

AGENDA

Thurston Regional Planning Council
Friday, May 5, 2023 – 8:30 a.m. to 11:00 a.m.

Remote Meeting Via Zoom

Watch the meeting live on Facebook:

<https://www.facebook.com/trpc.org>

A link to the meeting will be sent to Council members and staff in advance of the meeting. Members of the public wishing to receive a link to the meeting should email info@trpc.org.

OPENING – 8:30 a.m.

1. **Call to Order**
2. **Introductions**
3. **Approval of Agenda** **ACTION**
4. **Consent Calendar** **ACTION**
 - a. **Approval of Minutes** (Attachment) – April 7, 2023
 - b. **Approval of Vouchers** (Attachment) – April 2023
 - c. **Transportation Performance Measures – Resolution 2023-03** (Attachment)
5. **Public Comment Period**

Public comment for this meeting will be accepted in written and oral format.

 - The deadline for submitting written public comments or registering for oral public comment at the meeting is noon (12:00 p.m. Pacific Daylight Time) the day preceding the meeting, May 4, 2023.
 - For written public comment, please provide: 1) your name and address and 2) your comments, and send them to info@trpc.org. Written comments received by the deadline will be provided to the Council prior to the meeting.

To register for oral public comment, send an email to info@trpc.org with your full name and topic of public comment. You will be sent a link to the meeting. The Chair may limit oral public comment to three minutes or less, depending on the meeting agenda and number of people wishing to comment.

OTHER BUSINESS

8:40 am 20 min	6. EXECUTIVE SESSION – Executive Director’s Annual Evaluation – Hilary Seidel, Chair	CLOSED SESSION
9:00 am 10 min	7. EXECUTIVE DIRECTOR’S EVALUATION (Attachment) – Hilary Seidel, Chair	ACTION
9:10 am 10 min	8. State Fiscal Year 2024 Indirect Cost Proposal (Attachment) – Marc Daily, TRPC <i>5 min. presentation, 5 min. discussion.</i>	ACTION
9:20 am 10 min	9. New Position Classification – Planning Manager (Attachment) – Marc Daily, TRPC <i>5 min. presentation, 5 min. discussion</i>	ACTION
9:30 am 5 min	10. Break	
9:35 am 30 min	11. State Fiscal Year 2024 Unified Planning Work Program (UPWP) (Attachment) – Katrina Van Every, TRPC <i>20 min. presentation, 10 min. discussion</i>	1st REVIEW
10:05 am 25 min	12. Legislative Update – Karen Parkhurst, TRPC <i>15 min. presentation, 10 min. discussion</i>	UPDATE
10:30 am 10 min	13. Report from Outside Committee Assignments (Oral/Written Report) – Helen Wheatley, Puget Sound Regional Council Growth Management Policy Board.	INFORMATION

10:40 am **14. Executive Director's Report**
10 min

INFORMATION

10:50 am **15. Member Check In – Chair Seidel**
10 min

INFORMATION

11:00 am **16. Adjourn**

Additional Informational Enclosures:

1. TPB Minutes (available upon request)

NEXT MEETING
June 2, 2023 – In-person

Note: For anyone without the ability to access the meeting in-person,
TRPC will provide access to the meeting via Zoom.

Public Comment:

The following is not acceptable as either written or oral public comment and is considered disruptive behavior.

- Promoting or advertising commercial services, entities or products.
- Supporting or opposing political candidates or ballot propositions.
- Distributing obscene content.
- Engaging in illegal activity or encouragement of illegal activity.
- Promoting, fostering or perpetuating discrimination on the basis of creed, color, age, religion, gender, gender identification, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation information that may tend to compromise the safety or security of the public or public systems.
- Threatening or intimidating language, including cyber bullying.
- Otherwise engaging in disruptive behavior.

Members of the public engaging in disruptive behavior may have their emails blocked (for written comments) or be removed from the meeting (for oral comments).

Thurston Regional Planning Council ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Title VI Coordinator at 360.956.7575 or email info@trpc.org. If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.

TRPC's mission is to

“Provide Visionary Collaborative Leadership on Regional Plans, Policies, and Issues for the Benefit of all Thurston Region Residents.”

To Support this Mission, we:

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

September 2011

**THURSTON REGIONAL PLANNING COUNCIL
MEETING NORMS**

Show up

- Nothing happens without consistent good attendance by all members.
- Make sure you have a designated alternate.

Be prepared

- Members who are unprepared can't contribute the best input.
- Make sure your alternate is prepared if you have to miss a meeting.

Participate

- Share your ideas.
- Engagement by all members is required for productive discussions.

Be respectful

- Create a safe place to ask questions and express views.
- Diversity is one of TRPC's strengths.

Report back

- We each represent somebody who thought it wise to spend money to join TRPC.
- Report back to your jurisdiction, organization or community.

Feel good

- TRPC is an effective organization that allows us to address regional issues in a productive way.
- Take time to recognize and celebrate our successes.

MINUTES OF MEETING

THURSTON REGIONAL PLANNING COUNCIL

Friday, April 7, 2023

In person and remote

Call to Order

Chair Hilary Seidel called the meeting to order at 8:30 a.m.

Attendance

Members Present:

City of Lacey	Robin Vazquez, Council member
City of Olympia	Clark Gilman, Council member
City of Rainier	Dennis McVey, Council member
City of Tenino	John O'Callahan, Council member
City of Tumwater	Eileen Swarthout, Council member
City of Yelm	Joe DePinto, Mayor
Intercity Transit	Debbie Sullivan, Authority member
Lacey Fire District #3	Liberty Hetzler, Board member
LOTT Clean Water Alliance	Carolyn Cox, Board member
North Thurston Public Schools	Graeme Sackrison, Board member
Olympia School District	Hilary Seidel, Board member
Port of Olympia	Amy Evans Harding, Commissioner
PUD No. 1 of Thurston County	Chris Stearns, Commissioner
The Evergreen State College	Scott Morgan, Staff
Thurston Conservation District	Helen Wheatley, Supervisor
Thurston County	Gary Edwards, Commissioner
Town of Bucoda	Robert Gordon, Mayor

Members Absent:

Confederated Tribes of the Chehalis Reservation	Amy Loudermilk, Staff
Nisqually Indian Tribe	David Iyall, Tribal Council Member
Thurston EDC	Michael Cade, Executive Director
Timberland Regional Library	Cheryl Heywood, Executive Director
Tumwater School District	Mel Murray, Staff

Staff Present:

Marc Daily, Executive Director
Karen Parkhurst, Planning & Policy Director
Burlina Lucas, Executive Assistant
Dorinda Merrill, Office Specialist IV
Dave Read, IT Manager
Katrina Van Every, Transportation Manager
Paul Brewster, Senior Planner
Scott Carte, GIS & Modeling Manager
Allison Osterberg, Senior Planner
Amy Hatch-Wineka, WRIA Lead Entity Coordinator
Krosbie Carter, Associate Planner

Others Present:

Emily Bergkamp, Intercity Transit
Eric Phillips, Intercity Transit
Peter Stackpole, Intercity Transit
Jessica Gould, Intercity Transit
Rob LaFontaine, Intercity Transit
Matt Unzelman, Thurston County
Michelle Swanson, City of Olympia
Joyce Phillips, City of Olympia
Mary Heather Ames, City of Tumwater
Ursula Euler, Public

Agenda Item 2 **Introductions**
All present were introduced.

Agenda Item 3 **Approval of Agenda**
ACTION
Councilmember Edwards moved, seconded by Councilmember Vazquez, to approve the agenda. Motion carried.

Agenda Item 4 **Approval of Consent Calendar**
ACTION
a. Approval of Minutes – March 3, 2023
b. Approval of Vouchers – March 2023
Councilmember Sackrison moved, seconded by Councilmember Edwards, to approve the consent calendar. Motion carried.

Agenda Item 5 **Public Comment**
Resident Euler provided public comment regarding an education forum on aviation impacts on communities.

