy Loudermilk
Nisqually Indian Tribe.....	Willie Frank, James Slape, Jr.
Intercity Transit	Sandra Romero, Vice-Chair
North Thurston Public Schools	Chuck Namit
Olympia School District	Allen Miller
LOTT Clean Water Alliance	Cynthia Pratt
TCOMM 9-1-1 (Associate).....	Karen Valenzuela
Thurston County Public Utilities District No. 1	Paul Pickett
Timberland Regional Library (Associate)	Emmett O’Connell
The Economic Development Council (Associate).....	Joseph Beaulieu
Lacey Fire District #3 (Associate).....	Gene Dobry
Puget Sound Regional Council (Associate).....	Norm Abbott
The Evergreen State College (Charter Mem Emeritus)	Paul Smith

TRANSPORTATION POLICY BOARD – CY 2011 MEMBERS

Lacey	Andy Ryder
Olympia.....	Doug Mah
Tenino	Bret Brodersen
Tumwater	Pete Kmet, Chair
Yelm.....	Tracey Wood
Thurston County.....	Sandra Romero
Confederated Tribes of the Chehalis Reservation	Amy Loudermilk
Nisqually Indian Tribe.....	Jim Longley
Intercity Transit	Ed Hildreth
Port of Olympia.....	George Barner
WSDOT, Olympic Region	Kevin Dayton
Business Representative Position #1	Jerry Farmer
Business Representative Position #2	Renée Sunde
Business Representative Position #3	Doug DeForest, Vice-Chair
Citizen Representative Position #1	Mike Beehler
Citizen Representative Position #2.....	Jackie Barrett Sharar

Ex Officio TPB Members – Washington State Legislature

2 nd Legislative District.....	Senator Randi Becker Representative Jim McCune Representative J.T. Wilcox
20 th Legislative District	Senator Dan Swecker Representative Gary Alexander Representative Richard DeBolt
22 nd Legislative District.....	Senator Karen Fraser Representative Sam Hunt Representative Chris Reykdal
35 th Legislative District	Senator Tim Sheldon Representative Fred Finn Representative Kathy Haigh

TECHNICAL ADVISORY COMMITTEE – CY 2011 MEMBERS

Lacey.....	Martin Hoppe
Olympia.....	David Riker
Tumwater	Doug Johnston
Yelm.....	Pending
Thurston County.....	Dale Rancour
Intercity Transit	Dennis Bloom
WSDOT, Olympic Region	George Kovich
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 2009 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
Lon Wyrick <i>Executive Director</i> wyrickl@trpc.org	Oversight and management of all TRPC agency work programs.
Jared Burbidge <i>Assistant Director</i> burbidj@trpc.org	Oversight and management of staffing and accounting functions and contract management.
Thera Black <i>Senior Planner</i> blackvt@trpc.org	MPO/RTPO program requirements. Transportation finance. Urban Corridors Task Force. Economic stimulus. "Bridging the Gap." Interchange studies. Joint Base Lewis McChord growth coordination committee. Air quality conformity.
Paul Brewster <i>Senior Planner</i> brewstp@trpc.org	Trails and non-motorized transport planning. Hazards mitigation planning. Federal functional classification. TAC support. Commute trip reduction. Growth and Transportation Efficiency Centers. Surveys.
Jailyn Brown <i>Senior Planner</i> brownj@trpc.org	Rail planning. Smart Corridors. High capacity transportation. Freight mobility. Regional Transportation Improvement Program. Incident management planning. <i>Journeys</i> newsletter. Regional Transportation Plan.
Fred Evander <i>Associate Planner</i> evanderf@trpc.org	Coordination of south county city transportation and land use planning. Tumwater Boulevard corridor study.
Kathy McCormick <i>Senior Planner</i> mccormk@trpc.org	Sustainability planning. "Walk and Roll" school-based bike and pedestrian programs. Local transportation plans and comprehensive plans. Transportation-related climate change issues. Smart growth. Public education and outreach.
Karen Parkhurst <i>Senior Planner</i> parkhuk@trpc.org	Rural and tribal transportation programs. Commute Trip Reduction and TDM. Legislative issues. Grant management. Active Community Environment program. Coordinated human services transportation planning. Transportation Policy Board.
Bharath Paladugu <i>Transportation Modeler</i> paladugub@trpc.org	Development and maintenance of regional travel demand model. Data development and management. Corridor analysis. Concurrency analysis. Transportation data requests. Air quality conformity modeling. Local agency modeling support. Origin & Destination analysis.

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APPENDIX D

Federally-Funded Transportation Planning Activities in the Thurston Region

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Federally-Funded Transportation Planning Activities in the Thurston Region

As per 23 CFR 450.314(a)(2), the Unified Planning Work Program shall document planning activities to be performed with funds provided under title 23, U.S.C., and the Federal Transit Act. The main body of this Unified Planning Work Program documents those activities that will be performed by TRPC. This appendix documents additional transportation planning activities throughout the Thurston region that will be funded in part or whole with federal funds.

WSDOT Olympic Region:

WSDOT has been involved in three primary areas of planning that are federally funded. These activities are Statewide Planning, Regional Planning and Coordination, and Corridor Planning.

Statewide Planning - Involvement in the system planning effort include development and evaluation of strategies and projects that meet state system plan policies and service objectives. This is done in cooperation with MPOs and RTPOs and member local jurisdictions and agencies. Efforts include in cooperation with local, regional, state agencies, and tribes as to determination of existing and long-range deficiencies in the system; development and refinement of strategies for inclusion in the WTP, Statewide Multi-modal Transportation Plan, Highway System Plan and the plans of other modes.

Regional Planning and Coordination – these efforts consists of WSDOT participation in the planning activities of the regional MPO, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts, development and review of local comprehensive plans, sub-area plans, and development regulations.

Corridor Planning – WSDOT participates in corridor analysis and planning to determine, adopt, and implement proposed highway improvements. Corridor planning within the Thurston region includes participation in two interchange studies. WSDOT is lead of the I-5/US 101 interchange study. In addition WSDOT is involved as a stakeholder on the Lacey Transportation Systems Analysis and Alternatives Evaluation study and Lakewood’s I-5 Transportation Alternatives Analysis and Traffic Operational Model study, both studies being led by local jurisdictions to evaluate the need to modify access to and from I-5. Note that all three studies will continue into SFY 2012. Finally, WSDOT is also participating with the Nisqually Indian Tribe and Thurston County in the Reservation Road / SR 510 / Yelm Highway intersection analysis.

Lacey:

Lacey received an appropriation from Senator Murray to augment funding for the Lacey Transportation Systems Analysis and Alternatives Evaluation study.

Tumwater

Through a TRPC grant from the Department of Energy, the City of Tumwater received funds that will enable to city to conduct two important planning studies. First, Tumwater is kicking off a visioning process for the old Tumwater Brewery site, a regionally-significant site. Second, the City is conducting a detailed corridor planning process for Capitol Boulevard, building off of

work conducted by TRPC's Urban Corridors Task Force and taking it to the next level.

Intercity Transit:

Note that IT does not receive federal planning funds directly. However, due to the fact that they receive federal funds for capital projects, all of Intercity Transit's planning activities must be conducted in a manner compliant with federal requirements. Some specific activities of note:

- Participation in the Coordinated Human Services Transportation Planning activities;
- Title VI Compliance procedures;
- Environmental Justice assurance; and
- Paratransit planning.

Thurston Regional Planning Council:

Separate from the scope of work described in this UPWP, TRPC secured a Department of Energy grant to reduce vehicle miles traveled in this region's smallest cities by means of specially targeted efforts at: commute trip reduction; school-based active transportation programs; Capitol Boulevard corridor study; implementation of a Growth and Transportation Efficiency Center (GTEC) in Tumwater; development of a one-stop, web-based traveler information resource tool; and education and outreach. The recipient communities include Bucoda, Rainier, Tenino, Tumwater, and Yelm.

Lakewood:

Though technically not a part of the Thurston region, TRPC is participating in major planning activities conducted by the City of Lakewood in regards to Interstate 5 and Joint Base Lewis McChord. Both of these studies received federal funding from the Department of Defense through the Office of Economic Adjustment.

I-5 Transportation Alternatives Analysis and Traffic Operational Model is Lakewood's I-5 corridor study to evaluate mobility issues and identify potential strategies for further evaluation in an IJR process. The study limits are from SR 512 to Mounts Road.

South Sound Military and Communities Partnership builds on a major effort to develop a comprehensive growth strategy for the military base that is coordinated with the plans and strategies in surrounding communities. This effort includes active participation by TRPC on various panels. The UPWP supports TRPC activities on the Transportation Expert panel and on the oversight committee.

