



**MEMBERS:**

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

**ASSOCIATE MEMBERS:**

- Lacey Fire District #3
- Puget Sound Regional Council
- The Evergreen State College
- Thurston Conservation District
- Thurston Economic Development Council
- Timberland Regional Library

**MEMORANDUM**

**TO:** Thurston Regional Planning Council

**FROM:** Katrina Van Every, Transportation Manager

**DATE:** April 28, 2023

**SUBJECT:** State Fiscal Year 2024 Unified Planning Work Program (UPWP)

**PURPOSE**

The purpose of this agenda item is to review the State Fiscal Year (SFY) 2024 Unified Planning Work Program (UPWP) and provide feedback to staff.

**Summary:**

- Thurston Regional Planning Council's (TRPC's) regional transportation work program operates on a state fiscal year basis.
- Development of the work program is a requirement to receive federal and state planning funds.
- Federal requirements of Metropolitan Planning Organizations (MPO) and state requirements of Regional Transportation Planning Organizations (RTPO) govern much of the transportation work program. TRPC also incorporates regional transportation planning priorities into the work program for review by the Transportation Policy Board (TPB) and approval by the Council.
- The UPWP also includes other federally funded planning projects in Thurston County.
- Federal Highway Administration, Federal Transit Administration, and Washington Department of Transportation reviewed the UPWP at the end of March 2023.
- The TPB reviewed the draft UPWP at their April meeting.
- Council will review the draft UPWP at their May meeting and take final action in June 2023.

**REQUESTED ACTION**

None. First review of the draft UPWP.

kve:bl

Attachment



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### EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

The TRPC work program will continue to fund our efforts in integrating equity into transportation decision-making.

### BACKGROUND

As the Metropolitan Planning Organization (MPO, federal) and the Regional Transportation Planning Organization (RTPO, state), TRPC must carry out a regional transportation program that complies with federal and state requirements. These rules govern much of the transportation work undertaken by the agency. The Unified Planning Work Program (UPWP) describes how TRPC conducts its regional transportation work program in compliance with state and federal requirements and incorporates local priorities. The next UPWP covers the State Fiscal Year (SFY) 2024 (July 1, 2023, to June 30, 2024.).

The major elements of the UPWP are the following:

1. Program Management.
2. Project Programming and Tracking.
3. On-going Multimodal Transportation Planning and Outreach.
4. Data Collection, Analysis, and Forecasting.
5. Major Initiatives.
6. Contingency and Carryover.

Estimated revenue for the UPWP comes from several federal and state planning funds distributed by the state. Federal planning funds have a required 13.5 percent of total cost match which is funded by TRPC member dues. State planning funds do not require matching funds. The state provides estimates of funds for each MPO and RTPO annually.

The directly distributed federal and state funds do not support TRPC's entire transportation work program. Since 1995, the Council has allocated additional planning funds for Regional Transportation Planning Priorities funded with federal Surface Transportation Block Grant (STBG) planning funds. These funds support adequate staffing levels for TRPC to not only conduct mandatory activities and planning, but also enable the kind of coordinated and integrated transportation planning and decision-making that has characterized this region's program since the mid-1990s. Examples of the types of planning programs supported through this funding in the past include the Regional Trails Plan. This funding supports both on-going activities that our members rely on, and specific initiatives identified by TPB and Council. The state is no longer requiring a local match on these funds.

Table 1 (page 6) provides a breakdown of funding sources.

### Program Overview

1. Program Management includes the essential functions needed to manage federal transportation funds.
2. Project Programming and Tracking includes tasks related to programming out and monitoring federal funds from the Surface Transportation Block Grant (STBG), Surface Transportation Block Grant Set-Aside (formerly Transportation Alternatives Program - TAP), and Congestion Relief Mitigation Program (CMAQ).
3. On-going Multimodal Transportation Planning and Outreach includes tasks relating to federal and state planning requirement as well as local priorities.
4. Data Collection, Analysis, and Forecasting include activities required by federal and state partners, including performance measures, transportation modeling, data collection, and GIS and modeling management.
5. Major initiatives, which may span over several work programs, include:
  - Continuing electric and alternative fuel vehicles planning.
  - Continuing the update of the Population and Employment Forecast, which is used to inform the update of the Regional Transportation Plan.
  - Continuing the update of the Regional Travel Demand Model.

- Completing the update of the Regional Trails Plan. The update of the Plan is expected to conclude in late 2023.
  - Begin updating the Regional Transportation Plan, which is on a five-year update cycle.
6. Contingency and carryover, which includes funds reserved for emerging issues and funds planned to be carried over to SFY 2025. Funds are carried over each year to buffer against the unpredictability on when federal funds become available.

### UNFUNDED NEEDS

In addition to program activities that we can accommodate within the existing regional transportation work program, the region has identified transportation-related actions that will require additional funding through grants or other means. The UPWP categorizes these actions as “**Unfunded Needs.**” Staff actively look for additional funding resources to accomplish needs above and beyond the regular work program and have long included such a list in the UPWP. Having a list of specific needs helps provide clarity for on-going grant searches and enhances the stature of applications submitted by TRPC or its partners. Priority “Unfunded Needs” identified in the previous UPWP, and proposed to be included in the new UPWP include the following:

- Funding for a **High Capacity Transportation Project Development study** has been a long-standing unfunded need of interest to the region’s stakeholders. Phase I is complete. Phase II is underway, through state funding in the state Transportation Budget.
- TRPC and local partners will build on existing community plans and studies to develop a **Countywide Bicycle and Micromobility Strategy**. The effort will evaluate both design considerations for the variety of small electric powered personal vehicles and their operational compatibility with traditional bicycles and e-bikes. The strategy will also evaluate opportunities to fill gaps to develop a regional network with a range of facilities that could serve a broader group of users with varying comfort levels for riding in and around traffic.
- The Thurston Region is vulnerable to major earthquakes, landslides, the effects of climate change, and other hazards. A **Regional Transportation Resiliency Plan** would assist local, tribal, and state governments with identifying system vulnerabilities and developing strategies for mitigating and managing both pre- and post-incident transportation recovery priorities.
- A **Regional Freight Strategy** is a long-standing need for our community, and will help address the unique characteristics, needs, and impacts of freight mobility within our region. The Strategy will convene a freight mobility committee, conduct outreach to businesses and underserved/disadvantaged communities, and develop an existing and future conditions report, an implementation plan, and a final report. TRPC submitted a RAISE grant application in February to fund this work.
- A priority goal of the Sustainable Thurston Project was to create vibrant centers, corridors, and neighborhoods while accommodating growth. The corresponding target was by 2035, 72 percent of all (new and existing) households in our cities, towns, and unincorporated growth areas will be within a half-mile (comparable to a 20-minute walk) or an urban center, corridor, or neighborhood center with access to goods and services to meet some of their daily needs. Policymakers identified the need for a **Neighborhood Centers study** to research and develop strategies to increase access to goods and services in existing and planned neighborhood centers
- Regional policymakers have expressed the desire to move towards a **Multimodal Level of Service** that will set performance goals for transit, bicycle and pedestrian facilities in addition to vehicles. This study will build on the Regional Trails Plan, Bicycle and Micromobility strategy, and TRPC’s current sidewalk inventory to develop a comprehensive way of measuring multimodal level of service. It will provide essential information to prioritize and select transportation infrastructure projects in the future.
- Like most of the state, Thurston County has experienced an increase in fatalities and serious injuries on the region’s roads. One in five of these were non-motorists. A **Regional Transportation Safety Action Plan** will establish a safety task force, conduct a safety analysis, identify specific policy and process changes, and develop a list of priority projects and strategies to improve and prioritize safety. As part of this effort, TRPC will also help smaller jurisdictions develop ADA transition plans.

### TIMELINE FOR BECOMING A TRANSPORTATION MANAGEMENT AREA

TRPC is currently a federally designated Metropolitan Planning Organization (MPOs). In December 2022, the US Census Bureau released the updated urban area population numbers. As of 2020, the Olympia-Lacey WA

MEMORANDUM

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April 28, 2023

urbanized area has more than 200,000 people, and TRPC will be the federally designated Transportation Management Area for Thurston County. This designation is anticipated in 2023.

When we become a Transportation Management Area (TMA), the following changes will occur:

- a) We will be subject to some new planning requirements such as the Congestion Management Process.
- b) We will need to undergo an MPO certification process.
- c) We will receive direct funding allocations for the funds we program to transportation projects, although it does not necessarily mean we will receive additional funding.

NEXT STEPS

TPB's discussion on April 12<sup>th</sup> focused on the Major Initiatives and Unfunded Needs, although staff welcomed feedback on all aspects of the UPWP. The TPB's discussion and feedback informed changes to the draft UPWP prior to it being presented to Council on May 5<sup>th</sup>.

State and federal officials reviewed the draft UPWP to ensure it satisfies their needs before Council approves it in June. The UPWP work program will then go into effect on July 1, 2023.