Agenda Item 6 **Regional Transportation Plan (RTP) – 2022 Amendment Cycle & Resolution**
ACTION
Transportation Manager Katrina Van Every updated the Council on six proposed amendments to the Regional Transportation Plan (RTP). The proposed amendments include the following:

- Remove Log Cabin Road Connection (City of Olympia)
- Add SE Olympia Street Connectivity Study (City of Olympia)
- Add NE Lacey Operation Terminal Facility (Intercity Transit)
- Add Alternative Fuel Infrastructure Project (Intercity Transit)
- Update to a five-year plan cycle (TRPC staff)
- Add Transit safety performance measures (TRPC staff)

During the Transportation Policy Board's (TPB) March 8, 2023, meeting, the Board took action to recommend Council adopt all proposed amendments except removing the Log Cabin Road Connection, which should remain in the Regional Transportation Plan until such time as the Southeast Olympia Street Connectivity Study or other regional mobility study is performed that may eliminate the need for this connection and/or identify a viable alternative.

Councilmember O'Callahan moved, seconded by Councilmember Vazquez, to approve Resolution 2023-02. Motion carried.

Agenda Item 7 **Intercity Transit STBG Award – Amendment Letter**
ACTION
Senior Planner Paul Brewster reviewed a proposed amendment to Intercity Transit's East Martin Way Gateway Project federal funding award letter and requested Council take action on the proposed amendment.

Intercity Transit was originally awarded \$735,250 in Surface Transportation Block Grant (STBG) funds for the preliminary engineering and design phase for the East Martin Way Gateway Project with the obligation deadline of June 2024. The requested amendment is to award the same amount, \$735,250, with the obligation date of June 2023. Council approved the amendment.

Staff requested that the Council approve the amended award letter for the Intercity Transit East Martin Way Gateway Project.

Councilmember O'Callahan moved, seconded by Councilmember Sullivan, to approve the amended award letter for the Intercity Transit East Martin Way Gateway Project. Motion carried.

Agenda Item 8
1st REVIEW

Transportation Performance Measures

Transportation Manager Katrina Van Every reviewed the updated Federal Transportation Performance Measures that include pavement, bridges, highway system, and freight. The Washington State Department of Transportation (WSDOT) adopted these updated performance measures on December 16, 2022. TRPC has until June 14, 2023, to take action on those targets or adopt their own.

Staff recommends adopting the updated Federal Transportation Performance Measures that WSDOT adopted. Council will take action at their May 5, 2023, meeting.

Agenda Item 9

Break

Agenda Item 10
PRESENTATION

Urban Growth Management Subcommittee

Planning & Policy Direct Karen Parkhurst advised that Thurston County has requested that TRPC convene the Urban Growth Management (UGM) Subcommittee to review a set of proposed changes to the Grand Mound Urban Growth Area (UGA) boundary.

The UGM Subcommittee is established in the Countywide Planning Policies to allow for jurisdictional changes to Urban Growth Area (UGA) boundaries, as required under the Growth Management Act. The Subcommittee includes representatives from each of the cities and towns in Thurston County.

TRPC will contact each jurisdiction to identify representatives for the subcommittee who will then make a recommendation to the Board of County Commissioners (BoCC). The BoCC will then make the final decision on the UGA boundary.

Agenda Item 10
INFORMATION

Report from Outside Committee

Council member Wheatley updated the Council on the last Puget Sound Regional Council (PSRC) Growth Management Policy Board meeting and two trainings that might be of interest to members.

Agenda Item 11
INFORMATION

Executive Director's Report

Executive Director Marc Daily announced the following: (1) a request for proposals for a rural transit provider is due April 21, 2023; (2) Senior Planner Allison Osterberg is looking into federal and state grant opportunities and TRPC staff will work with the Council with future applications; and (3) Mr. Daily reminded Council to provide their input on his upcoming evaluation which they will take action on at their May 5th meeting.

Agenda Item 12
INFORMATION

Member Check In

Council members had the opportunity to share information occurring in their organizations/communities.

Agenda Item 13

Adjournment

There being no further business, Chair Seidel adjourned the meeting at 10:31 a.m.

Hilary Seidel, Chair

Marc Daily, Executive Director



MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council
FROM: Tyson Justis, HR & Finance Manager
DATE: April 18, 2023
SUBJECT: Approval of Vouchers

Program Area	Mission Statement
MPO/RTPO	
X Core Services	
Contract Services	
Grant Services	

PURPOSE

Approve the voucher lists and journal entries.

Summary:

- Thurston Regional Planning Council's (TRPC) procedure is for the Council Secretary (or another officer) to certify and approve vouchers prepared by staff on a weekly basis prior to the issuance of warrants.
- Council receives the vouchers at its next regularly scheduled meeting for consideration and action.

REQUESTED ACTION

Approve the following vouchers for warrants dated March 16, 2023 – April 18, 2023 plus journal entries for a total of \$340,463.10.

Payroll 3/1/2023 – 3/31/2023	\$224,152.24
TRPC Cash Disbursements	\$113,810.25
Journal Entries for March 2023 – April 2023 (<i>Thurston County Central Services and CMS Postage</i>)	\$2,500.61

79:tj
 Attachments



Marc Daily
 Executive Director

2411 Chandler Court SW
 Olympia, WA 98502
 360-956-7575
 360-741-2545 Fax
 www.trpc.org

Thurston County Central Services Charges Processed by Journal Entries
By Thurston County Financial Services

March 2023

Description	\$ Amount
Infrastructure	0.75
Mailroom	249.75
Indirect	866.25
Computer Services	645.50
Computer Application	633.25
CMS Postage	105.11
Total	\$ 2,500.61

April 2023

Description	\$ Amount
Infrastructure	-
Mailroom	-
Indirect	-
Computer Services	-
Computer Application	-
Martin Way ILA	-
Total	\$ -



THURSTON COUNTY
LABOR DISTRIBUTION AUTHORIZATION
Pay Period ended 03/15/2023

DEPARTMENT: TRPC

TOTAL EMPLOYER OBLIGATIONS \$112,076.12
(GROSS SALARY PLUS BENEFITS)

STATE OF WASHINGTON - THURSTON COUNTY

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE LABOR WAS PERFORMED AS DESCRIBED HEREIN, AND THAT THESE ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE COUNTY OF THURSTON AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS.

SUBSCRIBED THIS 24 DAY OF March, 2023

(SIGNED) 

FOR (AGENCY) _____

APPROVED AND AUTHORIZED BY


HEAD OF AGENCY/DIVISION MANAGER

Tyson Justis

From: Joe DePinto <joed@Yelmwa.gov>
Sent: Tuesday, April 18, 2023 12:31 PM
To: Tyson Justis
Subject: RE: [External]FW: March 2023 Payroll 3/1 - 3/15

External Email Use caution before clicking links, opening attachments, or replying.
STATE OF WASHINGTON - COUNTY OF THURSTON

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE THURSTON REGIONAL PLANNING COUNCIL, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

I approve payroll for the pay period of 3/1/23 – 3/15/23 in the amount of \$112,076.12.

SUBSCRIBED THIS 18TH DAY OF APRIL 2023.

Joe DePinto, Secretary

Joe DePinto

Mayor

Cell: [253.318.0299](tel:253.318.0299)

www.yelmwa.gov



----- Original message -----

From: Tyson Justis <JustisT@trpc.org>
Date: 4/17/23 9:00 AM (GMT-08:00)
To: Joe DePinto <joed@Yelmwa.gov>
Subject: [External]FW: March 2023 Payroll 3/1 - 3/15

Hi Joe,

Thanks for approving 3/16 – 3/31, but I still need approval for 3/1 – 3/15 payroll.

Thanks,

Tyson

Tyson Justis, Human Resources and Finance Manager

Thurston Regional Planning Council
2411 Chandler Court SW, Olympia, WA 98502
360.741.2515 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)
www.trpc.org | [Facebook](#) | [Twitter](#)



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From: Tyson Justis
Sent: Tuesday, April 11, 2023 9:20 AM
To: Joe DePinto <joed@Yelmwa.gov>
Subject: FW: March 2023 Payroll 3/1 - 3/15

Hi Joe,

Just a reminder to please review our March 2023 payroll for the pay period 3/1 – 3/15.

Thanks,

Tyson

Tyson Justis, Human Resources and Finance Manager
Thurston Regional Planning Council
2411 Chandler Court SW, Olympia, WA 98502
360.741.2515 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)
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From: Tyson Justis
Sent: Wednesday, April 5, 2023 12:42 PM
To: Joe DePinto <joed@Yelmwa.gov>
Cc: Marc Daily <dailym@trpc.org>
Subject: March 2023 Payroll 3/1 - 3/15

STATE OF WASHINGTON - COUNTY OF THURSTON

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE THURSTON REGIONAL PLANNING COUNCIL, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

I approve payroll for the pay period of 3/1/23 – 3/15/23 in the amount of \$112,076.12.