APPENDIX E

SFY 2010 Annual Report

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THURSTON REGIONAL PLANNING COUNCIL

UNIFIED PLANNING WORK PROGRAM

Annual Report

STATE FISCAL YEAR 2010

(July 1, 2009 to June 30, 2010)

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REGIONAL TRANSPORTATION PLANNING

Purpose

Ensure a comprehensive, continuing, and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and systems development, and which supports effective, cooperative transportation decision-making.

The Regional Transportation Planning work element comprises work in the areas of short-range planning, long-range planning, and data development and forecasting. The UPWP recognizes that these three areas are closely related, and that the work of one area often assumes the characteristics of another area.

Short-Range Planning Sub-element (0-6 Year Planning Horizon, Approximately)

Short-range planning activities for SFY 2010 included:

Program Federal Funds

- Develop and conduct required amendments to the Regional Transportation Improvement Program.
 - Developed draft and final Regional Transportation Improvement Program for 2010-2013, conducted three full amendments of that RTIP and seven administrative amendments. Activities included communications with local agency staff, policy maker briefings and decision-making processes, maintenance of STIP records, submittal of paperwork and electronic files to WSDOT, and on-going communications with Highways and Local Programs staff.
 - Compiled six year compendium of transportation projects identified in local agency Transportation Improvement Programs.
 - Amended one regional STP project award in response to local conditions on the ground.
- Develop an annual listing of completed projects in cooperation with the WSDOT, Intercity Transit, and local agencies, and including pedestrian walkways and bicycle facilities.
 - Developed listing of all projects obligated, underway and completed during the previous year, including pedestrian walkways and bicycle facilities, and including relation to corresponding Regional Transportation Plan goals.
- Conduct regional prioritization of projects and program economic stimulus funds as available.
 - Conducted regional prioritization of projects and programmed Jobs for Main Street Act of 2010 economic stimulus funding as directed.

Deliverables:

- g. 2010-2013 Regional Transportation Improvement Program
- h. 2010-2015 Transportation Improvement Program
- i. Three full amendments and seven administrative amendments to the 2010-2013 RTIP
- j. List of completed projects including pedestrian walkways and bike facilities.
- k. Prioritized list of projects for federal JOBS for Main Street Act funds.
- l. Data and final products, correspondence and memoranda, and presentation materials.

Facilitate Integrated Transportation / Land Use Decision-Making

- Promote consistency between transportation investments and State and local planned growth and economic development.
 - Met regularly with the Executive Director and staff from the Thurston Economic Development Council for updates and potential coordination opportunities.
 - Worked with Department of General Administration staff in the real estate division on updates to the Preferred Leasing / Preferred Development policies that guide siting of state facilities in Thurston County. Presentations and work sessions on these policies were conducted for the Transportation Policy Board and for the Urban Corridors Task Force.
 - Convened Urban Corridors Task Force whose mission is to better align regulatory and planning policies with real estate market forces in the region's primary transit corridors and activity centers.
 - Submitted and secured a Department of Energy grant that in part supports identification and removal of barriers to infill and redevelopment on priority transit corridors and activity centers.
 - Developed "Healthy Kids – Safe Streets Action Plan" to eliminate the barriers that prevent children from biking or walking to school.
 - Convened quarterly meetings of community development and planning staff from local and regional agencies and the Department of Commerce.
- Evaluate and respond to updated Vision Reality Task Force (VRTF) indicator data.
 - Evaluated updated VRTF indicator data with regional policy makers and local planning commissions.
- Implement VRTF follow-up measures as appropriate.
 - Convened an Urban Corridors Task Force (UCTF) of regional policy makers from the Lacey-Olympia-Tumwater urbanized area to evaluate land use activity on the region's primary multi-modal transit corridors and activity centers.
 - Conducted work sessions with the UCTF to evaluate primary corridors and activity centers that correspond with local plan priorities and regional transit objectives.
 - Facilitated work sessions for the Urban Corridors Task Force with various groups to understand the policies, processes, opportunities and barriers to achieving more compact, transport-efficient land use in urban corridors and activity centers. Stakeholders included: community development staff from Lacey, Olympia, Tumwater, and Thurston County; Intercity Transit planning staff; Olympia, North Thurston, and Tumwater school district facilities managers; and Department of General Administration facilities planners.
- Continue to look for opportunities to better understand and harness market force mechanisms to achieve regional transportation and land use objectives.
 - Conducted on-going review of literature, periodicals and research to maintain awareness of best practices, common issues, and potential opportunities.
 - Remained active in professional circles that include real estate and development



- stakeholders, and met as the opportunity arose with local and regional stakeholders engaged in community development.
- Submitted and secured a Department of Energy grant that in part supports identification and removal of barriers to infill and redevelopment on priority transit corridors and activity centers, including a special focus on redevelopment barriers at the old Olympia Brewery site.
 - Augment existing performance measures as appropriate to support regional transportation and land use vision.
 - Continued to develop a multi-modal corridor model to provide refined outputs needed to evaluate effects of land use policy and implementation on transit, biking, and walking. This fundamental capacity is needed to support development of potential measures.
 - Adopted climate change performance measures into the Regional Transportation Plan that will give an indication of how well land use measures are supporting alternatives to driving and reducing per capita travel demand.
- Continue to work with the Thurston County Economic Development Council in looking for regional opportunities to promote economic vitality.
 - Met regularly with representatives of the EDC, and partnered on a grant proposal to develop a long-range regional economic development strategy integrated into a more comprehensive regional sustainability plan.
 - Participate as appropriate in the update of local Comprehensive Plans.
 - Provided input, technical support and policy assistance to City of Lacey in the update of its Transportation element.
 - Participated in the kick-off open house for the Olympia Comprehensive Plan update, providing presentation materials and handouts on regional transportation policy, processes that ensure coordination and consistency, and forecasts.
 - Facilitated two business community work sessions to develop input to Olympia on its Comprehensive Plan update and how to better coordinate that with regional transportation objectives.
 - Briefed the Olympia Planning Commission on ways to better support key regional transportation objectives related to transit and non-motorized travel via the update of their Comprehensive Plan.
 - Continue to coordinate and communicate with adjacent regions on transportation and land use issues of mutual interest.
 - Maintained on-going communications with the Puget Sound Regional Council, Joint Base Lewis McChord (JBLM) and its communities (Lakewood, Pierce County, Pierce Transit primarily), Peninsula RTPO, and SW Washington RTPO.
 - Participated on the Joint Base Lewis McChord Growth Coordinating Strategy as a representative on the Transportation Expert Panel, a member of the Growth Coordinating Committee, and as part of the overall Steering Committee.
 - Participated on the Transportation Research Board research panel, “Federal Funding of Transportation Improvements in BRAC Cases.” A key finding of this research panel is that communication between the Department of Defense and adjacent communities – such as evidenced in the recent growth at JBLM – is virtually non-existent and creates impacts on transportation systems and land use plans that could be avoided with closer coordination.

Deliverables:

- d. Updated VRTF indicator data with supporting briefing papers and presentation materials.

- e. Meeting materials including interactive mapping products and presentation materials for eight Urban Corridors Task Force meetings and work sessions.
- f. Presentation and hand out materials for Olympia Comprehensive Plan kick-off open house.
- g. Presentation and briefing materials for Olympia Planning Commission meetings.
- h. Successful Department of Energy grant application.
- i. Comments and materials for Joint Base Lewis McChord Growth Coordinating Strategy.