**Table 1. SFY 2024 Estimated Revenue**

Work Element	Carryover FHWA/FTA Funds		SFY 24 FHWA		SFY 24 FTA		WSDOT	FHWA through WSDOT	Total Revenue
	FHWA and FTA Funds	TRPC Match 13.50%	FHWA PL Funds	TRPC Match 13.50%	FTA 5303 Funds	TRPC Match 13.50%			
<b>Required Elements</b>									
1. Program Management	\$55,355	\$8,639	\$51,232	\$7,996	\$16,738	\$2,612	\$17,916	\$138,511	\$299,000
2. Project Programming and Tracking	\$28,696	\$4,479	\$26,559	\$4,145	\$8,677	\$1,354	\$9,288	\$71,804	\$155,000
3. On-going Multimodal Transportation Planning	\$64,056	\$9,997	\$59,286	\$9,253	\$19,369	\$3,023	\$20,732	\$160,284	\$346,000
4. Data Collection, Analysis, and Forecasting	\$39,063	\$6,097	\$36,154	\$5,643	\$11,812	\$1,843	\$12,643	\$97,745	\$211,000
5. Major Initiatives	\$112,561	\$17,567	\$104,178	\$16,259	\$34,036	\$5,312	\$36,431	\$281,655	\$608,000
6. Contingency and Carryover	\$0	\$0	\$150,000	\$23,410	\$36,415	\$5,683	\$0	\$0	\$215,509
<b>Total</b>	<b>\$299,731</b>	<b>\$46,779</b>	<b>\$427,409</b>	<b>\$66,705</b>	<b>\$127,047</b>	<b>\$19,828</b>	<b>\$97,010</b>	<b>\$750,000</b>	<b>\$1,834,509</b>

FHWA  
FTA  
MPO  
RTPO  
TRPC  
WSDOT

Federal Highway Administration  
Federal Transit Administration  
Metropolitan Planning Organization  
Regional Transportation Planning Organization  
Thurston Regional Planning Council  
Washington State Department of Transportation

**Thurston Regional Planning Council**

# **UNIFIED PLANNING WORK PROGRAM**

**STATE FISCAL YEAR 2024**  
(July 1, 2023 to June 30, 2024)





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## **Title VI Notice**

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

## **Americans with Disabilities Act (ADA) Information**

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

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## PREFACE

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

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

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

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

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## BACKGROUND

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

### Federal Metropolitan Planning Organization (MPO)

TRPC is the federally designated Metropolitan Planning Organization (MPO) in Thurston County, Washington. The purpose of the MPO is to “carry out a continuing, cooperative, and comprehensive (3C) multimodal transportation planning process for the Metropolitan Planning Area (MPA) that encourages and promotes the safe and efficient development, management, and operation of surface transportation systems to serve the mobility needs of people and freight and foster economic growth and development, while minimizing transportation-related fuel consumption and air pollution...” (23 USC Section 134).

Lead planning agencies receive dedicated Federal Highway Funds known as Title 23 USC Planning Funds (PL) and transit planning funds known as Title 49 USC Section 53 Metropolitan Planning Funds (5303) to carry out their transportation programs. Reporting requirements for Federal Highway funds are explained in 23 CFR 420.111. In addition, Surface Transportation Block Grant (STBG) funds used for eligible planning purposes must be identified separately in the UPWP (23 CFR 420.119(e)).

Federal PL and 5303 funds are allocated through the Washington State Department of Transportation (WSDOT) based on a formula described in 23 CFR 450.308. Funding is distributed on an annual basis tied to each MPO’s annual Unified Planning Work Program (UPWP). STBG planning funds are allocated through TRPC’s Council.

Agencies participating as members of the MPO include the cities of Lacey, Olympia, Tumwater, Rainier, Tenino, and Yelm, the Town of Bucoda, Thurston County, Intercity Transit, and WSDOT.

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide joint guidance on priority work program emphasis areas for MPOs. The MPO focuses on compliance with Fixing America’s Surface Transportation (FAST) Act and the 10 federal planning factors identified in 23 USC §134 and 23 CFR §450, listed below:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase accessibility and mobility of people and freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operations.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

### **Federal Transportation Management Area (TMA)**

In December 2022, the US Census Bureau released the updated urban area population numbers. As of 2020, the Olympia-Lacey WA urbanized area has more than 200,000 people, and TRPC will be the federally designated Transportation Management Area for Thurston County. This designation is anticipated in 2023.

The official TMA designation will trigger certain benefits and requirements, including:

- Transportation plans and programs within a TMA must be based on a continuing and comprehensive transportation planning process carried out by the MPO in cooperation with the State and transit operators.
- The transportation planning process must include a Congestion Management System.
- The FHWA and the FTA must certify the transportation planning process no less often than once every four years.

### **State Regional Transportation Planning Organization (RTPO)**

In addition to its status as an MPO, TRPC is also the state-designated Regional Transportation Planning Organization (RTPO) for Thurston County. One of the purposes of an RTPO is to see that provisions of the Washington State Growth Management Act (RCW 47.80.023), as further defined under Washington Administrative Code (WAC) Section 468.86, are met.

WSDOT directly appropriates funding for the RTPO to carry out the regional transportation planning program.

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

1. Build upon applicable portions of local comprehensive plans and processes, and promote the establishment of a regional perspective into local comprehensive plans.
2. Encourage partnerships between federal, state, local, and tribal governments, special districts, the private sector, the general public, and other interest groups during conception, technical analysis, policy development, and decision processes in developing, updating, and maintaining the Regional Transportation Plan.
3. Ensure early and continuous public involvement from conceptual planning through decision-making.
4. Be an on-going process, and incorporate short- and long-range multimodal planning activities to address major capacity expansion and operational improvements to the regional transportation system.

5. Use regionally coordinated, valid and consistent technical methods and data to identify and analyze needs.
6. Consider environmental impacts related to the development of regional transportation policies and facilities.
7. Address the policies regarding the coordination of transportation planning among regional jurisdictions, including the relationship between regional transportation planning, local comprehensive planning, and state transportation planning.

Within these principles, regions develop their own on-going planning process for developing and refining the regional transportation plan. Regions also provide a forum for discussing regional transportation planning issues.

State law stipulates that public investments in transportation should support achievement of these policy goals (RCW 47.04.280):

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

TRPC uses state transportation planning funding to help implement locally and regionally adopted plans that support the State's Growth Management Act.

## State and Federal Requirements

Each year FHWA, FTA, and WSDOT provide guidance to TRPC for the development of the UPWP. In 2023, the guidance identified the tasks listed in the table below. The state and Federal tasks are required. The TMA tasks will be required in the future and are included here for information purposes.

Task	State (RTPO)	Federal (MPO)	Federal (TMA)
Program Administration	√	√	√
Unified Planning Work Program	√	√	√
Annual Performance and Expenditure Report	√	√	√
Public Participation/Education	√	√	√
Tribal Involvement	√	√	√
Long-Range Transportation Plan	√	√	√
Transportation Improvement Program	√	√	√
Coordination with Other Planning Organizations	√	√	√

Task	State (RTPO)	Federal (MPO)	Federal (TMA)
Title VI Plan and Reporting	√	√	√
Coordinated Public Transportation – Human Services Transportation Plan	√		
Comprehensive Plan and Countywide Planning Policy Certification	√		
Biennial RTP Review	√		
Invite federally recognized tribes that hold reservation or trust land within the planning area to become voting members of the organization	√		
Self-Certification		√	√
Transportation Performance Management		√	√
Annual Listing of Obligated Projects		√	√
Congestion Management Process			√
Federal Certification Review (4-year cycle)			√
Work identified to address corrective actions/recommendations from certification reviews			√

## Federal and State Emphasis Areas

FHWA, FTA, and WSDOT annually identify additional factors they would like to see addressed within the regional transportation planning program.

Federal Emphasis Areas from FHWA and FTA include:

- **Tackling the Climate Crisis** – Transition to a Clean Energy, Resilient Future. This includes tasks such as identifying the barriers to and opportunities for deployment of fueling and charging infrastructure; evaluating opportunities to reduce greenhouse gas emissions by reducing single-occupancy vehicle trips and increasing access to public transportation; shifting to lower emission modes of transportation; and identifying transportation system vulnerabilities to climate change impacts and evaluating potential solutions.
- **Equity and Justice 40 in Transportation Planning.** This includes tasks that advance racial equity and support for underserved and disadvantaged communities.
- **Complete Streets.** A complete street is safe – and feels safe – for everyone using the street. Tasks include working to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- **Public Involvement.** This includes increasing meaningful public participation through the use of virtual public involvement tools.
- **Strategic Highway Network Coordination (STRAHNET)/Coordination with U.S. Department of Defense.** This includes working with national defense partners on transportation planning for infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to Department of Defense facilities.
- **Federal Land Management Agency Coordination.** This includes transportation planning efforts for needs related to access routes and other public roads and transportation services that connect to Federal lands.
- **Data in Transportation Planning.** This includes incorporating data sharing and consideration into the transportation planning process when data assets have value across multiple programs.

State emphasis areas include:

- **Administrative**, including ensuring governing documents are posted online and working with WSDOT to assess, analyze, and potentially adjust the duties of RTPOs.
- **Planning collaboration**, including participating in the Highway Systems Plan update, multimodal investment strategy, Statewide Transportation Plan, Statewide Human Services Transportation Plan, State Freight Plan, Amtrack Cascades Service Development Plan, and State Active Transportation Plan.
- **Urban Areas update**, including smoothing urban area boundaries and revisiting functional classification.
- **Financial Accounting**, including use of consultants in planning processes, and a more detailed accounting of revenues and expenditures in the annual reports.