SUBSCRIBED THIS ____TH DAY OF APRIL 2023.

Joe DePinto, Secretary

Tyson Justis, Senior Accountant
Thurston Regional Planning Council
2411 Chandler Court SW, Olympia, WA 98502
360.741.2515 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)
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THURSTON COUNTY
LABOR DISTRIBUTION AUTHORIZATION
Pay Period ended 03/31/2023

DEPARTMENT: **TRPC**

TOTAL EMPLOYER OBLIGATIONS \$112,076.12
(GROSS SALARY PLUS BENEFITS)

STATE OF WASHINGTON - THURSTON COUNTY

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE LABOR WAS PERFORMED AS DESCRIBED HEREIN, AND THAT THESE ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE COUNTY OF THURSTON AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS.

SUBSCRIBED THIS 11 DAY OF April, 2023

(SIGNED) 

FOR (AGENCY) _____

APPROVED AND AUTHORIZED BY


HEAD OF AGENCY/DIVISION MANAGER

Tyson Justis

From: Joe DePinto <joed@Yelmwa.gov>
Sent: Wednesday, April 12, 2023 1:23 PM
To: Tyson Justis
Cc: Marc Daily
Subject: RE: [External]April 2023 Payroll 3/16 - 3/31

External Email Use caution before clicking links, opening attachments, or replying.
STATE OF WASHINGTON - COUNTY OF THURSTON

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE THURSTON REGIONAL PLANNING COUNCIL, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

I approve payroll for the pay period of 3/16/23 – 3/31/23 in the amount of \$112,076.12.

SUBSCRIBED THIS 12TH DAY OF APRIL 2023.

Joe DePinto, Secretary

Joe DePinto

Mayor

Cell: [253.318.0299](tel:253.318.0299)

www.yelmwa.gov



----- Original message -----

From: Tyson Justis <JustisT@trpc.org>
Date: 4/11/23 10:35 AM (GMT-08:00)
To: Joe DePinto <joed@Yelmwa.gov>
Cc: Marc Daily <dailym@trpc.org>
Subject: [External]April 2023 Payroll 3/16 - 3/31

STATE OF WASHINGTON - COUNTY OF THURSTON

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE THURSTON REGIONAL PLANNING COUNCIL, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

I approve payroll for the pay period of 3/16/23 – 3/31/23 in the amount of \$112,076.12.

SUBSCRIBED THIS ____TH DAY OF APRIL 2023.

Joe DePinto, Secretary

Tyson Justis, Senior Accountant
Thurston Regional Planning Council
2411 Chandler Court SW, Olympia, WA 98502
360.741.2515 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)
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TRPC CASH DISBURSEMENT JOURNAL

VENDOR	NAME	INVOICE NO	CHECK NO	AMOUNT	CHECKDATE
13210	ACCESS INFORMATION INTERMEDIATE HOLDINGS I LLC	10047064	1577910	305.44	3/29/2023
1560	COMCAST HOLDINGS CORPORATION	1761327	1577906	406.19	3/29/2023
6098	FIRST CHOICE HEALTH NETWORK	111125	1577907	60.00	3/29/2023
607880	AMY HATCH-WINECKA	1761328	1577913	72.75	3/29/2023
9784	RODNEY T ICENHOUR	1184	1577909	3,080.00	3/29/2023
608794	CASEY MAUCK	1761333	1577914	30.52	3/29/2023
9389	QWEST CENTURYLINK	632711213	1577908	587.84	3/29/2023
13531	JUSTIN L SCHMAL	1761326	1577912	50.00	3/29/2023
13516	HAZEL STEPHENS	1761325	1577911	50.00	3/29/2023
1551	VERIZON WIRELESS MESSAGING SERVICES	9929579884	1577905	240.06	3/29/2023
11254	ATS TRANS LLC	25756	38639	50,556.09	3/31/2023
9753	FEHR & PEERS	163459	38638	12,657.50	3/31/2023
9662	RICOH	107033674	38637	787.48	3/31/2023
2836	TOGETHER!	3732	38635	6,728.93	3/31/2023
3915	VISITOR & CONVENTION BUREAU OF THURSTON COUNTY	997-36938	38636	1,104.00	3/31/2023
13706	WSBRB	WSABRB-AA23-THURSTON	38640	300.00	3/31/2023
1562	AT&T	287303141187X32723	1578913	43.23	4/14/2023
9333	LANCE CAPUTO	1765795	1578916	50.00	4/14/2023
1560	COMCAST HOLDINGS CORPORATION	1765799	1578912	416.19	4/14/2023
10962	COMMUNITY TRANSPORTATION ASSN OF THE NORTHWEST	1022	1578919	220.00	4/14/2023
9002	CUSTOM NETWORKS INC	38008	1578915	355.55	4/14/2023
9784	RODNEY T ICENHOUR	1185	1578917	3,797.50	4/14/2023
11090	MICHAEL MARCHAND	1765794	1578920	50.00	4/14/2023
13531	JUSTIN L SCHMAL	1765796	1578922	50.00	4/14/2023
13516	HAZEL STEPHENS	1765797	1578921	50.00	4/14/2023
10944	TECH HEADS INC	9998584	1578918	1,062.50	4/14/2023
13705	TIERRA BONDS	1765798	1578923	50.00	4/14/2023
7710	US BANK NATIONAL ASSO ND	1765811	1578914	1,049.67	4/14/2023
7710	US BANK NATIONAL ASSO ND	1765812	1578914	120.83	4/14/2023
7710	US BANK NATIONAL ASSO ND	1765813	1578914	17.01	4/14/2023
7710	US BANK NATIONAL ASSO ND	1765814	1578914	24.00	4/14/2023
7710	US BANK NATIONAL ASSO ND	1765815	1578914	625.00	4/14/2023
12767	MUHAMMAD Z CHAUDHRY	1765793	38888	50.00	4/18/2023
12889	DM VENTURES EVERGREEN LLC	TRPC 23-05	38889	20,587.50	4/18/2023
8649	ICLEI LOCAL GVMNTS FOR SUSTAINABILITY USA INC	3095	38886	5,500.00	4/18/2023
9662	RICOH	5066872586	38887	220.02	4/18/2023
13014	SIJ HOLDINGS LLC	187014	38890	245.91	4/18/2023
13035	US BANK NATIONAL ASSOCIATION	497841163	38891	2,208.54	4/18/2023
TOTAL				113,810.25	

updated 12/27/18

JOURNAL ENTRY # (SYSTEM GENERATED): _____

Entered By: _____

Date: _____

Checked By: _____

Date: _____

EFFECTIVE DATE: 03/23/23

YEAR/PERIOD: 2023 / 03

JOURNAL ENTRY REQUEST

LINE	ORG	OBJT	PROJECT	DEBIT AMOUNT	CREDIT AMOUNT	OBJECT CODE DESCRIPTION
1	6490TRPC	589400		105.11		AGENCY TYPE DISBURSEMENTS
2	5210B905	348103			105.11	ISF COMM SVS-POSTAGE
3						
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21						
PAGE TOTAL				105.11	105.11	
JE TOTAL				105.11	105.11	

Explanation: (Include numbers of original documents and attach pages if necessary)
CMS POSTAGE

Department No.: **TRPC**

Submitting Dept: **RP THURSTON REG PLANNING COM**

Prepared by: **Tyson Justis**

Date: **3/23/2023** Phone #: **360-741-2515**

Reviewed/Authorized by: 

Date: **March 23, 2023**

MUNIS Data Entry:

Short Description

Type

Reference 2

Reference 3

Desc - Screen 2



Central Services

February Invoice

Invoice: 25-02027P

Date: March 20, 2023

BILL TO:

99 - Regional Planning Non-General

February Billings: CMS Postage, Misc.