Support Public Transportation

- Begin developing the technical background needed to conduct a high capacity transportation Alternatives Analysis with support from the Federal Transit Administration and Cambridge Systematics.
 - Compiled technical and policy background for evaluation by Cambridge Systematics.
 - Participated in numerous conference calls with Cambridge Systematics and FTA regarding specific details of the overall forecasting process, and ways in which the regional modeling process accommodates transit and the potential for high capacity modes of travel.
 - Developed a preliminary scope of work for the technical process necessary to effectively incorporate high capacity transit into the regional modeling process based on early feedback from Cambridge Systematics and on-going research in-house.
 - Developed with input from Intercity Transit and submitted to FTA an application to conduct the first phase of a high capacity transit alternatives analysis.
- Participate with Intercity Transit on special studies, planning efforts, and other projects as requested, including planning and technical support for park-and-ride facilities.
 - Facilitated a special work session between Intercity Transit planning staff and the UCTF to explore in depth the key land use and system operations factors driving transit decisions about routes and headways.
 - Participated on an Intercity Transit study team to look at design and operational considerations for the Marvin Road park-and-ride lot.
 - Initiated an Origin and Destination study that includes a park-and-ride survey and survey questions for I-5 drivers specifically targeted to potential for transit usage.
 - Provided support to Intercity Transit in beta testing its on-line survey tools for market segmentation research.
 - Facilitated review of Intercity Transit market segmentation research results with regional policy makers.
- Support Intercity Transit data and analysis requests for use in local and regional studies.
 - Provided data and analysis as requested by IT.
- Ensure communication and collaboration with transit planners, safety professionals, emergency service providers, and the enforcement community as appropriate on regional project development.
 - Maintained on-going communications with Intercity Transit, Mason Transit, Grays Harbor Transit, paratransit service providers in rural Thurston County, Sound Transit, emergency responders in Thurston County, and state and local law enforcement agencies as appropriate in support of various planning and implementation activities. Such activities include preparation for deployment of signal technology on key urban arterials that include transit signal priority features, collection and assessment of park-and-ride data, updates to the I-5 Incident Management Implementation strategy, and final development, review and adoption of the Hazards Mitigation Plan update.
- Participate in the coordination of emergency preparedness procedures as requested as part of a

FEMA funded Puget Sound Catastrophic Preparedness Plan planning process.

- Participated at the request of Thurston Public Works to participate in an eight county planning process to evaluate transportation system vulnerabilities, develop alternate routing plans, develop mitigation strategies, review and refine communication strategies, and identify long-term community recovery measures. Facilitated the process for Thurston County agencies and stakeholders. Resulted in a coordinated Draft Transportation Recovery Plan.

Deliverables:

- d. Correspondence, contracts and scope of work and compendium of materials for the FTA Targeted Technical Assistance support.
- e. Preliminary scope of work for model updates needed to accommodate analysis of high capacity transit options.
- f. Grant proposal to FTA for first phase of a high capacity transit alternatives analysis.
- g. Draft Puget Sound Transportation Recovery Plan.
- h. Data, correspondence, presentation and briefing materials.

Coordinate Non-Emergency Human Services Transportation

- Provide convener and implementation support for the Thurston County Human Services Transportation Forum.
 - Facilitated meetings as needed of the Human Services Transportation Forum to provide input and guidance in the update of the Coordinated Human Services Transportation Plan.
- Support Rural Tribal (R/T) transportation program activities.
 - Provided additional program administration and coordination support, including meetings and communications between the various partners, community groups, service providers and funding agencies.
 - Provided grant writing support for both the R/T Program and the Youth After School programs.
- Update as necessary, and provide on-going implementation of a Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston Region.
 - Convened the Human Services Transportation Forum to evaluate existing plan priorities, pending needs and funding opportunities, and to develop new priority strategies.
 - Convened meetings and discussions with the Thurston County Veterans Advisory Board, the Washington State Department of Veterans Affairs, U.S. Veterans Affairs, and Disabled American Veterans to discuss veteran service programs and travel needs within Thurston County and the Puget Sound Region.
 - Convened meetings and discussions with Intercity Transit, Pierce Transit, Providence Saint Peter Hospital, American Lake Veterans Hospital, Madigan Army Medical Center, and Joint Base Lewis McChord Army Community Services to discuss opportunities for improving veterans travel data collection efforts.
 - Added two new elements to the draft *Regional Coordinated Public Transit and Human*



- Services Transportation Plan for the Thurston Region:* one to address Emergency Transportation for people with special needs, and the other to address veterans transportation needs.
- Presented a draft plan to TRPC and the TPB for review and comment before finalizing the plan.
 - Provide support to service providers to ensure full coordination with applicable metropolitan and statewide planning processes.
 - Met with NW Connections on a regular basis to review R/T program and ensure coordination with on-going regional and metropolitan planning requirements.
 - Provide grant writing and administrative support for innovative partnerships working to address the basic mobility deficiencies experienced by people with special needs such as people with disabilities, low-income people joining the work force, and older residents accessing health care.
 - Developed a successful grant application to the Department of Energy that will in part result in innovative ride share and trip reduction strategies tailored to the needs of this region's rural communities.
 - Provided program administration support for the R/T program, and continued to develop funding strategies to ensure on-going support for the program.
 - Participate in the activities of the Area Council on Coordinated Transportation (ACCT) and Community Transportation Association of the Northwest (CTA-NW).
 - Participated on the CTA-NW Legislative Committee: evaluating the impacts of proposed legislative budget cuts on the ability to provide transportation to people with special needs; articulating the impact on rural residents' transportation costs of locating public buildings and services in rural areas; providing input to the JTC on the state's role in public transportation.
 - Worked on the Program for Agency Coordinated Transportation Forum (PACT Forum) regarding legislative policy supporting ACCT in an effort to improve special needs transportation through coordination and creating more ride opportunities within existing funds.

Deliverables:

- e. Thurston County Human Services Transportation Forum meetings.
- f. Rural Tribal transportation program.
- g. Draft Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston Region.
- h. Presentation and briefing materials on the transportation needs of veterans residing in the Thurston region.
- i. Data products, memoranda and correspondence.

Support Travel Demand Management

- Support implementation of regional and local CTR plans and TDM strategies.
 - Provided information and support to regional legislators concerning potential legislation that would extend CTR requirements to all state offices located in Thurston County regardless of size.
 - Worked with the WSDOT to develop operating contracts for implementation of SSB 6088, and developed background and preliminary staffing plan and implementation strategy pending completion of contract.
 - Mapped newly affected CTR worksites (as legislated by SSB 6088) in the urbanized area and coordinated with WSDOT to develop an initial survey methodology to capture data from new worksites.
 - Expanded the baseline CTR survey to gather additional commute trip behavior data from employees of newly affected worksites.
 - Provided on-going support as necessary to regional Commute Trip Reduction program, including data support in analyzing survey results and developing comparables between current survey results and previous survey instruments.
 - Convened two forums for local policy makers, school districts, and community stakeholders to evaluate barriers and opportunities facing safe biking and walking to schools for children. Provided ongoing support to three elementary schools in developing safe routes to schools plans and increasing physical activity. Resulted in a “Healthy Kids – Safe Streets Action Plan”, a standing policy maker subcommittee, and incorporation of this action plan and previous “Walk and Roll” pilot programs into the on-going regional transportation work program.
 - Developed a successful grant application to the Department of Energy that will in part enable TRPC to extend its successful “Walk and Roll” school-based TDM pilot programs from the Olympia school district to Tumwater and Yelm school districts.
 - Participated in the Governor’s Commute Smart Awards and recognized recipients with regional presentations.
 - Partnered with the City of Olympia and Intercity Transit to develop a walking map for the City of Olympia.
- Support implementation of Growth and Transportation Efficiency Centers (GTEC) strategies in downtown Olympia.
 - Provided data and planning support to Olympia staff in executing its downtown GTEC.
 - Supported Olympia in its successful grant application process for a Downtown Commuter Program.
- Participate in activities of the statewide Commute Trip Reduction (CTR) Task Force and the Washington State Rideshare Organization.
 - Participated in the activities of the CTR Task Force and WSRO.



Deliverables:

- a. Two regional policy maker forums on needs and strategies that will enable more children to bike or walk to school, including correspondence, meeting and presentation materials, and follow up briefing papers.
- b. Successful grant proposal to Department of Energy that will extend the “Walk and Roll” program to additional school districts.
- c. Walk and Roll Program Guide
- d. Contracts and work plan for implementing SSB 6088.
- e. Data, correspondence and briefing papers.

Support Non-Motorized Transportation

- Support the Chehalis-Western Trail “Bridging the Gap” project and implementation efforts including coordination with development of the Lacey-Olympia Woodland Trail.
 - Provided policy maker, media and community logistics support for the ground-breaking and subsequent dedication of the Chehalis-Western Trail Martin Way Crossing of the “Bridging the Gap” project.
 - Facilitated local agency staff meetings regarding design, right-of-way, funding, and other needs associated with the Pacific Avenue crossing.
 - Facilitated meetings between private sector partners and Thurston County regarding potential land donation for the Pacific Avenue crossing.
 - Provided support to City of Lacey staff seeking funding for the Woodland Trail.
- Support priority trail policy or implementation measures as identified by regional policy makers.
 - Provided on-going communication and coordination support to local agency, WSDOT, and community stakeholder organizations regarding regional trail activities and planning efforts.
 - Convened meeting of the Regional Trails Planners forum to consider alternative way-finding signage.
 - Coordinated traffic counts for cyclists and pedestrians on major non-motorized corridors within the cities of Olympia and Lacey and Thurston County shared-use trails.
 - Convened discussions with local agency staff to plan long-term non-motorized traffic counts throughout the Thurston region to improve understanding of volumes, directionality, and trip purpose.
 - Convened two forums for local policy makers, school districts, and community stakeholders to evaluate barriers and opportunities facing safe biking and walking to schools for children. Resulted in a “Healthy Kids – Safe Streets Action Plan”, a standing policy maker subcommittee, and incorporation of this action plan and previous “Walk and Roll” pilot programs into the on-going regional transportation work program.