## Budget

The budget identifies the following items:

- Expected revenues by fund type
- Planned expenditures by fund type
- Federal funds rolled over from the previous year
- Fund sources being used as match to federal funds
- Other federal funding used for transportation planning.
- Surface Transportation Block Grant funds used to supplement the UPWP program

## Other Multijurisdictional or Local Planning Projects

The Council also approves planning projects as part of the competitive process for STBG funds. On occasion, a local jurisdiction or consortium of local jurisdictions asks TRPC to lead a planning project on their behalf. These projects are noted in the UPWP.

## Unified Planning Work Program Process

The UPWP is a one-year document based on the July 1<sup>st</sup> to June 30<sup>th</sup> state fiscal year (SFY). Each spring (third quarter of the SFY), TRPC develops and submits a new UPWP for state and federal review for implementation at the beginning of the next state fiscal year.

As the federally designated MPO for Thurston County, TRPC is responsible for preparing the UPWP. TRPC develops the UPWP through a collaborative process involving TRPC member jurisdictions and WSDOT Olympic Region and WSDOT Multi-modal Department staff.

The schedule and major milestones for UPWP development:

Task or Milestone	Date
TAC Review of draft UPWP	March 16, 2023
Federal and State Partner Review of draft UPWP	March 28, 2023
TPB Review of draft UPWP	April 12, 2023
TRPC Review of draft UPWP	May 5, 2023
TRPC Adoption of UPWP	June 2, 2023

## Description of the Region

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

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

The MPO (Figure 2) and RTPO boundaries encompasses all of Thurston County. According to 2022 population estimates from the state Office of Financial Management, 300,500 people live in Thurston County. In December 2022, the Census Bureau revised the urbanized area boundaries and released the maps in January 2023. TRPC estimates that as of 2022, 211,718 people live in the Olympia–Lacey WA urbanized area. As previously discussed, the region will be designated a Transportation Management Area (TMA).

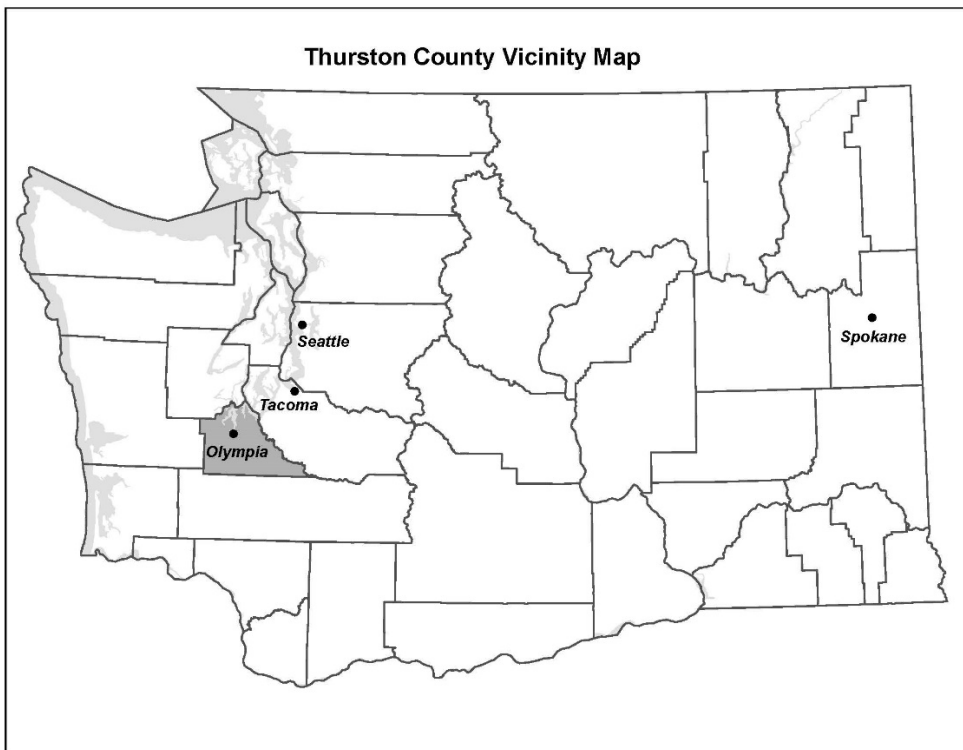


Figure 1: Thurston County Vicinity Map.

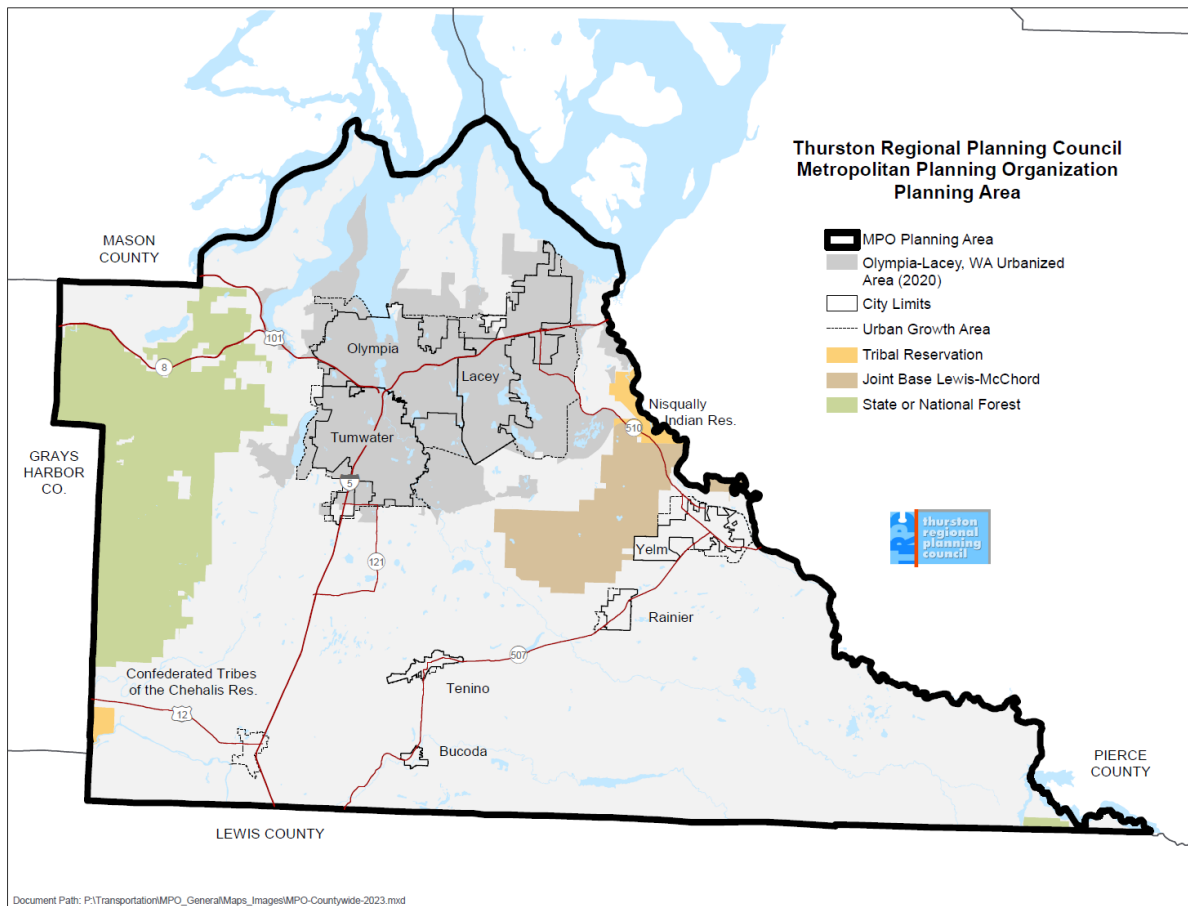


Figure 2: Metropolitan Planning Area.

## Metropolitan Planning Organization/Regional Transportation Planning Organization Structure

TRPC is governed by a 23-member intergovernmental council. Council 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; North Thurston, Olympia, and Tumwater school districts; the LOTT Cleanwater Alliance (the Lacey, Olympia, Tumwater, Thurston County wastewater and reclaimed water partnership); Thurston County Public Utility District #1; and the Port of Olympia. Associate members include The Evergreen State College, Timberland Regional Library, Lacey Fire District #3, Economic Development Council of Thurston County, Thurston Conservation District, and Puget Sound Regional Council (PSRC).

As authorized by the State of Washington (RCW 47.80), in 1991 TRPC established a Transportation Policy Board (TPB) to serve as an advisory body on transportation policy issues relevant to TRPC in its role as the MPO/RTPO. The TPB membership consists of representatives from Council full members and representatives from Washington State Department of Transportation Regional Office, up to three representatives of major employers or businesses, one emeritus representative, two community representatives, and one state agency representative. State law requires that the region's entire state legislative delegation serve as ex officio non-voting members of the TPB (Districts 2, 20, 22, and 35).

The Technical Advisory Committee (TAC) advises both Council and TPB on technical issues. The TAC is comprised of planning and engineering staff from TRPC member jurisdictions and the Washington State Department of Transportation. In addition, TRPC establishes ad hoc task forces or other as-needed stakeholder groups to provide further advisory capacity on specific issues as authorized by the Council. Previous advisory committees have included a Trails Advisory Committee, the Urban Corridors Task Force, Population and Employment Forecast Advisory Committee, and the Healthy Kids/Safe Streets Action Plan Team.

CY 2023 TRPC, TPB, and TAC member rosters: Appendix C.