<u>Code</u>	<u>Quantity</u>	<u>Service Provided</u>	<u>Resource</u>	<u>Unit Price</u>	<u>Amount</u>
699	1	CMS Postage - Actual Charge	5210 B905 348103	\$105.11	\$105.11
Total for this department:					\$ 105.11

✓ MHA

Washington State
 Department of Enterprise Services

Outgoing/Inserting Billing Detail 82142294

To copy data from Internet Explorer to Excel:

- Right-mouse click anywhere in the table of data
- In the context menu that appears, select Export to Microsoft Excel

Agency	Account	Pieces	Postage	CMS Charge	Total Charges
13400	00000 - THURSTON COUNTY	264	\$38.396	\$61.300	\$99.696
13400	01140 - ASSESSOR	2455	\$1,335.872	\$162.950	\$1,498.822
13400	02210 - AUDITOR RECORD	223	\$832.479	\$123.600	\$956.079
13400	02220 - AUDITOR AUTO	3286	\$1,671.151	\$206.000	\$1,877.151
13400	02250 - VOTER REG	305	\$366.573	\$107.900	\$474.473
13400	02A10 - FIN SERV ADMIN	1231	\$621.059	\$97.250	\$718.309
13400	03001 - COMMISSIONER	5	\$4.216	\$35.300	\$39.516
13400	04400 - TREASURER	938	\$515.019	\$82.450	\$597.469
13400	04401 - TREASURER	5	\$4.797	\$35.300	\$40.097
13400	05A50 - CLERKS ADMIN	364	\$339.356	\$81.800	\$421.156
13400	06600 - SUPERIOR COURT	4688	\$2,252.406	\$269.450	\$2,521.856
13400	06620 - SUPERIOR CT	257	\$134.277	\$48.000	\$182.277
13400	06650 - SUPERIOR CT DRUG	1	\$0.600	\$35.050	\$35.650
13400	07043 - DIST CT ADMIN	1597	\$994.388	\$136.650	\$1,131.038
13400	08540 - JUVINILE PROB	136	\$85.236	\$42.200	\$127.436
13400	09ADM - PROS ATT ADMIN	311	\$211.494	\$61.500	\$272.994
13400	09CVN - PAO BLDG 2 CVAN	77	\$48.381	\$39.150	\$87.531
13400	09FAM - PROS ATT FAMILY SUPPORT	184	\$319.978	\$61.250	\$381.228
13400	09VAD - PROS ATT VAD	122	\$79.435	\$41.350	\$120.785
13400	10001 - SHERIFF	5	\$2.457	\$35.250	\$37.707
13400	11001 - CORRECTIONS	1086	\$923.344	\$237.800	\$1,161.144
13400	12210 - CORONER ADMIN	8	\$7.576	\$35.550	\$43.126
13400	22201 - HUMAN RESOURCES	88	\$103.158	\$54.700	\$157.858
13400	22270 - HR RISK MANAGEMENT	2	\$0.998	\$35.100	\$36.098
13400	24327 - PUBLIC DEFENSE	106	\$87.515	\$45.600	\$133.115
13400	25521 - CENTRAL SERVICES	9	\$72.900	\$44.000	\$116.900
13400	25523 - CS FACIL ENG	1	\$0.499	\$35.050	\$35.549
13400	25541 - CENTRAL SERVICES ER&R	1	\$0.499	\$35.050	\$35.549
13400	27103 - FAIR	1	\$0.499	\$35.050	\$35.549
13400	27410 - CPED DEVELOPMENT SERVICES	947	\$566.524	\$96.850	\$663.374
13400	34403 - PW SOLID WASTE	120	\$68.482	\$41.950	\$110.432
13400	34406 - PUBLIC WORKS STORM WATER	1	\$0.499	\$35.050	\$35.549
13400	34420 - PW UTILITIES	878	\$438.122	\$78.900	\$517.022
13400	3491A - RATS RD FUND	114	\$76.410	\$42.000	\$118.410
13400	36013 - PLANNING	25	\$36.844	\$36.700	\$73.544
13400	4081A - HEALTH ADMIN	2124	\$1,476.944	\$166.400	\$1,643.344
13400	99699 - THURSTON COUNTY REGIONAL PLANNING	52	\$62.408	\$42.700	\$105.108
Grand Total					\$16,642.941

✓ *AM*

Export Summary to Excel

Account	Service	Pieces	Postage	CMS Charge	Total Charges
Subtotal for 00000					\$99.696

00000	Metering(Letters & Flats)	2	\$1.440	\$0.100	\$1.540
00000	Other	0	\$0.000	\$35.000	\$35.000
00000	Re-metering	262	\$36.956	\$26.200	\$63.156
Subtotal for 01140					\$1,498.822
01140	Metering(Letters & Flats)	2454	\$1,335.740	\$127.850	\$1,463.590
01140	Other	0	\$0.000	\$35.000	\$35.000
01140	Re-metering	1	\$0.132	\$0.100	\$0.232
Subtotal for 02210					\$956.079
02210	Metering(Letters & Flats)	223	\$832.479	\$88.600	\$921.079
02210	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 02220					\$1,877.151
02220	Metering(Letters & Flats)	3286	\$1,671.151	\$171.000	\$1,842.151
02220	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 02250					\$474.473
02250	Metering(Letters & Flats)	305	\$366.573	\$72.900	\$439.473
02250	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 02A10					\$718.309
02A10	Metering(Letters & Flats)	1231	\$621.059	\$62.250	\$683.309
02A10	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 03001					\$39.516
03001	Metering(Letters & Flats)	5	\$4.216	\$0.300	\$4.516
03001	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 04400					\$597.469
04400	Metering(Letters & Flats)	938	\$515.019	\$47.450	\$562.469
04400	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 04401					\$40.097
04401	Metering(Letters & Flats)	5	\$4.797	\$0.300	\$5.097
04401	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 05A50					\$421.156
05A50	Metering(Letters & Flats)	362	\$327.836	\$43.800	\$371.636
05A50	Other	0	\$0.000	\$35.000	\$35.000
05A50	Small Package Manifesting	2	\$11.520	\$3.000	\$14.520
Subtotal for 06600					\$2,521.856
06600	Metering(Letters & Flats)	4688	\$2,252.406	\$234.450	\$2,486.856
06600	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 06620					\$182.277
06620	Metering(Letters & Flats)	257	\$134.277	\$13.000	\$147.277
06620	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 06650					\$35.650
06650	Metering(Letters & Flats)	1	\$0.600	\$0.050	\$0.650
06650	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 07043					\$1,131.038
07043	Metering(Letters & Flats)	1597	\$994.388	\$101.650	\$1,096.038
07043	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 08540					\$127.436
08540	Metering(Letters & Flats)	136	\$85.236	\$7.200	\$92.436
08540	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 09ADM					\$272.994
09ADM	Metering(Letters & Flats)	311	\$211.494	\$26.500	\$237.994

09ADM	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 09CVN					\$87.531
09CVN	Metering(Letters & Flats)	77	\$48.381	\$4.150	\$52.531
09CVN	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 09FAM					\$381.228
09FAM	Metering(Letters & Flats)	184	\$319.978	\$26.250	\$346.228
09FAM	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 09VAD					\$120.785
09VAD	Metering(Letters & Flats)	122	\$79.435	\$6.350	\$85.785
09VAD	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 10001					\$37.707
10001	Metering(Letters & Flats)	5	\$2.457	\$0.250	\$2.707
10001	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 11001					\$1,161.144
11001	Metering(Letters & Flats)	1084	\$922.024	\$202.800	\$1,124.824
11001	Other	0	\$0.000	\$35.000	\$35.000
11001	Re-metering	2	\$1.320	\$0.000	\$1.320
Subtotal for 12210					\$43.126
12210	Metering(Letters & Flats)	8	\$7.576	\$0.550	\$8.126
12210	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 22201					\$157.858
22201	Metering(Letters & Flats)	86	\$102.690	\$19.700	\$122.390
22201	Other	0	\$0.000	\$35.000	\$35.000
22201	Re-metering	2	\$0.468	\$0.000	\$0.468
Subtotal for 22270					\$36.098
22270	Metering(Letters & Flats)	2	\$0.998	\$0.100	\$1.098
22270	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 24327					\$133.115
24327	Metering(Letters & Flats)	105	\$75.335	\$9.100	\$84.435
24327	Other	0	\$0.000	\$35.000	\$35.000
24327	Small Package Manifesting	1	\$12.180	\$1.500	\$13.680
Subtotal for 25521					\$116.900
25521	Metering(Letters & Flats)	9	\$72.900	\$9.000	\$81.900
25521	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 25523					\$35.549
25523	Metering(Letters & Flats)	1	\$0.499	\$0.050	\$0.549
25523	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 25541					\$35.549
25541	Metering(Letters & Flats)	1	\$0.499	\$0.050	\$0.549
25541	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 27103					\$35.549
27103	Metering(Letters & Flats)	1	\$0.499	\$0.050	\$0.549
27103	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 27410					\$663.374
27410	Metering(Letters & Flats)	944	\$551.244	\$57.350	\$608.594
27410	Other	0	\$0.000	\$35.000	\$35.000
27410	Small Package Manifesting	3	\$15.280	\$4.500	\$19.780
Subtotal for 34403					\$110.432
34403	Metering(Letters & Flats)	120	\$68.482	\$6.950	\$75.432