- Through a pilot program as part of the “Walk and Roll” program, TRPC expanded the outreach of the Thurston County Bicycle Commuter Contest into an elementary school resulting in a 76 percent student participation rate.
- Updated facility data for the Thurston County Bicycle Map and updated online interactive mapping resources and information.
- Participated in the ForEvergreen Council Trail Conference.



Deliverables:

- f. ‘Bridging the Gap’ Martin Way Bridge and Lacey Woodland Trail ground-breaking and ribbon-cutting events, public communications and publicity.
- g. Regional Trails Planners’ Forum.
- h. “Healthy Kids – Safe Streets Action Plan”
- i. Briefing papers and meeting materials.
- j. Reviewed and commented on the City of Lacey’s Comprehensive Plan for Outdoor Recreation.

Ensure Regional Integration of Intelligent Transportation Systems (ITS)

- Participate in the deployment of TRPC’s ‘Smart Corridors’ technology initiative.
 - Administered ‘Smart Corridors’ contract and provided data and policy support to consultant team.
 - Researched case studies of deployment initiatives at various stages of implementation.
 - Engaged emergency response providers and other stakeholders as appropriate in the preliminary background analysis.
 - Collected street geometry and signal timing data for the study corridors and parallel arterials for use by the consultants in developing the *Dynameq* DTA model.
 - Maintained the Regional Smart Corridors on-line clearinghouse of resources for use by the study team and RTOG members.
 - Briefed policy makers on project development.
 - Began developing a regional ITS Deployment Analysis System (IDAS) model to evaluate the cost-effectiveness of various ITS applications.
- Convene Regional Traffic Operations Group (RTOG) to advance regional coordination in signal technology deployment.
 - Convened regular meetings of the RTOG in conjunction with the Smart Corridors project, including a field trip to the WSDOT Traffic Management Center and special technology training opportunities. RTOG members are exploring policies and agreements to improve interagency coordination of signal timing and other operational activities.
 - Hosted RTOG participation in the webinar, “Advancing Traffic Signal Management Programs through Regional Collaboration.”

- Provide policy and procedural guidance as needed to facilitate local compliance with federal requirements related to the regional ITS architecture.
 - Monitored activities of the Smart Corridors project and RTOG and maintained communications with FHWA staff to ensure consistency between on-going planning efforts and established ITS architecture.
- Participate in the activities of ITS Washington and the Washington State Intelligent Transportation Society.
 - Maintained active participation on the Board of Directors of WA State Intelligent Transportation Society, and in the activities of ITS Washington.



Deliverables:

- d. RTOG meeting materials and correspondence.
- e. Web site specific to signal technology and deployment resources.
- f. IDAS model.
- g. Meeting materials, briefing papers, documentation, street geometrics and signal data for 'Smart Corridors.'

Support Safety in the Planning Process

- Support transportation system safety through investment priorities, safety conscious planning, and other measures.
 - Continued to coordinate with local agency staff on street standards, design considerations, and programs that improve safety for all travelers regardless of mode of travel, and for the people who work on the transportation system.
 - Developed "Safe Routes to School" needs assessment for school-based TDM program and developed a safe routes map template to be used with other schools as part of the Department of Energy grant.
- Provide input as appropriate to WSDOT and the legislature on local and regional safety needs for all modes of transport.
 - Monitored progress of the WSDOT 'Target Zero' plan implementation and reviewed materials as requested.

Deliverables:

- b. Safe Routes to School needs assessment for Walk and Roll program.
- c. Correspondence.

Support Security in the Planning Process

- Work with local agencies to update and maintain the Natural Hazards Mitigation Plan.
 - Hosted 15 Natural Hazards Mitigation Plan open houses to get input on the draft plan.
 - Completed final plan development and facilitated adoption as appropriate by 17 member

- agencies.
- Provided personnel support to Washington State Department of Emergency Management workshop that provide technical assistance to local governments throughout the state to develop hazard mitigation plans
- Explore opportunities for greater partnership with the Emergency Management Council.
 - Facilitated the participation by jurisdictions in Thurston County in development of an eight-county Puget Sound Transportation Recovery Plan funded in part by the Puget Sound Regional Catastrophic Preparedness Grant Program.
 - Added new element to the draft *Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston Region* to address Emergency Transportation.
 - Facilitated local agency coordination and public input into development by the EMC and Thurston County Development Services of a Flood Hazard Mitigation plan for flood-prone areas of the region.

Deliverables:

- c. FEMA approved Natural Hazards Mitigation Plan, correspondence, meeting materials, and documentation.
- d. Meeting materials and correspondence for the Flood Hazard Mitigation planning process.
- e. Policy maker briefing materials.

Support Climate Change Mitigation and Adaptation Activities

- Promote better integration of transportation and land use decision-making processes as a primary means of supporting sustainable travel alternatives and other measures to reduce vehicle miles traveled.
 - Convened Urban Corridors Task Force, a multi-jurisdictional policy maker group working to understand and eliminate barriers to achieving the compact, walkable mixed-use redevelopment and infill called for in adopted land use plans.
- Participate with WSDOT, CTED, and Sonoma Technologies to develop a policy maker decision-support model for estimating the transportation-related greenhouse gas emissions associated with alternative land use patterns.
 - Provided technology support to Sonoma Technologies in development of *TESTER: The Emissions Sensitivity Tool to Evaluate CO₂ Reductions*, including: input and output factors from the regional travel demand model; review and refinement of proposed methodologies for synthesizing VMT calculations; guidance on aggregating and visually communicating density ranges; beta testing the model at various stages of development; providing comparison outputs of the study area from the regional demand model; reviewing and editing the instructional guidance and supporting documentation.
 - Presented an overview of the model development process and outcomes at the Puget Sound Regional Council's Technical Forum.
- Support the regional 'Smart Corridors' initiative as a means of addressing greenhouse gas emissions in key urban corridors.
 - Supported Smart Corridor activities, including technical and policy support, to apply technology to improve operational efficiency of corridors and reduce the associated GHG emissions.

- Support regional policy maker efforts to address mitigation or adaptation initiatives associated with climate change.
 - Amended Regional Transportation Plan policies to better address climate change.
 - Participated in the PSRC task force process to develop model ordinances, development regulations and guidance for deployment of electric vehicle infrastructure. Disseminated that information through a coordinated regional process to local agencies in the Thurston region affected by Second Substitute House Bill 1481 to enable their compliance with the July 1, 2010 implementation deadline.
 - Worked with New Energy Cities, TCAT, Puget Sound Energy, local agencies, and other stakeholders to identify and support the critical path for siting electric vehicle infrastructure in Thurston County, and to gain better clarity on the potential business models that will govern how these sites operate.
 - Participated in the activities of the Thurston Climate Action Team, including meetings, two forums, and various subcommittee activities. Established on-going working relationship with TCAT and participated in defining appropriate governance and committee structures.
 - Participated in a webinar, “Driving and the Built Environment: The Effects of Compact Development on Motorized Travel, Energy Use, and CO₂ Emissions.”
 - Contributed original content to Thurston County Public Health and Social Services gap analysis of the effects of climate change on Thurston County public health as part of a National Association of County and City Health Officials grant project “Planning for the Health Consequences of Climate Change”
 - Updated the “Natural Hazards Mitigation Plan” to include a new section that describes climate change projections for the Pacific Northwest. This section includes a literature summary and a listing of possible effects of climate change to public and private infrastructure, natural resources, agriculture, and public health.
- Continue to monitor and participate as appropriate in the implementation of the Governor’s Executive Order 07-02 and RCW 80.80.
 - Participated on both the Executive Order Working Group and the VMT Reduction Work Group. Activities included meetings, review and comment on documents and processes, evaluation of measure effectiveness, and meetings.
 - Initiated analysis of regional activities and their effects over time on regional trends in per capita VMT.
 - Adopted the Governor’s GHG emissions goals for transportation into the long-range regional transportation plan as performance targets.