### **Lobbying Activities**

TRPC does not use federal or state funds to support lobbying activities. If any lobbying activities were to occur in relation to official agency business, TRPC will use local funds from regional assessments, and will file required certification and disclosure forms in accordance with Title 23, Title 49, and RCW 42.17A.635.

# TRPC TRANSPORTATION WORK PROGRAM

## Overview and Budget

**Overview:** TRPC's work program includes a combination of required federal and state programs, and work program priorities identified by the Transportation Policy Board and Council.

### **Funding Sources:**

Funding sources include direct distributions from Federal Highway Administration, Federal Transit Administration, and State Regional Transportation Planning Organization (RTPO) planning funds, as well as local match.

Additional funding from the Surface Transportation Block Grant (STBG) program is authorized by Thurston Regional Planning Council annually through the development of the Unified Planning Work Program.

SFY 24 STBG request: \$750,000

### **Work Performed by:**

TRPC, in partnership with Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Tribes, Washington State Department of Transportation (WSDOT), Intercity Transit, and local jurisdictions.

SFY 2024 Estimated Revenue

Work Element	Carryover FHWA/FTA Funds		SFY 24 FHWA		SFY 24 FTA		WSDOT	FHWA through WSDOT	Total Revenue
	FHWA and FTA Funds	TRPC Match 13.50%	FHWA PL Funds	TRPC Match 13.50%	FTA 5303 Funds	TRPC Match 13.50%			
<b>Required Elements</b>									
1. Program Management	\$55,355	\$8,639	\$51,232	\$7,996	\$16,738	\$2,612	\$17,916	\$138,511	\$299,000
2. Project Programming and Tracking	\$28,696	\$4,479	\$26,559	\$4,145	\$8,677	\$1,354	\$9,288	\$71,804	\$155,000
3. On-going Multimodal Transportation Planning	\$64,056	\$9,997	\$59,286	\$9,253	\$19,369	\$3,023	\$20,732	\$160,284	\$346,000
4. Data Collection, Analysis, and Forecasting	\$39,063	\$6,097	\$36,154	\$5,643	\$11,812	\$1,843	\$12,643	\$97,745	\$211,000
5. Major Initiatives	\$112,561	\$17,567	\$104,178	\$16,259	\$34,036	\$5,312	\$36,431	\$281,655	\$608,000
6. Contingency and Carryover	\$0	\$0	\$150,000	\$23,410	\$36,415	\$5,683	\$0	\$0	\$215,509
<b>Total</b>	<b>\$299,731</b>	<b>\$46,779</b>	<b>\$427,409</b>	<b>\$66,705</b>	<b>\$127,047</b>	<b>\$19,828</b>	<b>\$97,010</b>	<b>\$750,000</b>	<b>\$1,834,509</b>

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

**Expenses**

Work Element	TRPC Agency Staff	Travel and Training	Supplies, Materials, Printing, Software	Legal Notices	Professional Services	Flexible	Total
1. Program Management	\$267,000	\$10,000	\$15,000	\$2,000	\$4,000	\$0	\$299,000
2. Project Programming and Tracking	\$155,000	\$0	\$0	\$0	\$0	\$0	\$155,000
3. On-going Multimodal Transportation Planning	\$346,000	\$0	\$0	\$0	\$0	\$0	\$346,000
4. Data Collection, Analysis, and Forecasting	\$211,000	\$0	\$0	\$0	\$0	\$0	\$211,000
5. Major Initiatives	\$578,000	\$0	\$0	\$0	\$30,000	\$0	\$608,000
6. Contingency and Carryover	\$0	\$0	\$0	\$0	\$0	\$215,509	\$215,509
<b>Total</b>	<b>\$1,557,000</b>	<b>\$10,000</b>	<b>\$15,000</b>	<b>\$2,000</b>	<b>\$34,000</b>	<b>\$215,509</b>	<b>\$1,834,509</b>

Consultants/Professional Services anticipated:

1. Program Management: Advertising services. (\$4,000)
5. Major Initiatives: Consultants to provide technical support for modeling. (\$30,000)
6. Contingency and Carryover: Flexible funding to provide additional consultant support or data subscriptions.

## Work Program Elements

### 1. Program Management

Program management is a core function that provides program fund management, and the administrative and technology support required to manage and coordinate the overall MPO and RTPPO transportation planning program.

#### Tasks:

##### 1.1. Administration

- Perform general program management and supervisory functions. (On-going)
- Develop budget and staffing patterns. (Twice a year)
- Monitor and adjust budget, as necessary. (On-going)
- Execute mandated accounting activities, including program accounting, financial documentation, and development of annual indirect cost plan. (On-going)
- Participate in state and federal program audits. (On-going, as needed)
- Transportation Policy Board Retreat. (Biannually, as needed)

##### 1.2. Program Support and Maintenance

- Provide management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees as may be established by these bodies. (On-going)
- Maintain hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency technical strategy. (On-going)

##### 1.3. Personnel Management

- Manage transportation personnel. (On-going)
- Recruit and train staff. (As needed)

##### 1.4. UPWP Development

- Develop annual UPWP and coordinate review. (Annually)
- Amend UPWP. (As needed)
- Integrate UPWP into TRPC annual work program. (Annually)
- Develop other agreements. (As needed)

##### 1.5. Required Reporting

- Develop Annual Performance and Expenditures Report. (August-September)
- Complete annual self-certification. (October)
- Develop Title VI annual report (September-October)
- Comply with Title VI requirements. (On-going)

##### 1.6. Professional Development and Training

- Acquire the necessary training and professional development to effectively carry out state and federal transportation planning requirements. (On-going)

##### 1.7. Direct Costs

- Costs for transportation modeling software, traffic management software maintenance, printing and mailing services, legal advertisements, conferences, light meeting refreshments, and training. (On-going)

**Level of Effort Breakdown:**

<i>1. Program Management</i>	<i>\$299,000</i>
1.1. Administration	\$50,000
1.2. Program Support and Maintenance	\$90,000
1.3. Personnel Management	\$90,000
1.4. UPWP Development	\$25,000
1.5. Required Reporting	\$12,000
1.6. Professional Development and Training	\$10,000
1.7. Fixed Costs	\$22,000

**Deliverables:**

- a. Calendar year budget and staffing plan. (December)
- b. Personnel evaluations. (On-going)
- c. Meeting packets and presentation materials, on-line meeting materials, official meeting records. (Monthly, and as needed)
- d. Functioning hardware and software to support program requirements. (On-going)
- e. Correspondence. (On-going)
- f. Accounting summaries. (Monthly)
- g. Billing/progress reports for WSDOT Planning Office. (Monthly)
- h. Annual Indirect Cost Plan. (March)
- i. Annual program audits. (As scheduled)
- j. UPWP Annual Reports. (August)
- k. UPWP amendments. (As needed)
- l. SFY 2024 UPWP. (January-May)
- m. Self-certification. (October)
- n. Title VI reports. (October or as needed)

**2. Project Programming and Tracking**

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

**Tasks:**

- 2.1. Programming of Federal Funding
  - Develop and maintain funding criteria. (As needed)
  - Program federal STBG, Transportation Alternatives (TA), Carbon Reduction Program (CRP) and Congestion Mitigation Air Quality (CMAQ) funds (Note-additional set-asides may be identified for the next fiscal year). (Annual to every two years)
  - Provide support to comply with federal and state requirements on the use of these funds, including reprogramming. (On-going, as needed)
  - Develop annual CMAQ funding report. (February)
  - Develop annual Transportation Alternatives report (January)
  - Develop annual Congestion Management Process report (if required during this time period for TMA)

- 2.2. Federal Funding Obligation Tracking
  - Work with the state to determine available obligation authority. (Annually)
  - Coordinate with funding recipients to ensure timely obligation of funds. (On-going)
  - Track and report on funded projects through project completion. (On-going)
- 2.3. Regional Transportation Improvement Program. (RTIP)
  - Develop and maintain a four-year Regional Transportation Improvement Program. (Annual basis, on-going)
  - Develop a compilation of planned projects submitted by local jurisdictions and drawn from their six-year Transportation Improvement Programs. (Annually, July-October)
  - Develop Annual Listing of Obligated Projects. (March)

### Level of Effort Breakdown:

2. <i>Project Programming and Tracking</i>	<i>\$155,000</i>
2.1. Programming of Federal Funding	\$67,000
2.2. Federal Funding Obligation Tracking	\$10,000
2.3. Regional Transportation Improvement Program	\$78,000

### Deliverables:

- a. Four-year RTIP and amendments, as necessary. (New RTIP in October; amendments between annual updates as needed)
- b. Compilation of planned projects drawn from Six-year TIPs. (October)
- c. Annual CMAQ report. (February)
- d. Annual Transportation Alternatives report. (January)
- e. Annual listing of obligated projects. (March)
- f. Annual Congestion Management Process Report (if required during this time period for TMA)

### 3. *On-going Multimodal Transportation Planning and Outreach*

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

### Tasks:

- 3.1 Tribal, Local, State, and Federal Agency Coordination
  - Participate in activities of the MPO/RTPO Coordinating Committee. (On-going)
  - Participate in the activities of the Association of Metropolitan Planning Organizations. (On-going)
  - Involvement in State planning activities, including Commute Trip Reduction/Transportation Demand Management activities, corridor studies, practical solutions, plan alignment workgroup, and statewide plan workgroups. (As needed)