34403	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 34406					\$35.549
34406	Metering(Letters & Flats)	1	\$0.499	\$0.050	\$0.549
34406	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 34420					\$517.022
34420	Metering(Letters & Flats)	878	\$438.122	\$43.900	\$482.022
34420	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 3491A					\$118.410
3491A	Metering(Letters & Flats)	114	\$76.410	\$7.000	\$83.410
3491A	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 36013					\$73.544
36013	Metering(Letters & Flats)	25	\$36.844	\$1.700	\$38.544
36013	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 4081A					\$1,643.344
4081A	Metering(Letters & Flats)	2124	\$1,476.944	\$131.400	\$1,608.344
4081A	Other	0	\$0.000	\$35.000	\$35.000
Subtotal for 99699					\$105.108
99699	Metering(Letters & Flats)	52	\$62.408	\$7.700	\$70.108
99699	Other	0	\$0.000	\$35.000	\$35.000
Grand Total					\$16,642.941

Export Account Detail to Excel



MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Katrina Van Every, Transportation Manager

DATE: April 28, 2023

SUBJECT: Transportation Performance Measures

PURPOSE

Approve the Federal Transportation Performance Measures and Resolution 2023-03

Summary:

- Washington State Department of Transportation (WSDOT) adopted updated performance measures for pavement, bridges, system performance/congestion, and freight movement on December 16, 2022. The Thurston Regional Planning Council (TRPC) has 180 days to take action on these targets.
- TRPC is no longer included in the performance measures for air quality because the region is no longer in a maintenance area for air quality.
- TRPC can either support the WSDOT measures or adopt our own. Staff supports the region adopting the WSDOT measures, as was done in 2018.
- Staff further suggests continuing to support the WSDOT measures as they are periodically updated in the future and doing so by reaffirming the updated targets in a similar manner to the transportation safety targets.

REQUESTED ACTION

Adopt Resolution 2023-03 - Federal transportation performance measures.

kva:bl

Attachment



Marc Daily
Executive Director

2411 Chandler Court SW
 Olympia, WA 98502
 360-956-7575
 360-741-2545 Fax
 www.trpc.org

EQUITY CONSIDERATIONS

The National Highway System (NHS) serves as the backbone of our regional transportation system, and those who drive, carpool, and use transit largely rely on it functioning well. Although equity is not directly considered in this agenda item, how well the NHS functions has a direct impact on access to goods and jobs for underserved and vulnerable populations in our region. These performance measures largely describe how well the NHS is maintained and functions.

BACKGROUND

Working with Metropolitan Planning Organizations (MPOs), WSDOT established performance measures and targets for pavement condition, bridge condition, system performance/congestion, and freight movement in 2018. At that time, TRPC elected to support the WSDOT measures rather than adopting their own. Each of these targets is therefore measured at the state level, not at the local level. They are also – along with other performance measures – incorporated in the Regional Transportation Improvement Program (RTIP) as part of Appendix C, *Performance Measures* and the Regional Transportation Plan (RTP) as part of Appendix I, *System Performance Report*.

On December 16, 2022, WSDOT adopted updated performance measures and targets as follows:

Performance Measure	Baseline	2-year target	4-year target
Pavement Performance Measures			
Percent of Interstate Pavement on the National Highway System in good condition	46.0%	30.0%	30.0%
Percent of Interstate Pavement on the National Highway System in poor condition	1.9%	4.0%	4.0%
Percent of non-Interstate Pavement on the National Highway System in good condition	20.3%	45.0%	45.0%
Percent of non-Interstate Pavement on the National Highway System in poor condition	4.2%	5.0%	5.0%
Bridge Performance Measures			
Percent of National Highway System Bridges classified in good condition (weighted by deck area)	32.8%	30.0%	30.0%
Percent of National Highway System Bridges classified in poor condition (weighted by deck area)	8.8%	10.0%	10.0%
Highway System Performance (Congestion)			
Percent of person-miles traveled on the Interstate System that are reliable	82.4%	77.2%	72.5%
Percent of person-miles traveled on the Non-Interstate National Highway System that are reliable	87.8%	88.1%	88.4%
National Freight Movement Program			
Truck Travel Time Reliability (TTTR) Index	3.9	4.5	4.5

ISSUES

By June 14, 2023, TRPC must either support the WSDOT measures or adopt its own measures. Supporting the WSDOT measures includes agreeing to plan and program projects so that they contribute toward the accomplishment of the relevant WSDOT target. Staff suggests supporting the WSDOT measures as we already plan and program projects that support the various performance measures. Staff also recommends continuing to support these measures as they are periodically updated. This can be done in the same manner as the safety targets – sending WSDOT a letter reaffirming TRPC’s agreement to plan and program projects so that they contribute to accomplishing the relevant WSDOT targets.

STAFF RECOMMENDATION

Staff recommends TRPC support the WSDOT measures and continuing to do so as they are periodically updated.

Timing. The following are the steps and proposed timeline for TRPC’s adoption of the updated performance measure targets.

- April 6, 2023, Technical Advisory Committee (TAC) review.
- April 7, 2023, TRPC first review.
- April 12, 2023, Transportation Policy Board (TPB) review and recommendation.
- May 5, 2023, TRPC adoption.

Coordination with Other Plans. The revised targets will be reflected in the Regional Transportation Plan (RTP) when we next update the plan in 2025. The Regional Transportation Improvement Program (RTIP) includes a description of how the RTIP contributes to achieving the performance targets in the RTP. This will continue to be true with the revised targets.

Penalties. If the U.S. Department of Transportation (USDOT) secretary determines that a **state** has not met or made significant progress toward achieving its performance targets, several things may happen depending on the specific performance measure. For the most part, WSDOT will lose some flexibility in how they program out federal funding to various safety, highway, and bridge programs and be required to document actions needed to achieve targets.

Penalties are not applied at the MPO level; however, our local jurisdictions apply for competitive state grants in the various safety, highway, and bridge programs that may be affected if the state targets are not met. Overall funding to the state will remain the same.

ADDITIONAL INFORMATION

Pavement Performance Measures

Pavement performance measures are related to the percent of pavement on the State’s National Highway System (NHS) in good or better condition. The roadways in Thurston County that are part of the NHS are shown in Figures 1 and 2. Eighty-three percent are part of the state-owned system (62% interstate; 21% non-interstate) and the remaining 17% are locally owned.

WSDOT’s Pavement Office conducts pavement ratings for all NHS routes. Pavement ratings are complicated as the Federal Act requires that one type of rating system be used to develop 2-year targets, and another to develop 4-year targets. Only the 4-year targets can be related to current conditions.

WSDOT has selected targets that they feel are achievable based on current conditions and current funding levels. WSDOT has provided each MPO with pavement performance measure data for their MPO. Table 1 provides statewide pavement conditions in 2017 and 2021 for the various performance measures compared to the current 4-year target.

Table 1: Pavement Ratings on the National Highway System

Pavement Ratings	2017	2021	4-Year Target
Percent of Interstate Pavement on the National Highway System in good condition	32.5%	46.0%	30.0%
Percent of Interstate Pavement on the National Highway System in poor condition	3.6%	1.9%	4.0%
Percent of non-Interstate Pavement on the National Highway System in good condition	18.0%	20.3%	45.0%
Percent of non-Interstate Pavement on the National Highway System in poor condition	5.0%	4.2%	5.0%

Source: WSDOT.

Figure 1: Countywide National Highway System.