Deliverables:

- c. Beta GHG model and model documentation.
- d. Meeting materials, correspondence, and draft ordinance language regarding Electric Vehicle Infrastructure.
- e. Correspondence and meeting materials for Thurston Climate Action Team activities.
- f. Amended Regional Transportation Plan.
- g. Correspondence, data, briefing materials and memoranda.

Ensure Air Quality Conformity

- Review all regionally significant projects for compliance with regional air quality conformity requirements.
 - Modeled the draft 2010-2013 Regional Transportation Improvement Program to ensure compliance with conformity requirements.
 - Modeled the 2031 horizon year for the Regional Transportation Plan annual amendment process to ensure compliance with conformity requirements.
- Participate with the air quality consultation group.
 - Communicated with members of the air quality consultation group as needed.
- Participate on the statewide Air Quality Roundtable.
 - Monitored activities of the Air Quality Roundtable and its assessment of new ozone and PM2.5 requirements.

Deliverables:

- c. Air quality conformity certification.
- d. Data and briefing materials.

Support Freight and Goods Movement

- Initiate a regional freight audit.
 - Scoped a work plan for conducting an audit to determine what aspects can be integrated into on-going work program functions.
- Continue to look for opportunities to promote regional partnership and coordination on freight-related issues in the Thurston region.
 - Continued to work with Port of Olympia, short line operators, and other stakeholders as appropriate to understand issues and opportunities and to build and maintain working relationships.
 - Worked with the local chamber of commerce, EDC, and other members of the Shared Legislative Work Group to put together funding requests to develop an I-5 Multi-modal Master Plan that will include freight analysis and needs assessments specific to the Thurston Region.
 - Met with FHWA and WSDOT to discuss freight issues, activities and initiatives within the state, and to explore training and resource opportunities available from FHWA.
 - Monitored activities of the WA State Freight Rail Advisory Committee.
 - Participated in *Talking Freight* webinar training sessions.
- Continue to monitor and participate as appropriate with the Puget Sound Regional Council's Freight Mobility Roundtable.
 - Monitored the activities of the Freight Mobility Roundtable.
- Monitor and participate as appropriate on the West Coast Corridor initiative and organization.
 - Continued to monitor and communicate with West Coast Corridor representatives.
- Participate as appropriate with WSDOT in all-weather roads planning.
 - No requests were received from WSDOT to participate in all-weather roads planning.

Deliverables:

- b. Correspondence and memoranda.

Conduct Public Education and Outreach

- Develop and disseminate effective materials that make use of visualization techniques, employ plain English writing styles, and which are available in a variety of formats including electronic web-based formats.
 - Worked with Citizen Representatives on the TPB to review existing public education and outreach processes and to evaluate ways in which new social media applications can be deployed to increase effectiveness of outreach programs.
 - Developed hands-on interactive mapping tools for policy maker use to facilitate spatial awareness during transportation / land use analysis processes.
 - Developed accessible and reader friendly materials for use in the Olympia Comprehensive Plan kick-off process that helped illustrate the relationship between local and regional planning, transportation and land use, and short- and long-range processes.
 - Continued production of the *Journeys* annual newsletter.
 - Participated with the United Way in its Community Assessment, including development of survey questions relating to transportation and access to services, data analysis, and presentation of findings to regional policy makers.
 - Participated in the update of the Thurston County *The Profile* chapter regarding transportation facilities, programs, services, and statistics.
 - Performed a major redesign the agency website including improved access to information about the regional transportation work program.
 - Incorporate innovative public involvement techniques from the very beginning stages of project scoping and development, seeking informed input and consensus on regional transportation decisions wherever possible.
 - Conducted a Flood Hazard Mitigation process public scoping.
- Continue to provide orientation to new TPB members and make information available to other policy makers or planning commissioners about regional transportation objectives and essential transportation / land use relationships.
 - Conducted orientation meetings for five new TPB members.

Deliverables:

- e. *Journeys* annual transportation newsletter.
- f. Web site and electronic web-based materials.
- g. Meeting and presentation materials.
- h. Correspondence and memoranda.

Provide Local Agency Support

- Facilitate ad hoc working forums targeted to needs of local agency staff and policy makers to promote sharing of ideas and experiences on specific issues of common concern.
 - Convened quarterly meetings of the long-range community development and transportation planners from local and regional agencies.
 - Convened two forums for local policy makers, school districts, and community stakeholders to evaluate barriers and opportunities facing safe biking and walking to schools for children. Resulted in a “Healthy Kids – Safe Streets Action Plan”, a standing policy maker subcommittee, and incorporation of this action plan and previous “Walk and Roll” pilot programs into the on-going regional transportation work program.
- Provide technical and policy support to local agencies in the state-mandated updates of their Comprehensive Plans to ensure consistency with the Regional Transportation Plan.

- Provided input to Olympia staff and to the Olympia Planning Commission on ways in which the Comprehensive Plan supports – and is supported by – the Regional Transportation Plan.
- Finalized the 2040 regional population and employment forecast that will be distributed to small area analysis zones for use by each jurisdiction in its transportation, land use, parks, and utilities plans, as well as by school and fire districts for their planning purposes.
- Worked with Lacey staff to ensure consistency between the transportation element of their comprehensive plan and the Regional Transportation Plan, particularly in the areas of policy and finance (all agencies use the regional model as basis for their technical analysis).
- Redistributed base and future year population and employment forecasts for Lacey to account for revisions in the zonal structure, for use in updating their Comprehensive Plan.
- Participate on ad hoc jurisdictional study teams as requested, providing regional perspectives or expertise on efforts of regional significance.
 - Participated on the Joint Base Lewis McChord Growth Coordinating Committee.
 - Participated on the Lakewood I-5 interchange study.
 - Facilitated the Thurston Pocket Gopher mitigation strategy work group which is working to identify an approved relocation program that will minimize encumbrances on urban properties zoned for industrial activities, preserve large contiguous tracts of rural prairie lands, and improve the status of the threatened Mazama pocket gopher as well as other endangered prairie species.
 - Participated on the Intercity Transit Marvin Road park-and-ride study team.
 - Participated in the formation of an exploratory group to look at creation of a Regional Transportation Benefit District, including meetings with local city councils, transportation committees, and the Board of County commissioners, data and policy analysis, and multiple policy maker briefings.
 - Participated on the Highways and Local Programs electronic STIP overhaul work group working to develop a new on-line STIP input and management instrument.
 - Facilitated the participation of Thurston County jurisdictions in development of the Puget Sound Regional Transportation Recovery Plan.
- Participate in the three highway interchange studies being conducted in the Thurston region by Lacey, Olympia, Tumwater, and WSDOT Olympic Region and provide appropriate technical, policy and public process support to ensure consistency with the long-range regional plan and modeling assumptions.
 - Participated on the Lacey “Transportation Systems Analysis and Alternatives Evaluation” work group.
 - Participated on the Olympia “West Olympia Access Study” work group.
 - Provided support to City of Tumwater in acquiring a TIGER grant for its “Tumwater Boulevard Interchange Improvement” project.
- Assess rural circulation and mobility issues associated with a trestle chokepoint at Rainier Road/Minnesota Avenue intersection and develop a preferred alternative and implementation strategy in conjunction with Rainier and area stakeholders.
 - Developed mapping projects and met with city stakeholders, conducted field investigations, and model analysis of alternatives.
- Provide regional coordination of, and application for, amendments to the Federal Functional Classification system on behalf of local jurisdictions.
 - Two rural functional classification amendments were requested on behalf of Thurston County in 2010.

- Provide regional coordination of, and application for, amendments to the Statewide Freight and Goods Movement classification system on behalf of local jurisdictions.
 - No amendments were made to the Freight and Goods Transportation system.

Deliverables:

- Quarterly planner meetings.
- Healthy Kids – Safe Streets Action Plan.
- Consistent Comprehensive Plan amendments.
- Regionally-adopted 2040 population and employment forecasts.
- Regional Transportation Recovery Plan for Thurston County.
- Rainier Road / Minnesota Avenue Circulation Plan mapping products and analyses.
- Data, correspondence, memoranda and briefing materials.
- Two functional classification amendments were approved by FHWA

Support Government-to-Government Coordination

- Work with the region’s partners to improve understanding, communications and coordination, and to promote positive and constructive tribal/non-tribal relations.
 - Maintained on-going communications and coordination with staff and Elders of the Confederated Tribes of the Chehalis Reservation and the Nisqually Indian Tribe, looking for opportunities for collaboration and support in both regular activities as well as potential new opportunities.
- Participate in government-to-government training opportunities.
 - All agency planning staff have completed government to government training.
- Participate as appropriate in tribal planning and implementation processes.
 - Maintained working relationships with tribal representatives. Current efforts funded primarily through grants or contracts outside of the UPWP include the Rural/Tribal transportation program, and trail planning activities for the Nisqually Indian Tribe.