- Respond to requests for information from State and Federal partners. (As needed)
  - Consult with tribal partners and invite participation in planning activities. (On-going)
  - Consult with federal partners. (On-going)
  - Provide local agency support and inter-regional coordination. This includes participation in numerous local and regional study efforts and activities, providing planning and technical support to partners, and undertaking other activities that support the planning and implementation efforts of TRPC's partners. (On-going)
  - Support public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate. (On-going)
  - Review local agency plans and policies, including compliance with Growth Management Act requirements. (On-going, as needed)
  - Provide support in local plan development and implementation. (On-going, as needed)
  - Review county-wide planning policies. (As needed)
- 3.2 Communications and Outreach
- Communication and outreach efforts related to our transportation work program, including updating the website and social media accounts, conducting surveys, and providing information and briefings. (On-going)
  - Conduct public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs. (On-going)
  - Respond to inquiries from the public and the media. (On-going)
- 3.3 General Compliance
- Monitor, evaluate, and respond to federal transportation legislation and its potential implications for the region. (On-going)
  - Monitor, evaluate, and respond to state transportation legislation and its potential implications for the region. (On-going)
  - Begin preparation for potential transition to a Transportation Management Area. (As needed)
  - Update Federal Functional Classification system. (As needed)
  - Update Freights and Goods Classification. (As needed)
- 3.4 General Planning Activities
- Multi-modal and Demand Management Activities. Includes participation in, and support of, a variety of activities related to multimodal transportation, including commute trip reduction, pedestrian and bicycle facilities planning, trails planning, and school-based activities. Includes maintaining the region's bicycle map and school walking route maps.
  - Safety and Security. Includes activities related to the safety and resiliency of our transportation network, including emergency planning efforts, achieving Target Zero, and addressing safety for vulnerable users. (On-going)
  - Land Use and Transportation Integrated Planning. Includes activities relating to urban centers and corridors, and neighborhood centers, such as convening the Urban Corridors Task Force. May include evaluating long-term effects of

- COVID-19 and resulting potential increase in telework/flexible schedules on land use patterns and transportation behaviors. (On-going)
- Continue to Integrate Equity into Transportation Decision Making. Includes continuing to explore and formalize procedures to implement equity into transportation decision making. (On-going)
- I-5 Planning Projects. Includes participation in, and working on, a variety of planning studies around the I-5 Corridor, including contributing technical and planning support for the I-5 Tumwater to Mounts Road Study Planning and National Environmental Policy Act (NEPA) review.
- Maintain Regional Plans. Includes amending/reviewing/updating the long-range Thurston Regional Transportation Plan, updating Intelligent Transportation Systems (ITS) Architecture, and updating or scoping other regional plans. (As needed)
- Emerging technologies – support planning activities around emerging technologies and broadband. (As Needed)
- 3.5 Climate Mitigation Plan Implementation
  - Transportation Strategies. Includes support for implementing the Climate Mitigation Plan, and other strategies to reduce transportation-related greenhouse gas emissions and vehicle miles traveled.
- 3.6 Urban Areas and Functional Classification Review
  - Participate in urbanized area review. (SFY 2024)
  - Begin review of road network federal functional classification. (Every 10 years)
  - Monitor and review other Census 2020 products as available. (As needed)
- 3.7 Planning Support
  - Provide planning support for ongoing local and regional plans and programs including targeted web sites, household travel surveys, and other transportation studies. (As needed)
  - Support commute trip reduction/transportation demand management program activities such as efforts to increase telework and flexible work hours on the state’s capitol campus and to support hybrid work environments throughout the region.
  - Update and maintain the region’s bicycle map, ensure the web site is updated regularly, and make print copies available and distribute as needed. (On-going)
  - Provide support for issues related to transportation planning that emerge throughout the state fiscal year. (As needed)

**Level of Effort Breakdown:**

3. <i>On-going Multimodal Transportation Planning and Outreach</i>	<i>\$346,000</i>
3.1. Tribal, Local, State, and Federal Agency Coordination	\$87,000
3.2. Communications and Outreach	\$31,000
3.3. General Compliance	\$23,000
3.4. General Planning Activities	\$102,000
3.5. Climate Mitigation Plan Implementation	\$19,000
3.6. Urban Areas and Functional Classification Review	\$20,000
3.7. Planning Support	\$64,000

**Deliverables:**

- a. Annual amendments to Regional Transportation Plan. (April, as needed)
- b. ITS Architecture updates. (As needed)

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

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

- 4.1. Performance Measures
  - Report on performance measures. (As needed)
  - Conduct analysis based on performance measure monitoring. (As needed)
- 4.2. Transportation Modeling
  - Maintain the regional transportation models. (On-going)
  - Explore new modeling technologies such as transit ridership forecasts. (Ongoing)
  - Respond to requests from partners. (As needed)
  - Contract for on-call consultant modeling support services. (As needed)
- 4.3. GIS and Modeling Management
  - Includes maintaining and updating Geographic Information System (GIS) data layers and maintaining our information technology infrastructure to support our modeling and planning efforts. (On-going)
  - Management and coordination of the modeling team. (On-going)
- 4.4. Data Management and Collection
  - Collect and manage traffic counts. (As needed)
  - Purchase origin and destination data, or conduct an origin and destination study, to support additional data collection for future update of the travel demand model. (As needed)
  - Collect other types of transportation data such as survey data. (As needed)
- 4.5. Estimates, Forecasting, and Monitoring
  - Develop annual Population and Employment estimates. (Annually)
  - Integrate Census data into annual estimates and forecasts. (Every ten years)
  - Update the Sustainable Thurston Report Card or other projects that provide an online data set that monitors land use and transportation trends. (Annually)

#### **Level of Effort Breakdown:**

<i>4. Data Collection, Analysis, and Forecasting</i>	<i>\$211,000</i>
4.1. Performance Measures	\$5,000
4.2. Transportation Modeling	\$92,000
4.3. GIS and Modeling Management	\$94,000
4.4. Data Management and Collection	\$12,000
4.5. Estimates, Forecasting, and Monitoring	\$8,000

#### **Deliverables:**

- a. Update of performance measures. (As Needed)
- b. Annual population and employment estimates. (2<sup>nd</sup> quarter)

- c. Update of Sustainable Thurston Report Card data. (4<sup>th</sup> quarter)

## 5. Major initiatives (may span over several work programs)

- 5.1. **Electric and Alternative Fuel Vehicles Planning.** Evolving from a plan to a resource website, the project will provide an electric and alternative fuel vehicle resource website for use by the region’s jurisdictions, agencies, and the public. This will serve as a starting point for determining what information should be incorporated into the next update of the Regional Transportation Plan. This effort began in 2022 and is expected to conclude in 2023.
- 5.2. **Population and Employment Forecast Update.** TRPC updates the population and employment forecast every five years, to support the Regional Transportation Plan and Travel Demand Model. The update began in late 2021 and is expected to conclude in 2023.
- 5.3. **Regional Travel Demand Model Update.** The Regional Travel Demand Model is undergoing a major update in preparation for the next Regional Transportation Plan. This will include incorporating results of the 2022 Household Travel Survey to better incorporate new travel behaviors resulting from the increase in telework, remote delivery of services, and on-line shopping, as well as the updated Population and Employment Forecast. The model update is expected to conclude in 2024.
- 5.4. **Regional Trails Plan Update.** Adopted in 2007, the Thurston Regional Trails Plan is a blueprint for the long-term development, operation, and maintenance of a multi-jurisdictional shared-use trail network that spans the entire county. Trails are an important component of the region’s transportation network, providing key corridors and intermodal links to transit and streets for people traveling by foot, bike, scooters, and other active transportation means. The plan will be updated to incorporate recently completed trail feasibility studies and other local agency bicycle and pedestrian plans to confirm the alignments and planning level cost estimates, where known for a 10-year plus list of trail projects and follow up planning recommendations. The update of the Plan began in 2020 and is expected to conclude in 2023.
- 5.5. **Regional Transportation Plan Update.** The Regional Transportation Plan was adopted in July 2020. The Plan is on a five-year update cycle. Preliminary work on the update will begin in late 2023/early 2024.
- 5.6. **TMA Transition.** The region will be designated a Transportation Management Area (TMA) in 2023. During the transition, TRPC staff will work with WSDOT staff, federal agencies, transit, and other partners to understand the new responsibilities TRPC will take on as a TMA including developing a Congestion Management Process.

### Level of Effort Breakdown:

5. Major initiatives (may span over several work programs)	\$608,000
5.1. Electric and Alternative Fuel Vehicles Planning	\$26,000
5.2. Population and Employment Forecast Update	\$64,000
5.3. Regional Travel Demand Model Update	\$382,000
5.4. Regional Trails Plan Update	\$35,000
5.5. Regional Transportation Plan Update	\$55,000
5.6. TMA Transition	\$16,000

## 6. *Contingency and Carryover*

- 6.1 Contingency. This item is to reserve funding for emerging issues or data needs, or to provide additional funding to identified items.
- 6.2 Carryover. Given the timing of funding availability, this item it to reserve some planned carryover funds for the next state fiscal year.