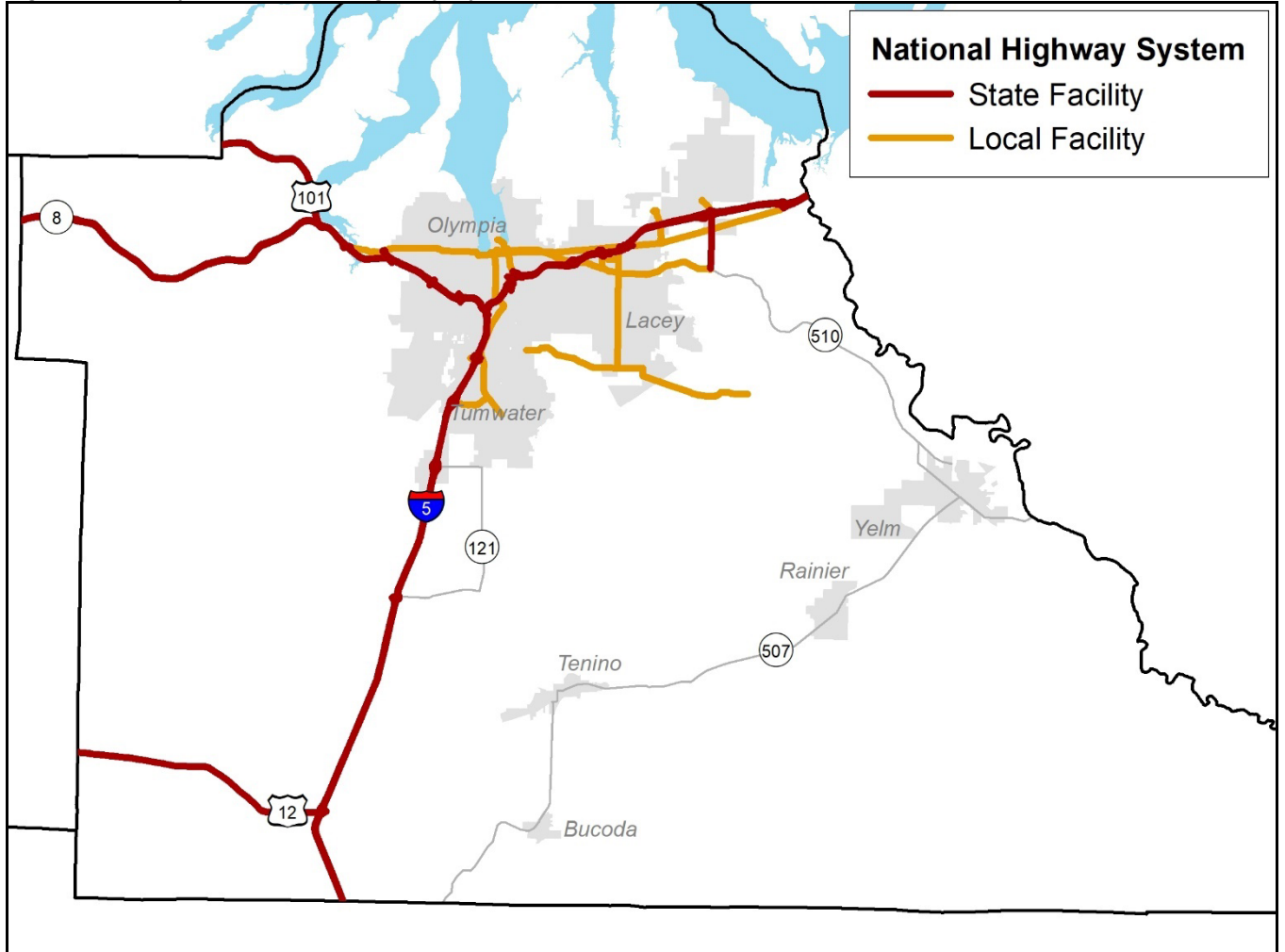
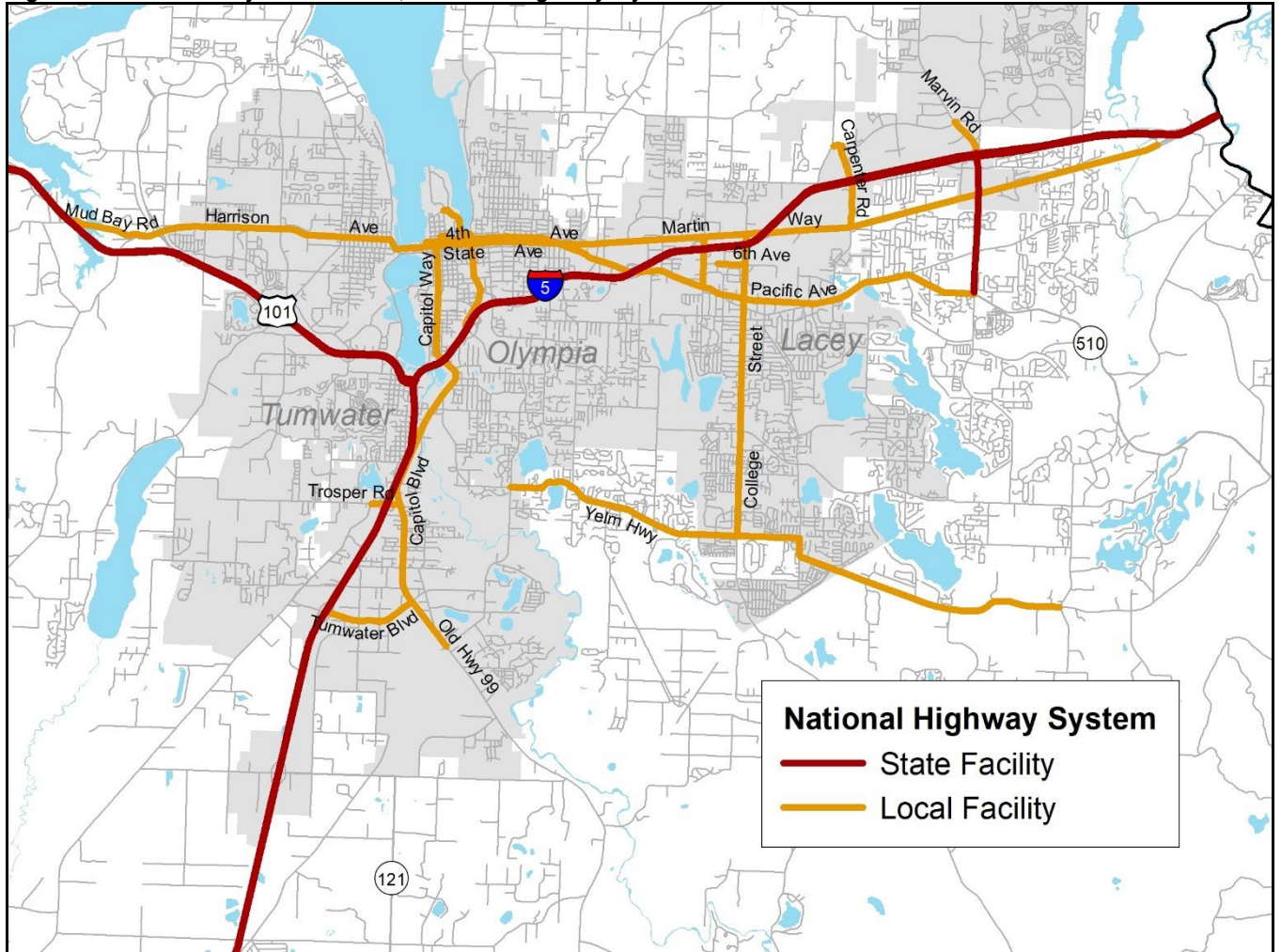