Deliverables:

- Correspondence and contracts for tribal work.

Coordinate with WSDOT

- Coordinate with WSDOT to ensure consistency between regional and state transportation plans and priorities.
 - Maintained close working relationships with partners at WSDOT Olympic Region, Highways and Local Programs, the Planning and Programming Service Center at Headquarters, the Public Transportation and CTR offices, Freight and Rail, and other offices as appropriate.
 - Facilitated communications and follow-up activities between WSDOT Rail Office, Tumwater School District, the Utilities and Transportation Commission, and the Mayor of Tumwater regarding school bus crossing requirements at an unused rail crossing in the vicinity of Black Hills Elementary School.
 - Responded to the WSDOT HQ 'Metropolitan and Regional Transportation Plan Survey' for use in the Statewide Multi-modal Condition and Needs Analysis: 2009 Trends Report.
 - Coordinated with WSDOT in the development and deployment of an IDAS model (ITS Deployment Analysis System).
- Ensure consistency with RCW 47.04.280 and support as appropriate the investment guidelines of the Washington Transportation Plan specific to preservation, safety, mobility, environment, and stewardship.
 - Maintained regional priorities of system safety, preservation, efficiency, multi-modal mobility, environmental preservation, and resource management consistent with priorities established in RCW 47.04.280 and in the WTP.
- Support WSDOT compliance of attainment report required of OFM by RCW 47.04.280.
 - No specific activities regarding the attainment report were requested by WSDOT.
- Participate as appropriate in the development of corridor plans or studies on facilities of statewide significance.
 - Participated on the Lakewood I-5 study, the Lacey and Olympia interchange studies, and the Joint Base Lewis McChord Growth Coordinating Committee.
 - Solicited funding support from Senator Murray through the 2010 appropriations request process to develop a multi-modal master plan for the I-5 corridor between SR 512 and Grand Mound.
- Provide on-going support for WSDOT's Active Community Environments project and support for its Active Living Task Force as funds allow.
 - Used the Active Community Environments program to help support development of the action plan for making biking and walking more viable travel alternatives for school students.
- Provide updates to WSDOT on the status of local Comprehensive Plan updates.
 - Responded to any inquires received from WSDOT about Comprehensive Plan updates underway in Thurston County.
- Participate in development, implementation, and statewide activities related to the Washington Transportation Plan, Highway System Plan, 'Target Zero' Highway Safety Plan, statewide Bicycle Plan, 'Moving Washington' and other modal plans as appropriate.
 - Monitored activities in plan development and implementation, and provided feedback and input into development of the statewide Bicycle Plan.
 - Complied with state reporting requirements for the Commute Trip Reduction planning process (RCW 70.94.527).
- Participate in the activities of the MPO/RTPO Coordinating Committee.
 - Participated in the activities of the MPO/RTPO Coordinating Committee and its many

subcommittees and task groups.

Deliverables:

- b. Correspondence, memoranda, and project lists.

Respond to Emerging Issues

- Monitor and respond to legislative activities and requests.
 - Responded to inquiries regarding the Capital Campus mobility study, local funding options, and water permitting issues that undermine comprehensive land use strategies needed to support regional transportation objectives.
- Respond as appropriate to American Reinvestment and Recovery Act follow-up measures.
 - Conducted a regional prioritization process for the 'Jobs for Main Street Act of 2010' funding program that never materialized.
 - Monitored progress and conclusion of projects selected during the initial round of economic stimulus funding.
 - Monitored developments regarding a second stimulus process and briefed policy makers on a regular basis.
- Monitor and participate as appropriate in discussions regarding federal surface transportation authorization legislation.
 - Continued to monitor and participate in the on-going discussions about the next federal transportation legislation.
- Respond and deploy resources as appropriate in response to newly emerging issues at the local, regional, state, or federal levels.
 - Continued to monitor and respond to budget impacts associated with consecutive Continuing Resolutions, funding rescissions, and quarterly funding authorizations.
 - Deployed resources to apply for unanticipated grant opportunities from Department of Energy (successful), Environmental Protection Agency (successful), Federal Transit Administration (pending), and Housing and Urban Development (pending).
 - Monitored development of the SHRP 2 Collaborative Decision-making Framework and participated in on-line webinars.
 - Monitored development and roll-out of the Livable Communities Initiative and began aligning existing regional transportation messages, materials, and funding requests with the priorities described in that Initiative.
 - Facilitated a policy maker work session to evaluate the Sustainable Transportation and Access Rating System (STARS), a process for measuring the sustainability of alternative transportation policies and investments.

Deliverables:

- b. Correspondence, memoranda, budget revisions, briefing materials.

Other

- Develop, monitor, and amend as necessary the Unified Planning Work Program.
 - Developed the SFY 2011 UPWP (draft and final).
 - Developed the SFY 2009 UPWP Annual Report.
 - Processed amendments to the SFY 2010 UPWP.
- Certify MPO compliance with all federal transportation planning requirements.
 - Certified compliance with federal transportation planning requirements.
- Consult and coordinate with planning officials responsible for other types of planning activities

affected by transportation, including growth management, economic development, environmental protection, airport operations, and freight movement.

- Maintained on-going working relationships with the Thurston Economic Development Council, the Department of Commerce, State Fish and Wildlife, Federal Fish and Wildlife, Port of Olympia, as well as additional stakeholders as appropriate for a project or event.
- Participate in efforts to improve coordination and consultation among local, regional, tribal, state, and federal agencies.
 - Continued to promote coordination and consultation among TRPC's diverse members and partners, and between various interests of those partners.
 - Continued to work through the Association of Metropolitan Planning Organizations (AMPO) and the Transportation Research Board (TRB) to promote more efficiency and predictability between federal agencies and MPOs.
- Participate with the Transportation Research Board on activities associated with metropolitan planning and programming.
 - Chaired the standing committee on Metropolitan Policy, Planning and Processes (ADA20). In this capacity established a joint subcommittee on megaregions, promoted research relevant to MPOs, fostered advancement of best practices and methodologies of benefit to the metropolitan planning community, and brought home to the Thurston region a wealth of information and contacts supportive of existing and emerging regional work program elements.
 - Wrote the original research proposal and participated on the TRB Synthesis panel 41-11, *Transportation Improvement Program Revision Process*. This synthesis is polling MPOs on various aspects of their TIP amendment processes, and conducting an in-depth evaluation of ten case studies across the country for use by regional, state and federal agencies.
 - Participated on the TRB research panel, *Federal Funding of Transportation Improvements in BRAC Cases*, as commissioned by Congress. This research project is evaluating the applicability of historical Department of Defense criteria in an urban setting for allocation of federal funds for transportation, as well as the ways in which Dept. of Defense typically engage in on-going regional planning processes. This research will conclude in January 2011 with recommendations to Congress. JBLM was the focus of the research panel's second case study.
 - Participated in the TRB *Model Structure Decision Process Peer Exchange* to identify needs and strategies for making best use of technical tools and resources to support effective decision-making.
 - Participated in the TRB *Peer Exchange on Transportation and the Economy* and helped develop research and follow-up activities based on results of that peer exchange.

Deliverables:

- e. SFY 2009 UPWP Annual Report.
- f. SFY 2010 UPWP amendments as necessary.
- g. SFY 2011 UPWP.
- h. Correspondence, memoranda, certifications, and briefing materials.

Long-Range Planning Sub-element (6 – 20+ Year Planning Horizon, Approximately)

Long-range planning activities for SFY 2010 included:

Maintain 20+ Year Regional Transportation Plan

- Implement the annual long-range plan update strategy.
 - Conducted an amendment to the Regional Transportation Plan.
- Consider land use, natural resources, environmental protection, conservation, and historic preservation in the evaluation of long-range transportation strategies, including outreach to State and local agencies for data resources and input.
 - Worked to identify a long-range offsite mitigation strategy for the Mazama pocket gopher located within the city of Tumwater’s urban area designated for industrial development. This threatened species is a candidate for the Endangered Species list, and has migrated into the I-5 right-of-way at the Tumwater Boulevard interchange. Partners include State and Federal Fish and Wildlife agencies, city of Tumwater, Thurston County, private sector representatives, and Capital Land Trust.

Deliverables:

- a. CY 2010 amendment to the Regional Transportation Plan and supporting documentation.
- b. Correspondence, meeting materials, and briefing papers.