### Level of Effort Breakdown:

6. <i>Contingency and Carryover</i>	\$215,509
6.1. Contingency	\$76,000
6.2. Carryover	\$139,509

## OTHER PLANNING EFFORTS IN THE THURSTON REGION

*Note: The UPWP guidance requires a discussion of planning priorities within the MPO area. The following sections describe planning priorities other than those funded by FHWA PL, FTA 5303, and RTPD funds, and non-project specific STBG planning funds. As the work programs for these planning priorities are developed independently, only a summary is placed into the UPWP.*

### **Surface Transportation Block Grant Program Competitive Grants**

**Funding Source:** Surface Transportation Block Grant Program funds. Local matching funds.

#### ***High Capacity Transportation***

**Funding Amount:** \$200,000 (2021-2023)

**Work performed by:** Thurston Regional Planning Council

This project will examine opportunities and challenges for high-capacity transit both within our county and for out-of-county commuters. Given Intercity Transit's identified goal to provide bus-rapid transit service within our urban region, the project will also allow TRPC staff to develop data and technical expertise to poise the region for a successful application for federal funding. This project is the first step in the Unfunded Needs Project High Capacity Transportation.

#### ***Thurston Rural Mobility Strategy***

**Funding Amount:** \$350,000 (2020-2023)

**Work performed by:** Thurston County and Thurston Regional Planning Council.

Many of the rural arterials in Thurston County are congested today, and growth projections show congestion will increase in the future. These arterials serve as primary connections between communities in the County and intermodal connections for goods and services for the county and state. There are limitations, however, to addressing the congestion through road widening, including funding, environmental concerns, and physical (right-of-way) limitations. Like their urban counterparts – Strategy Corridors – we need solutions other than road widening to address congestion in these rural arterial corridors. This study will evaluate different strategies and make recommendations for implementation – ultimately forming a proactive rural mobility strategy for Thurston County.

#### ***Rochester – Grand Mound Trail Feasibility Study***

**Funding Amount:** \$173,410 (2020-2023)

**Work performed by:** Thurston County and Thurston Regional Planning Council.

The study will examine potential trail routes and associated connections between key origins and destinations. The study will lay the groundwork for the future development of a shared-use path system and any associated local road improvements and crossing treatments to serve the needs of the communities within the study area.

***Emergency Incident Management Detour Route Improvements Study*****Funding Amount:** \$250,000 (2022-2025)**Work performed by:** Thurston Regional Planning Council, WSDOT, and Thurston County.

When I-5 or US 101 shuts down due to major collisions, flooding, or other blocking emergencies, traffic moves to local streets to bypass the incident. Many travelers use on-line tools to suggest alternative routes. These temporary and self-selected detours are disruptive to local transportation networks and result in major delays both to local traffic and people passing through. In addition, load restrictions and vertical clearance limitations pose additional constraints for movement of large trucks.

To better manage traffic impacts from such incidents, TRPC, WSDOT, and local agency partners have identified nearly 50 pre-determined emergency detour routes. This project will identify opportunities to improve the operational efficiency of the detour routes and make them safer and more resilient. Modeling and operational analysis will consider the effectiveness of modifications such as traffic signal timing, roundabouts, road reconstruction, increasing vertical clearances, placement of variable message boards, and other options.

**Other Planning Activities within the Thurston Region*****High Capacity Transportation II*****Funding Source:** \$250,000 from WSDOT (2022-2023 State Transportation Budget, with request to continue in 2023-25 Budget)**Work performed by:** Thurston Regional Planning Council

This project represents Phase II of the high capacity transportation project development. The study examines options for multimodal high capacity transportation (HCT) to serve travelers on the I-5 corridor between central Thurston County (Olympia area) and Pierce County, one of the fastest growing regions in the state. The project will include an assessment of travelsheds and ridership potential and identify and provide a high-level evaluation of options to enhance connectivity and accessibility for the greater south sound region. Opportunities to link with planned or existing commuter or regional light rail will be a focus. The study will take into account previous and ongoing efforts by transit, WSDOT, and others, including the I-5 Mounts Road to Tumwater efforts. The study will emphasize collaboration with a diverse community of interest, including but not limited to transit, business, WSDOT, Tribes, and providers and users of transportation who because of age, income, or ability may face barriers and challenges.

***Martin Way Crossing Strategy*****Funding Source:** \$750,000 from State Transportation Budget/Project List (2023-2025)**Work performed by:** Thurston Regional Planning Council, City of Lacey, City of Olympia, Thurston County, Intercity Transit

This project is funded by the Connecting Communities Pilot Program, and follows an extensive corridor study. Martin Way is one of the busiest and most important transportation corridors in the Thurston Region and supports some of the region's most diverse neighborhoods. The Martin Way Crossing Study will identify appropriate locations for mid-block crossings on Martin Way and further scope specific improvements necessary to enhance pedestrian safety and mobility,

including but not limited to driveway consolidation/access management, refuge islands, sidewalk improvements, and ADA improvements. The study will result in preliminary designs (30%) for up to 10 priority crossings or other interventions along Martin Way.

### ***Intercity Transit Planning Activities***

**Funding Source:** Primarily local funding, with some use of Federal and State funding awards.

**Work performed by:** Intercity Transit or in partnership with local, regional, and state agencies, with consultant support as needed.

Intercity Transit is a direct recipient of Federal formula funds including Section 5307 funds which can be used for Planning. Intercity Transit primarily uses direct federal funds for capital projects and some operating assistance. Intercity Transit's planning activities must be conducted in a manner compliant with federal requirements. The development and submittal of required Federal Transit Administration (FTA) Plan's is a prerequisite to maintaining federal funds eligibility for public transportation in the region. Some specific activities of note include, but are not limited to:

- Monthly and annual reporting of transit operating and ridership data by mode to the National Transit Database (NTD).
- Develop, submit, and report on Intercity Transit's required Title VI Plan (3 year).
- Preparation and adoption of the FTA required Public Transportation Agency Safety Plan (PTASP) establishing safety targets for incorporation into the MTP (RTP).
- Develop and maintain an FTA compliant Transit Asset Management Plan (TAM) in coordination with the State and TRPC (MPO) RTP updates (4 years).
- Maintain, monitor, and report on federally required program such as EEO, DBE, Title VI, and NTD.
- Ongoing monitoring and review of local transit service and annual review of service polices affecting transit accessibility, reliability, safety and overall effectiveness (2 times per year).
- Annual review and periodic updates to the agencies adopted Long Range Service Plan addressing existing and future service and capital programs.
- Develop and lead regional transit corridor and service implementation programs consistent with adopted local and regional transportation plans.
- Annual review and update of a six-year Transit Development Plan (TDP) per WSDOT requirements (RCW 35.58.2795) which forecasts the agency's financial picture and outlines services it can then provide.
- Participation in regional planning initiatives including those focused on land use, transportation funding and programming, walkable communities, equity and access to services, active transportation, economic and workforce development, and livable/sustainable communities.
- Participation in local, regional, statewide, and national discussions on the development of transit service delivery, industry best practices, and advancements in innovative services and technology.
- Administration of grant funds for operational assistance, capital facilities, planning and other eligible projects.

### **WSDOT Headquarters Planning Activities**

**Funding Source:** Title 23 and Chapter 53 of Title 49 U.S.C. and the Washington State Legislature.

**Work performed by:** WSDOT headquarters staff in partnership with WSDOT regional offices, MPOs and RTPOs, local agencies.

WSDOT receives funding from FHWA and the State Legislature to conduct federal and state required transportation planning and research on issues of statewide importance. These activities include:

- Highway System Plan
- Multimodal Investment Strategy
- Statewide Human Services Transportation Plan
- Statewide Public Transportation Plan
- Statewide Cooperative Automated Transportation Policy Framework

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

### **WSDOT Olympic Region Planning**

**Funding Source:** State and Federal

**Work performed by:** WSDOT Olympic Region Multimodal Planning staff in partnership with local, regional, and federal staff.

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

Corridor and Network Planning includes involvement in system planning efforts such as development and evaluation of strategies and projects that meet state system plan policies and service objectives that lead to the development and completion of the Corridor Sketches and Corridor Studies, such as the I-5 Tumwater to Mounts Road Planning and Environmental Linkages study that is now moving into the NEPA phase. This is done in cooperation with MPOs and RTPOs such as TRPC and local jurisdictions and agencies. Efforts are conducted in cooperation with local, regional, state agencies, and tribes and include determination of existing and long-range deficiencies in the system; development and refinement of strategies for inclusion in the Corridor Studies.

*Tribal and Regional Coordination efforts consist of WSDOT participation in the planning activities of TRPC, local jurisdictions, and the federally recognized tribes within the region. Efforts include technical assistance and participation in local and regional planning efforts, and development regulations.*

*Multimodal work includes reviews of the Washington Transportation Plan, Long Range Ferry Plan, Aviation Plan, Active Transportation Plan, Highway System Plan and the plans of other modes (including transit). Multimodal staff provides input during planning efforts (Basis of Design and Context and Modal Accommodation Report) to facilitate additional Multimodal Facilities.*

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive plans and updates to their plans. This will

reduce the amount of comments on the completed comprehensive plans.

In addition, efforts include assisting in the development and review of subarea plans and other comprehensive plan updates or revisions, especially where WSDOT facilities might be impacted.

## AMENDMENT PROCESS

Federal and state funding presented in this UPWP is an estimate. Timing of funding availability is difficult to predict; often emerging issues become critical issues; and lack of available funding may lead to changes to the work program over the course of the SFY. For that reason, there is a great deal of flexibility needed when implementing the tasks within the UPWP. Amendments will not be required for changes related to funding source billings.