Figure 2: North County urban areas, National Highway System



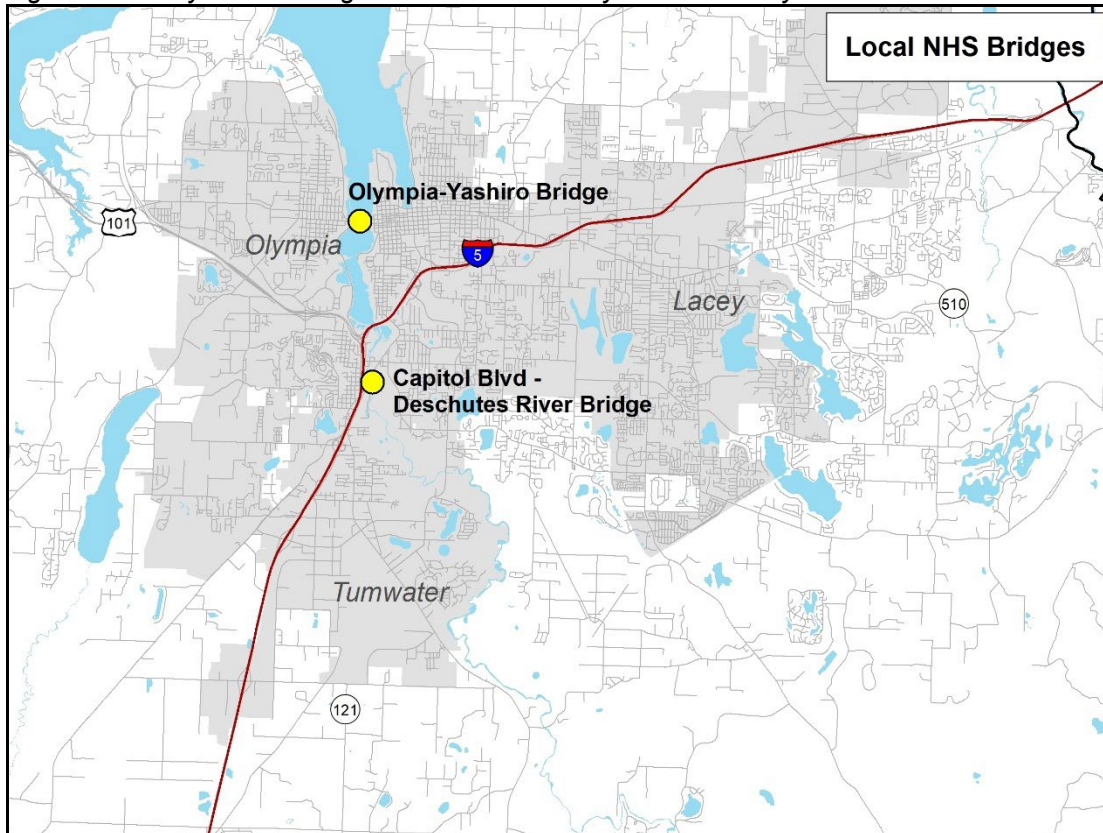
Bridge Performance Measures

Bridge performance measures are related to condition for bridges on the NHS. WSDOT provides bridge condition data for this performance measure. There are 62 bridges in Thurston County on the NHS system. Three are locally owned and shown in Figure 3. As of December 2021, the only bridge rated poor on the NHS in Thurston County was the Plum Street bridge (north ramp) over Eastside Street. A bridge in "Poor" condition does not mean the bridge is unsafe for travelers or in danger of collapse, but it does indicate advanced deficiencies that need to be addressed. Table 2 provides statewide bridge conditions in 2017 and 2021 compared to the current 4-year target.

Table 2: Bridge condition.

Bridge Condition	2017	2021	4-Year Target
Percent of National Highway System Bridges classified in good condition (weighted by deck area)	32.8%	32.8%	30%
Percent of National Highway System Bridges classified in poor condition (weighted by deck area)	7.8%	8.8%	10%

Figure 3: Locally-owned bridges in Thurston County on the NHS system.



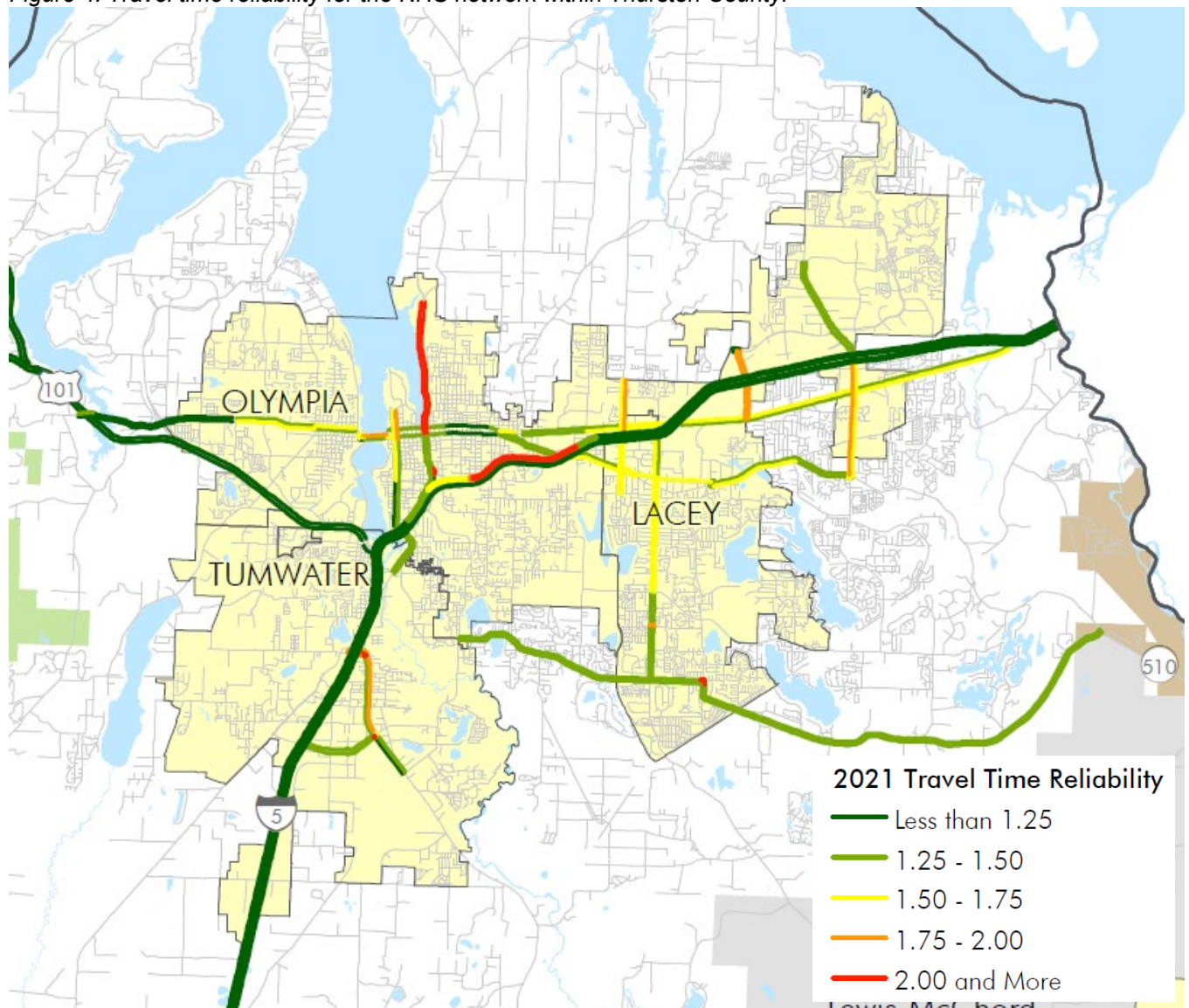
Note: The Olympia-Yashiro Bridge (4th Avenue Bridge) consists of two bridges.

Highway System Performance (Congestion)

The highway system performance measures relate to the number of person-miles traveled on the NHS that are reliable – or how reliable the travel time is through a particular corridor. The data to evaluate this performance measure comes from a company called INRIX and is provided by WSDOT through an on-line portal. Travel time reliability is the ratio of the 80th percentile travel time to the 50th percentile travel time. The ratio is calculated for four time periods: AM and PM peaks for weekdays and weekends. The maximum is shown in Figure 4.

A ratio less than 1.50 indicates travel time for that segment of the NHS is reliable; a ratio 1.50 or greater indicates that travel time on that segment of the NHS is unreliable.

Figure 4: Travel time reliability for the NHS network within Thurston County.