Encourage Public Participation in Long-range Transportation Issues

- Encourage the participation of pedestrians, cyclists, and people with disabilities in the public involvement process.
 - Continued to conduct an open and inclusive planning process, and encouraged people of all abilities, interests and ages to participate.
- Encourage the participation of private sector and land use interests in the regional transportation planning process.
 - Continued to conduct an open and inclusive planning process, and fostered a neutral and safe meeting environment in which private sector perspectives are welcomed and encouraged.
- Convene ad hoc public committees as appropriate to participate in long-range issues or plan development.
 - No general public ad hoc committees were established in SFY 2010.

Deliverables:

- a. Electronic media and web content.
- b. Correspondence, memoranda, and briefing papers.

Comply with GMA Requirements

- Participate in the development and review of proposed changes to land use or transportation elements of local comprehensive plans to ensure proposed changes maintain consistency with the Regional Transportation Plan and long-range regional forecasting assumptions.
 - Worked with Olympia and Lacey in the development of their Comprehensive Plan updates.
 - Reviewed and commented on the draft EIS for the JBLM “Grow the Army” plan, and promoted participation by other local agencies.
 - Maintained the regional travel demand model which serves as the basis for all local agency model analysis for Comprehensive Plan updates.

- Completed the regional 2040 population and employment forecast and initiated the allocation of that forecast to the small planning area zone structure used by each agency for its infrastructure and services analyses.
- Submitted a Department of Housing and Urban Development grant proposal to conduct more coordinated outreach and planning in support of unified Comprehensive Plans that intersect in a regionally-developed sustainability plan. Also solicited funding to backfill the revenues lost by local and regional agencies for Comprehensive Plan updates and buildable lands analysis.
- Submit adopted long-range plan updates to WSDOT.
 - Submitted details of the 2010 amendment to WSDOT as a part of the public review process.
- Support adopted Countywide Planning Policies through the regional transportation planning program and its associated forecasting processes.
 - Continued to support the CWPP through the regional transportation planning process, including: efforts with the Urban Corridors Task Force to identify and address barriers to achieving the compact, walkable mixed-use redevelopment and infill called for in local plans; integration of a school-based TDM program into the agency's on-going work program; investments in system preservation, non-motorized infrastructure, and technology as opposed to general purpose capacity projects; support for innovative rural and tribal transportation programs.

Deliverables:

- a. CY 2010 RTP amendment extending planning horizon from 2030 to 2031.
- b. Regionally-adopted 2040 population and employment forecast based on adopted local land use plans.
- c. Correspondence, memoranda, meeting materials and briefing papers.

Coordinate Regional and Federal Priorities

- Monitor and respond to specific issues of federal interest as they relate to on-going regional efforts, such as mainstreaming safety in the transportation planning and decision-making processes, integrating long-range planning and environmental review processes, and improving the way transportation systems are managed and operated through the planning process.
 - Monitored federal efforts to coordinate transportation, housing and urban development efforts, and the integration of livability principles into planning and funding prioritization processes, and began aligning regional transportation efforts to better correspond to this policy shift.
 - Monitored progress of SHRP 2 efforts to define a collaborative decision-making framework for effective integration of multi-disciplinary needs and issues into decision processes.
- Participate in selected activities of the Association of Metropolitan Planning Organizations.
 - Remained active as the President of AMPO and attended meetings, participated in frequent conference calls, solicited feedback from MPOs on issues of mutual interest, and helped disseminate important information such as federal transportation legislation, rescissions, potential for stimulus funding, and other topics of importance.

Deliverables:

- a. Correspondence, memoranda and briefing papers.

Data Development and Forecasting Sub-element

Data development and forecasting activities for SFY 2010 included:

Conduct Data Collection, Analysis, and Management

- Develop and refine data architecture and data collection methodologies as appropriate that support diverse regional transportation technical needs.
 - Reviewed data collection and archival methodologies for sufficiency before establishing new data collection efforts regarding operational data.
- Develop tools to integrate transportation data collected at local and state levels to create reliable forecasts of current and projected usage and system performance.
 - Maintained databases of traffic counts, transit boardings, building permits by type, and network characteristics, and updated as appropriate. Initiated data collection efforts pertaining to corridor travel time, bus travel time, signal timing, and geometric data.
- Update key data sets such as household travel and origin-destination data as funding allows.
 - Developed scope of work for I-5 Origin and Destination study in coordination with WSDOT. Reviewed previous data sets to refine survey questions to maximize collection of essential and high value data. Consulted with survey experts to ensure survey instrument will yield highest response rate with the least likelihood of ambiguous answers.
- Enhance data necessary to support ‘Smart Corridors’ operational analyses.
 - Collected signal timing, corridor travel time, bus travel time, and intersection geometry data to support dynamic traffic assignment model development.
- Evaluate and refine as appropriate technical information and processes to ensure highest quality information is available to support decision-making needs.
 - Continued to invest in data collection and management activities needed to support regional and local decision-making.
- Monitor and respond as appropriate to information requests associated with Census Transportation Planning Package (CTPP) preparations for the 2010 census.
 - Participated on AASHTO’s national Census Transportation Planning Program Oversight Board and provided input as requested throughout the process leading up to the 2010 census.
 - Provided input on the analysis tools and applications for the current round of American Community Survey data.
 - Participated in a National Highway Institute *Urban Census Boundary* training webinar.
 - Reviewed and refined “place” boundaries and TAZ boundaries.
 - Integrate Buildable Lands data with transportation forecasting data, and analysis of real and projected implications.
 - Developed interactive mapping tools and conducted analysis of policy maker work session results using buildable lands data, travel forecasting data, and current traffic and transit data.
- Manage transportation-related data, and share that data with regional partners as appropriate.
 - Maintained and distributed as requested regional repository of traffic count, network characteristic, and building permit data, and conducted and shared various small-scale data analyses in response to queries from staff and policy makers.

Deliverables:

- a. Transportation data and metadata structures and documentation.

- b. Updated zonal structure and “place” boundary inputs to the CTPP.
- c. 2040 regional population and employment forecasts.
- d. Updated traffic count database.
- e. New traffic operations data set.
- f. Correspondence, data and memoranda.

Develop, Apply and Maintain Regional Travel Demand Model

- Coordinate with local engineering staff, Intercity Transit, and private consultants to ensure consistent interpretation and application of the transportation model.
 - Worked with staff from Lacey, Olympia, Tumwater, Yelm, Thurston County, Intercity Transit, WSDOT Olympic Region and WSDOT Office of Urban Planning in updating, developing and refining the regional travel demand model. Worked with most of those agencies in developing a regional DTA model, initially for the Smart Corridor arterials but eventually to be applied for entire metropolitan area.
 - Worked with consultants from Lacey, Lakewood, and Olympia to ensure accurate understanding of model inputs, limitations, and output for use in local area studies.
 - Redistributed base and future year population and employment forecasts for Lacey to account for revisions in the zonal structure, for use in updating their Comprehensive Plan.
 - Supported local agencies in their development and evaluation of traffic impact studies associated with private sector land use proposals.
 - Analyzed discrepancies between WSDOT Olympic Region and Thurston County interpretations of regional travel demand model output for the Grand Mound area and developed a white paper documenting differences and appropriate interpretation.
- Provide on-going evaluation of the model’s network characteristics and zonal structure, with refinements as appropriate to ensure the model is reliable, robust, and well-suited for the kinds of analysis it is used for.
 - Worked with consultants from Lacey and Tumwater to evaluate and refine zonal structure to best account for current land use activities and system network.
- Coordinate with Intercity Transit on appropriate transit network characteristics for use in the regional travel demand model.
 - Initiated evaluation of process to incorporate park-and-ride facilities into the regional model as a new mode.
- Coordinate with the Technical Advisory Committee on application of level of service methodologies used at the regional level to ensure consistent and meaningful interpretation of results.
 - As requested discussed model applications and interpretation of results in evaluation of projected level of service results for concurrency and for traffic impact analyses.
- Update the region-wide base year population and employment databases used for annual model revisions and concurrency analyses.
 - Collected 2008 building permit data for residential and commercial uses as input for CY 2009 base year model. Converted commercial permits to full-time equivalent employees. Input residential and employment data into model and established new 2009 base year.
- Calibrate updated base year model.
 - Calibrated updated base year 2009 model to account for new land use and for new zonal structures in the Lacey urban growth area in vicinity of Hawks Prairie.
- Pursue development of Dynameq meso-scope modeling capacity, including network attributes, data collection and inputs, calibration, and documentation.