Amendments to the UPWP will only be conducted for substantive changes, and will occur under the following circumstances:

- a. A 25% increase in total Professional Services expenses or Total Expenses.
- b. A new work program task is identified.
- c. As requested by WSDOT to update the budget based on available Regional Transportation Planning Organization funds.

Amendment Process:

An amendment must be approved by Thurston Regional Planning Council prior to being submitted to WSDOT for State and Federal approval.

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## **Appendix A: Unfunded Needs**

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## High Capacity Transportation Project Development

### Statement of Need

This project would re-engage the community in a broad discussion of high-capacity transportation opportunities and challenges for the Thurston Region.

Phase I: This Phase is funded through STBG funds. The team is currently 1) developing a Roadmap for a High Capacity Transportation Project, 2) developing tools for transit ridership forecasts, 3) conducting an upper level feasibility analysis, and 4) identifying next steps.

Phase II: Phase II is a study examining options for multimodal high capacity transportation (HCT) to serve travelers on the I-5 corridor between central Thurston County (Olympia area) and Pierce County, one of the fastest growing regions in the state. The study will include an assessment of travelsheds and ridership potential and identify and provide a high-level evaluation of options to enhance connectivity and accessibility for the greater south sound region. Opportunities to link with planned or existing commuter or regional light rail will be a focus. The study will take into account previous and ongoing efforts by transit, WSDOT, and others, including the I-5 Mounts Road to Tumwater efforts. The study will emphasize collaboration with a diverse community of interest, including but not limited to transit, business, WSDOT, tribes, and providers and users of transportation who because of age, income, or ability may face barriers and challenges.

Phase III: Next steps

**Estimated Cost for This Unfunded Need:** Phase III: TBD.

## Countywide Bicycle and Micromobility Strategy

### Statement of Need

The emergence of affordable electric bicycles and micromobility devices such as electric scooters, electric skateboards, and similar small electric engine vehicles allow people to travel greater distances relatively quickly and efficiently. Electric bikes are becoming increasingly popular with younger and older generations alike and will add to the number of people who need safe connected routes. Paved trails, bicycle lanes, bike boulevards, protected bike lanes and similar types of transportation facilities will become part of a broader network to enable people to travel between their homes, workplaces, parks, retail centers, and other destinations.

TRPC and state and local partners will build on existing community plans and studies to develop a Countywide Bicycle and Micromobility Strategy. The effort will evaluate both design considerations for the variety of small electric powered personal vehicles and their operational compatibility with traditional bicycles and e-bikes. The strategy will also evaluate opportunities to fill gaps to develop a regional network with a range of facilities that could serve a broader group of users with varying comfort levels for riding in and around traffic. To comply with the passage of state legislation that allows electric bicycle use on trails under certain conditions, the region and jurisdictions will also need to update local ordinances and explore speed considerations.

**Estimated Cost for this Unfunded Need:** \$350,000-\$500,000

## **Transportation Resiliency Strategy**

### **Statement of Need**

The Thurston Region is vulnerable to major earthquakes, landslides, the effects of climate change, and other hazards. A Regional Transportation Resiliency Plan would assist local, tribal, and state governments with identifying system vulnerabilities and developing strategies for mitigating and managing both pre- and post-incident transportation recovery priorities.

**Estimated Cost for this Unfunded Need:** \$250,000 to \$300,000 plus the bridge earthquake structural assessment.

## **Regional Freight Strategy**

### **Statement of Need**

A Regional Freight Strategy (Strategy) is a long-standing need for our community, and will help address the unique characteristics, needs, and impacts of freight mobility within our region. We face a number of challenges, including infrastructure bottlenecks, adoption of new technologies and best practices, freight data collection, supply-chain issues, freight safety and security, system resiliency, appropriate industrial land inventory, conflict between first/last mile of truck travel and supporting vibrant centers and corridors, conflicts between truck travel and vulnerable users, mitigating environmental impacts, and outreach to underserved and marginalized communities.

The Strategy will convene a freight mobility committee, conduct outreach to businesses and underserved/disadvantaged communities, and develop an existing and future conditions report, an implementation plan, and a final report.

**Estimated Cost for this Unfunded Need:** \$988,000

## **Neighborhood Centers Study**

### **Statement of Need**

A priority goal of the Sustainable Thurston Project was to create vibrant centers, corridors, and neighborhoods while accommodating growth. The corresponding target was: 72 percent of all (new and existing) households in our cities, towns, and unincorporated growth areas will be within a half-mile (comparable to a 20-minute walk) or an urban center, corridor, or neighborhood center with access to goods and services to meet some of their daily needs by 2035. Policymakers identified the need for a Neighborhood Centers study to research and develop strategies to increase access to goods and services in existing and planned neighborhood centers. Improvements to our federal Call for Projects strategy and process highlighted a need to align jurisdictional definitions and requirements for designating and maintaining Neighborhood Centers. In investments, policymakers seek to support not just urban corridors and centers, but also neighborhood centers and need greater consistency.

**Estimated Cost for this Unfunded Need: \$150,000**

## **Regional Multimodal Level of Service**

### **Statement of Need**

Regional policymakers have expressed the desire to move toward a multimodal level of service that will set performance goals for transit, bicycle and pedestrian facilities in addition to vehicles. This study will build on the Regional Trails Plan, Bicycle and Micromobility strategy, and TRPC's current side-walk inventory to develop a comprehensive way of measuring multimodal level of service. It will provide essential information to prioritize and select transportation infrastructure projects in the future. To support this effort, the estimated cost includes a Streetlight Data license agreement.

**Estimated Cost for this Unfunded Need: \$350,000**

## **Regional Transportation Safety Action Plan**

### **Statement of Need**

Since 2016, the number of fatalities and serious injuries on public roads in Thurston County has been on an upward trajectory, taking us farther away from meeting Target Zero. In 2021, one in five fatalities and serious injuries on the region's roads were non-motorists. This project will develop a comprehensive safety action plan for the Thurston Region. The action plan will establish a safety task force and conduct a safety analysis to understand who is affected and where, why, and under what conditions fatal and serious injury crashes occur countywide. Analysis will include impacts and conditions for marginalized communities and vulnerable users. The project will also identify specific policy and process changes that can be made and develop a list of priority projects and strategies to improve and prioritize the safety of all users. Several jurisdictions received federal funding in 2023 to update their safety plans. This project will build on those efforts, leveraging funding. TRPC will also help smaller jurisdictions develop ADA transition plans – a prerequisite for certain funding eligibility.

**Estimated Cost for this Unfunded Need: \$500,000**

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## **Appendix B: Glossary**

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

### **Comprehensive Plan**

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

### **Congestion Management Process**

Congestion Management Process. A systematic approach required in TMAs that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C., and title 49 U.S.C., through the use of travel demand reduction and operational management strategies.

### **Conformity**

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

### **CMAQ**

Congestion Mitigation and Air Quality (CMAQ). CMAQ funding is available to reduce congestion and improve air quality for areas that do not meet the National Ambient Air Quality Standards for ozone, carbon monoxide, or particulate matter (PM) (nonattainment areas) and for former nonattainment areas that are now in compliance (maintenance areas)

### **CY**

Calendar year. From January 1 to December 31.

### **FHWA**

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

### **FTA**

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

### **FAST**

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

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<b>GMA</b>	Growth Management Act (GMA). State legislation passed in 1990 requiring urban counties and their associated jurisdictions to cooperatively develop and periodically update plans related to land use, infrastructure, services, housing, etc. Under GMA, Thurston Regional Planning Council is responsible for creating and maintaining a regional transportation plan and for certifying that the transportation elements of each jurisdiction meet GMA requirements.
<b>ITS</b>	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.
<b>IT</b>	Intercity Transit. IT is Thurston County’s public transportation provider.
<b>MPO</b>	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.
<b>Olympic Region</b>	One of six WSDOT geographic regions that deals with state transportation issues. The Olympic Region includes Thurston County and is headquartered in Lacey.
<b>PM10</b>	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 airborne ash, soot, dust, fog, fumes, etc. Transportation conformity deals with PM <sub>10</sub> that is generated by transportation.
<b>RTIP</b>	Regional Transportation Improvement Program (RTIP). Federally required document produced by TRPC that identifies all federally funded projects, and regionally significant projects funded by any source, for the current 4-year period. The RTIP is developed every year, and amended in between annual updates, as needed. For any federally funded project to proceed, it must be included in the RTIP and the Statewide Transportation Improvement Program (STIP).
<b>RTP</b>	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.
<b>RTPO</b>	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 Regional Transportation Planning Organization for Thurston County, which is a single-county RTPO.

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<b>SFY</b>	State Fiscal Year. The period from July 1 through June 30.
<b>STIP</b>	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. For a project to be included in the STIP it must first be included in the RTIP.
<b>STBG</b>	Surface Transportation Program Block Grant Program. The primary federal funding program resulting from the FAST Act that provides money for a wide range of transportation projects.
<b>STP</b>	Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects.
<b>TAC</b>	Technical Advisory Committee. Advisory body to the TPB and TRPC on transportation issues, primarily technical in nature. All member jurisdictions and WSDOT are eligible to participate.
<b>TIP</b>	Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a four to six year list of projects that will be pursued.
<b>TITLE VI</b>	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.
<b>TMA</b>	Transportation Management Area. An urbanized area with a population over 200,000, as defined by the Bureau of the Census and designated by the Secretary of Transportation, or any additional area where TMA designation is requested by the Governor and the MPO and designated by the Secretary of Transportation.
<b>TPB</b>	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. State legislation passed in 2003 designated all the region's legislators as ex officio members of the TPB.
<b>TRPC</b>	Thurston Regional Planning Council.
<b>UPWP</b>	Unified Planning Work Program. A federally required report describing the work to be funded by revenues provided by 23 U.S.C. 104(f) and 49 U.S.C.