- Collected corridor travel time data, transit travel time, transit boardings, signal timing, and roadway geometrics for the two 'Smart Corridor' arterials and their parallel adjacent networks.
- Worked with consultants on model development, review and refinement with first model rollout anticipated for late CY 2010.
- Pursue increased technical capabilities to support short- and long-range regional work program priorities.
 - Participated in MOVES training and on-going coordination with the PSRC MOVES User Group.
 - Participated in a TRB *Model Structure Decision Process Peer Exchange*.
 - Participated in IDAS model training.
 - Participated in *New Technology in Data Collection* webinar.
 - Participated in *American Community Survey* training webinar.
- Provide technical documentation of transportation model development and assumptions.
 - Maintained technical documentation of the model, modeling process, data bases, and forecasting methodologies.

Deliverables:

- a. Updated Traffic Analysis Zones (TAZ), centroid connectors, and network characteristics.
- b. Model runs and documentation in response to site specific requests and development analyses.
- c. Computer generated graphics, plots and maps displaying traffic information and other regional spatial data.
- d. Updated transit boarding route information.
- e. CY 2009 calibrated base year model and documentation.
- f. Initial Dynameq model development and documentation.
- g. Correspondence, memoranda, maps and plots, meeting and presentation materials, data and documentation.

Provide Local Agency Technical Support

- Perform annual update of regional transportation model for use in GMA concurrency analyses by local agencies.
 - Established CY 2009 base year model.
- Develop six-year forecast model for use in local concurrency analysis.
 - Developed 2015 forecast model for use in concurrency analysis.
- Provide regional travel projections in support of local transportation planning efforts.
 - Developed regional travel projections as requested for local Comprehensive Plan analysis, traffic impact analysis, and interchange studies.
- Support local transportation staff and Intercity Transit in applying the regional transportation database and model to support transit and local planning efforts.
 - Consulted regularly with local agency staff regarding the travel model and supporting databases in support of on-going efforts and to identify future unmet technical needs.
- Respond to technical, GIS, or other data-related requests from member jurisdictions.
 - Responded to numerous traffic analysis, data request, GIS, and other inquiries from transportation and planning staff and local and state agencies.

Deliverables:

- a. CY 2009 calibrated base year model and documentation.
- b. CY 2015 forecast year model for concurrency analysis.

- c. Travel projections and documentation as requested.
- d. Computer generated graphics, plots and maps displaying traffic information and other regional spatial data.
- e. Memoranda and correspondence supporting local use of the region-wide transportation model as needed.
- f. Correspondence, memoranda, and briefing materials.

Ensure Technical Coordination with Partners

- Coordinate with other regions and agencies to improve intra- and inter-region travel forecasting.
 - Worked with JBLM study team partners – Lakewood, Pierce County, WSDOT Office of Urban Planning, and PSRC – to reconcile differences in assumptions about extent of future demand for inter-regional travel and how that is projected in the TRPC and PSRC models.
 - Developed appropriations request for Senator Murray’s consideration that would in part create a new bi-regional model for the I-5 corridor between SR 512 and Grand Mound. This received the support of WSDOT HQ, Lakewood, PSRC, and Pierce County.
- Coordinate with Pierce County, WSDOT, PSRC and others to improve integrity of external zone performance.
 - Discussed zonal structure as a part of bigger conversation about the differences in modeling assumptions and output between the TRPC and PSRC models, and concluded that this would be best addressed as part of a I-5 Master Plan supported by development of a new bi-regional model.

Deliverables:

- a. Data products, white papers and briefing materials.

Support Technical Capabilities

- Purchase appropriate hardware and software to perform required technical work.
 - No significant hardware purchases were made in SFY 2010.
- Maintain hardware and software required to perform technical work.
 - Maintained and upgraded software as necessary to perform technical work.
- Provide on-going development and refinement of GIS capabilities and analysis tools.
 - Continued to update and refine GIS capabilities, and the interface of GIS with travel analysis and modeling.

Deliverables:

- a. Data products, white papers, documentation and briefing materials.

Demonstrate Air Quality Conformity

- Maintain Mobile6 air quality modeling capabilities and integration as required in state and federal reporting processes.
 - Updated Mobile6 to support conformity analysis of RTIP and RTP.
 - Participated in training for the MOVES model and as part of the PSRC MOVES User Group.
- Perform air quality conformity analysis as needed.
 - Demonstrated compliance with all air quality conformity requirements for the RTIP and for the RTP.

Deliverables:

- a. Air quality conformity analysis and documentation of 2010-2014 RTIP and amendments, and CY 2010 Regional Transportation Plan amendment.

- b. Data products, white papers, documentation and briefing materials.

Additional Regional Transportation Planning Work Tasks

Additional Regional Transportation Planning Work Tasks performed in SFY 2010:

- Maintained on-going public outreach and education programs.
- Responded to public and media inquiries.
- Supported inter-regional coordination with local, tribal, regional, RTPO, state, and federal agencies.
- Supported intra-regional coordination and consultation with local and state agencies, tribes, organizations, and interests.
- Responded to unforeseen emerging issues.
- Solicited supplemental grant funding.
- Provided grant support to TRPC members.
- Participated in meetings, workshops, advisory groups, and policy roundtables, including:
- Provided program support for Technical Advisory Committee and Transportation Policy Board meetings, including agenda development, word processing, recording and transcription functions, and mailings.
- Attended conferences and seminars.
- Participated in staff meetings.
- Provided training and other necessary staff development to perform the regional transportation planning functions.

Deliverables:

- a. Web site and materials in electronic format.
- b. Press releases.
- c. Grant applications.
- d. Letters of support, maps, and other information as requested in support of local agency grant acquisition efforts.
- e. Meetings, minutes, staff reports, and presentation materials for Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee, and Urban Corridor Task Force meetings.
- f. Correspondence, memoranda, meeting materials and briefing papers.

PROGRAM ADMINISTRATION

Purpose

Thurston Regional Planning Council 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 regional transportation planning functions and tasks identified in this UPWP, and to ensure fulfillment of federal and state reporting requirements. Program administration also includes general management and the necessary communications and coordination to ensure smooth integration of the transportation work program into the rest of the agency's functions.

Program Administration tasks performed in SFY 2010 included:

Manage Program

- Performed general program management and supervisory functions.
- Performed general personnel management.
- Recruited and trained staff.
- Developed calendar year budget and staffing patterns for integration with the rest of the agency.
- Monitored and adjusted budget as necessary.

Deliverables:

- c. Calendar year 2010 budget and staffing plan.
- a. Personnel evaluations.

Comply with State and Federal Accounting Procedures

- Executed mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost plan.
- Participated in annual program audits.

Deliverables:

- a. Monthly accounting summaries.
- b. Monthly billing / progress reports for WSDOT Planning Office.
- c. Annual Indirect Cost plan.
- d. Annual program audit.

Additional Program Administration Work Tasks

- Coordinated with federal, state and local agencies.
- Maintained hardware and software necessary to ensure consistency between regional transportation planning needs and the overall agency technical strategy.

Deliverables:

- a. Correspondence and memoranda.
- b. Hardware and software acquisitions.
- c. Functioning agency network.

**THURSTON REGIONAL PLANNING COUNCIL
SFY 2009 UNIFIED PLANNING WORK PROGRAM
JULY 1, 2009 – JUNE 30, 2010**

Work Element	FHWA		FTA		Regional STP		WSDOT Primary Support	Additional WSDOT Support	Total Expenditure
	FHWA Funds	TRPC Match 13.50%	FTA Funds	TRPC Match 20.00%	STP Funds	TRPC Match 13.50%	RTPO Group 1 Funds	RTPO Group 2 Funds	
<i>Regional Transportation Planning</i>	232,790	36,331	53,510	13,378	525,655	82,039	39,919		983,622
<i>Regional Trans Planning RTPO Group 2 Eligible Tasks</i>								52,569	52,569
Subtotal – Regional Transportation Planning	232,790	36,331	53,510	13,378	525,655	82,039	39,919	52,569	1,036,191
Program Administration	41,081	6,411	9,443	2,361	92,763	14,477	0		166,536
Totals	\$273,871	\$ 42,743	\$ 62,953	\$ 15,738	\$618,418	\$ 96,516	\$ 39,919	\$ 52,569	\$1,202,726

FHWA Federal Highway Administration
 FTA Federal Transit Administration
 RTPO Regional Transportation Planning Organization

STP Surface Transportation Program
 TRPC Thurston Regional Planning Council
 WSDOT Washington State Department of Transportation

APPENDIX F

**WSDOT OLYMPIC REGION
SFY 2012
UNIFIED PLANNING WORK PROGRAM**

PENDING

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