5336, and RCW 47.80. 050.to meet federal and state planning requirements for the ensuing one- or two-year period.

**WSDOT**

Washington State Department of Transportation.

## **Appendix C: 2023 Member Rosters and Staff Resources**

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**THURSTON REGIONAL PLANNING COUNCIL – CY 2023 MEMBERS**

Bucoda .....	Robert Gordon
Lacey.....	Robin Vazquez
Olympia .....	Clark Gilman, Vice Chair
Rainier.....	Dennis McVey
Tenino .....	John O’Callahan
Tumwater .....	Eileen Swarthout
Yelm.....	Joe DePinto, Secretary
Thurston County .....	Gary Edwards
Confederated Tribes of the Chehalis Reservation.....	Amy Loudermilk
Nisqually Indian Tribe .....	David Iyall
Intercity Transit.....	Debbie Sullivan
Port of Olympia.....	Amy Evans Harding
North Thurston Public Schools.....	Graeme Sackrison
Olympia School District .....	Hilary Seidel, Chair
Tumwater School District .....	Mel Murray
LOTT Clean Water Alliance.....	Carolyn Cox
Thurston County Public Utilities District No. 1 .....	Russ Olsen
Thurston Conservation District.....	Helen Wheatley
Timberland Regional Library (Associate) .....	Cheryl Heywood
Thurston Economic Development Council (Associate)....	Michael Cade
Lacey Fire District #3 (Associate) .....	Liberty Hetzler
Puget Sound Regional Council (Associate).....	Josh Brown
The Evergreen State College (Charter Mem. Emeritus) ...	Scott Morgan

**TRANSPORTATION POLICY BOARD – CY 2023 MEMBERS**

Lacey.....	Andy Ryder, Chair
Olympia .....	Dani Madrone, Vice Chair
Rainier.....	Ron Kemp
Tenino .....	John O’Callahan
Tumwater .....	Peter Agabi
Yelm.....	Brian Hess
Thurston County .....	Carolina Mejia
Confederated Tribes of the Chehalis Reservation.....	Amy Loudermilk
Nisqually Indian Tribe .....	Heidi Thomas
North Thurston Public Schools.....	Garrett Kendall
Intercity Transit.....	Don Melnick
Port of Olympia.....	Joe Downing
WA State Department of Enterprise Services.....	John Lyons
WSDOT, Olympic Region.....	Gaius Sanoy
Business Representative Position #1.....	Renee Radcliff Sinclair, Second Vice Chair
Business Representative Position #2.....	Jessica McKeegan-Jensen
Business Representative Position #3.....	David Wasson
Emeritus Business Representative Position .....	Pete Kmet
Community Representative Position #1.....	Michelle Murray
Community Representative Position #2.....	Travis Millar

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

2 <sup>nd</sup> Legislative District .....	Senator Jim McCune Representative Andrew Barkis Representative J.T. Wilcox
20 <sup>th</sup> Legislative District .....	Senator John Braun Representative Peter Abbarno Representative Ed T. Orcutt
22 <sup>nd</sup> Legislative District	Senator Sam Hunt Representative Beth Doglio Representative Jessica Bateman
35 <sup>th</sup> Legislative District .....	Senator Drew MacEwen Representative Dan Griffey Representative Travis Couture

**TECHNICAL ADVISORY COMMITTEE – CY 2023 MEMBERS**

Confederated Tribes of the Chehalis Reservation.....	Bryan Sanders
Nisqually Indian Reservation.....	Joe Cushman
Lacey.....	Martin Hoppe
Olympia .....	Sophie Stimson
Tumwater .....	Mary Heather Ames
Yelm.....	Patrick Hughes
Thurston County .....	Matt Unzelman
Intercity Transit.....	Rob LaFontaine
WSDOT, Olympic Region.....	Ashley Carle
WSDOT, Olympic Region Local Programs .....	Andrea Archer-Parsons

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](http://www.trpc.org)

Core regional transportation staff work on a wide variety of issues. New and emerging issues arise, and other issues diminish over time. The following list reflects the primary areas of responsibility for significant aspects of the 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 do not see on the list, get in touch with any of the people below and we will help you find what you are looking for.

<b>Staff Contact</b>	<b>Primary Areas of Responsibility in Transportation</b>
<b>Marc Daily</b> <i>Executive Director</i> <a href="mailto:dailym@trpc.org">dailym@trpc.org</a>	Oversight and management of all TRPC agency work programs.
<b>Tyson Justis</b> <i>Finance and HR Director</i> <a href="mailto:justist@trpc.org">justist@trpc.org</a>	Oversight and management of staffing and accounting functions and contract management.
<b>Scott Carte</b> <i>GIS and Modeling Manager</i> <a href="mailto:cartes@trpc.org">cartes@trpc.org</a>	Oversight of technical team including modeling and GIS staff. ITS Architecture
<b>Karen Parkhurst</b> <i>Planning and Policy Director</i> <a href="mailto:parkhuk@trpc.org">parkhuk@trpc.org</a>	Oversight of Policy Board and transportation policy development. Legislative issues and support. Coordinated human services transportation planning. Rail. Freight.
<b>Katrina Van Every</b> <i>Transportation Manager</i> <a href="mailto:vaneveryk@trpc.org">vaneveryk@trpc.org</a>	Title VI coordinator. Transportation funding. MPO/RTPO program requirements. UPWP. Performance measures. ITS Architecture. Regional Transportation Plan.
<b>Paul Brewster</b> <i>Senior Planner</i> <a href="mailto:brewstp@trpc.org">brewstp@trpc.org</a>	Federal funding programs. Oversight of Technical Advisory Committee. Trails and non-motorized transportation planning. Safety and security planning. Federal functional classification. "Walk and Roll" program and other school-based programs.
<b>Theresa Julius</b> <i>Senior Planner</i> <a href="mailto:juliust@trpc.org">juliust@trpc.org</a>	Regional Transportation Improvement Program.
<b>Michael Ambrogio</b> <i>Senior Planner</i> <a href="mailto:ambrogim@trpc.org">ambrogim@trpc.org</a>	Population and Employment forecast. Regional transportation and dynamic model support.
<b>Aaron Grimes</b> <i>Transportation Modeler</i> <a href="mailto:grimesa@trpc.org">grimesa@trpc.org</a>	Maintenance of regional travel demand model and development of dynamic traffic model development. Traffic data support. Regional and corridor analysis. Local agency modeling support.
<b>Clyde Scott</b> <i>Senior Transportation Modeler</i> <a href="mailto:scottc@trpc.org">scottc@trpc.org</a>	Development of regional transportation and dynamic traffic assignment models. Regional and corridor analysis. Concurrency analysis. Local agency modeling support.

## **Appendix D: UPWP Annual Report**

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# SFY 2022

(July 1, 2021 to June 30, 2022)

# Annual Report

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



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## UNIFIED PLANNING WORK PROGRAM (UPWP) ELEMENTS

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

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

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

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

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

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

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

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

**SFY 2022 Actual Revenue**

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

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

**SFY 2022 Actual Expenditures**

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

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

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

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

## PROGRESS REPORT

### Element 1. Program Management

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

#### Tasks:

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

## **Element 2. Project Programming and Tracking**

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

### **Tasks:**

- 3.1. Programming of Federal Funding
  - Continued an update of funding criteria for our next call for federal projects for Surface Transportation Block Grant program (STBG) and STBG Enhancements. This included developing a framework and draft criteria with our Technical Advisory Committee (TAC), Transportation Policy Board (TPB), and Regional Council. This process should be completed by third Quarter 2022.
  - Programmed redistributed and sanctioned funding to projects on a Contingency List
  - Responded to request for WSDOT for a project list for additional Obligation Authority
  - Provided support to comply with federal and state requirements on the use of these funds
- 2.2. Federal Funding Obligation Tracking
  - Worked with the state to determine available obligation authority
  - Coordinated with funding recipients to ensure timely obligation of funds
  - Tracked and reported on funded projects through project completion
  - Followed the recently developed Obligation Authority Policy and Procedure
  - Reviewed WSDOT updates to Obligation Authority (OA) policy and provided feedback
- 2.3. Regional Transportation Improvement Program (RTIP)
  - Developed a four-year Regional Transportation Improvement Program
  - Developed a compilation of planned projects submitted by local jurisdictions and drawn from their six-year Transportation Improvement Programs
  - Conducted amendments and modifications to the RTIP
  - Developed Annual Listing of Obligated Projects

## **Element 3. Multimodal Transportation Planning**

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

### **Tasks:**

- 3.1. Tribal, Local, State, and Federal Agency Coordination
  - Participated in activities of the MPO/RTPO Coordinating Committee
  - Participated in the activities of the Association of Metropolitan Planning Organizations

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

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

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

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

## Element 5. Ongoing Activities

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

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

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

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

## Element 6. Major initiatives

This section includes projects that may span over several years.

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

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