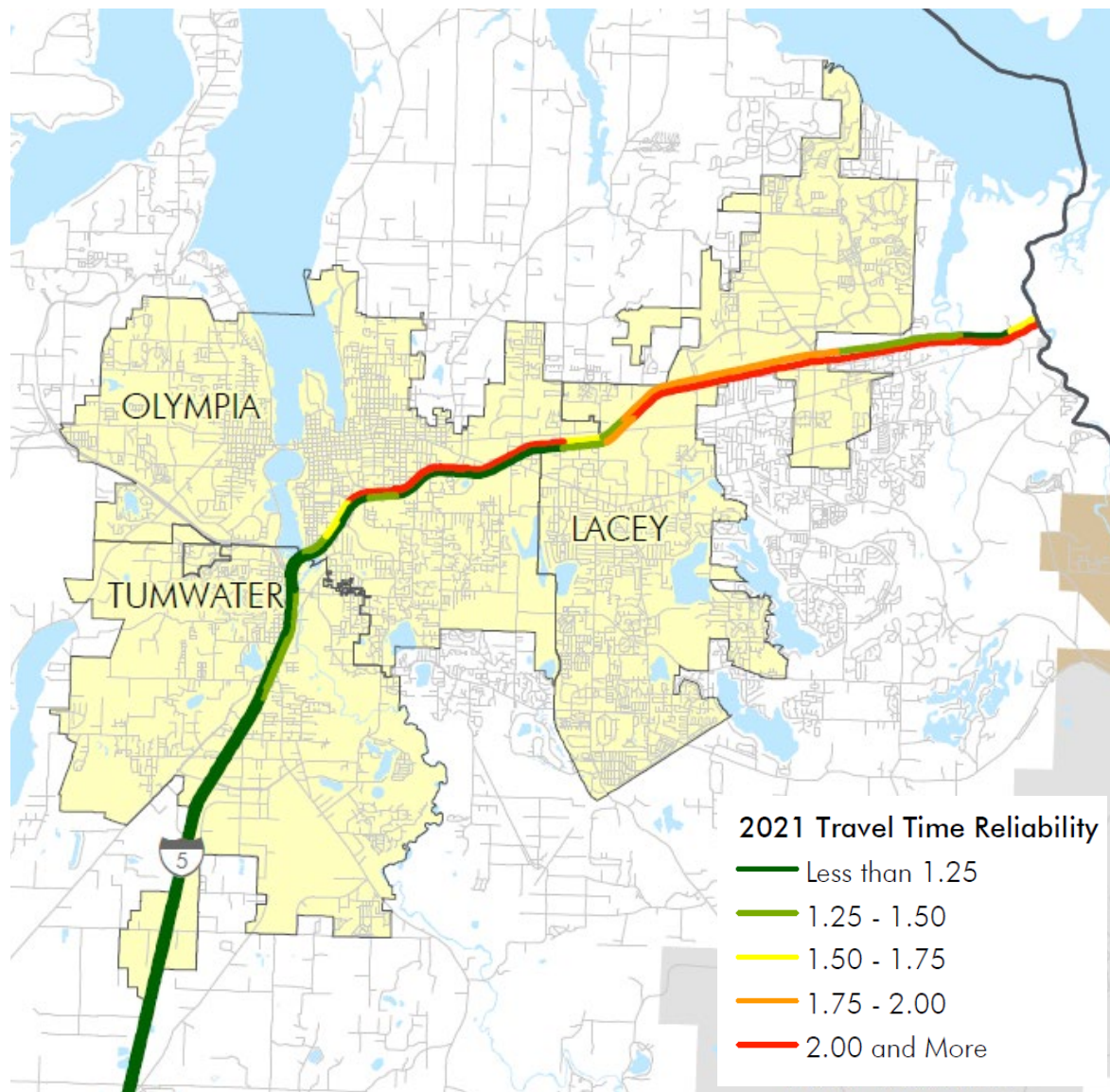


National Freight Movement Program

Similar to the Highway System Performance measure, the freight measure is based on truck travel time reliability only on the Interstate system. Truck travel time reliability is the ratio of the 95th percentile travel time to the 50th percentile travel time. The ratio is calculated for five time periods: weekday mornings, mid-days, and afternoons, overnight and weekends.

A ratio less than 1.50 indicates travel time for that segment of the NHS is reliable; a ratio 1.50 or greater indicates that travel time on that NHS segment is unreliable.

Figure 5: Truck Travel Time reliability for Thurston County.



**THURSTON REGIONAL PLANNING COUNCIL
RESOLUTION NO. 2023-03**

RELATING to Federal Transportation Performance Measures and Targets.

WHEREAS, Thurston Regional Planning Council (TRPC) is designated by the governor as the official Metropolitan Planning Organization (MPO) for the Olympia-Lacey, WA Urbanized Area; and

WHEREAS, TRPC also functions as the state-designated Regional Transportation Planning Organization; and

WHEREAS, TRPC therefore has the responsibility for developing and adopting a regional transportation plan and programming federal funding for transportation projects; and

WHEREAS, the Federal Surface Transportation Block Grant (STBG), STBG set-aside, Carbon Reduction Program (CRP), and Congestion Mitigation and Air Quality (CMAQ) funding programs that are the responsibility of TRPC are authorized by the Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, (Public Law 117-58, November 15, 2021); and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (MAP-21) became law in July 2012 and established federal performance measures, with two primary goals:

- Increase transparency and accountability relating to states' investment of federal taxpayer dollars into transportation infrastructure and services nationwide, and
- Ensure that states distribute funds to transportation projects that collectively make progress toward the achievement of national goals.

WHEREAS, the National Performance Management Measures federal rule (23 CFR Part 490) requires the Washington State Department of Transportation (WSDOT) to set performance targets for the following:

- Highway Safety Improvement Program Measures (Safety)
- Condition of pavements on the Interstate System (Pavement);
- Condition of pavements on the National Highway System (NHS) (excluding the Interstate) (Pavement);
- Condition of bridges on the NHS (Bridges);
- NHS Travel Time Reliability (Highway System Performance);
- Freight movement on the Interstate System (National Freight Movement);
- Traffic congestion (Congestion Mitigation & Air Quality); and
- On-road mobile source emissions (Congestion Mitigation & Air Quality).

WHEREAS, the National Performance Management Measures Code of Federal Regulations (23 CFR Part 490) requires MPOs to take action on the performance measures after WSDOT has set targets; and

WHEREAS, WSDOT worked with MPOs through a Performance Measure Target Setting framework process to establish targets; and

WHEREAS, TRPC adopted safety performance targets in November 2017; and

WHEREAS, the Congestion Mitigation & Air Quality measures do not apply to TRPC because it is in attainment and no longer in a maintenance area; and

WHEREAS, TRPC has 180 days from December 16, 2022 to take action on the remaining WSDOT performance measure targets; and

WHEREAS, TRPC can either support WSDOT's measures for Pavement, Bridges, Highway System Performance, and Freight or establish its own targets for TRPC's planning area.

NOW, THEREFORE BE IT RESOLVED BY THE THURSTON REGIONAL PLANNING COUNCIL:

THAT TRPC agrees to support WSDOT's 2022-2025 performance period targets for Pavement, Bridges, Highway System Performance, and National Freight Movement, as attached herein; and

THAT TRPC will continue to support WSDOT's performance targets for Pavement, Bridges, Highway System Performance, and National Freight Movement when they are updated; and

THAT TRPC will plan and program projects, as resources allow, that contribute to the accomplishment of WSDOT targets within the TRPC planning area of Thurston County.

Adopted this 5th day of May, 2023.

ATTEST:

Marc Daily
Executive Director

Hilary Seidel, Chair
Thurston Regional Planning Council

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT) PERFORMANCE MEASURES AND TARGETS – 2022-2025 PERIOD (STATE-WIDE)

Performance Measure	Baseline	2-year target	4-year target
Pavement Performance Measures			
Percent of Interstate Pavement on the National Highway System in good condition	46.0%	30.0%	30.0%
Percent of Interstate Pavement on the National Highway System in poor condition	1.9%	4.0%	4.0%
Percent of non-Interstate Pavement on the National Highway System in good condition	20.3%	45.0%	45.0%
Percent of non-Interstate Pavement on the National Highway System in poor condition	4.2%	5.0%	5.0%
Bridge Performance Measures			
Percent of National Highway System Bridges classified in good condition (weighted by deck area)	32.8%	30.0%	30.0%
Percent of National Highway System Bridges classified in poor condition (weighted by deck area)	8.8%	10.0%	10.0%
Highway System Performance (Congestion)			
Percent of person-miles traveled on the Interstate System that are reliable	82.4%	77.2%	72.5%
Percent of person-miles traveled on the Non-Interstate National Highway System that are reliable	87.8%	88.1%	88.4%
National Freight Movement Program			
Truck Travel Time Reliability (TTTR) Index	3.9	4.5	4.5



MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: TRPC Executive Director Evaluation Subcommittee
 Hilary Seidel, Chair
 Joe DePinto, Secretary
 Carolyn Cox, Council member
 Chris Stearns, Council member
 Debbie Sullivan, Council member

DATE: April 28, 2023

SUBJECT: Executive Director Annual Evaluation

PURPOSE

Facilitate council member input on the Executive Director's annual evaluation.

Summary:

- Council policy requires an annual evaluation of the Executive Director.
- The Executive Director Evaluation Committee developed a process that provides the opportunity for full Council input on the Executive Director's performance. TRPC staff and the Transportation Policy Board members were also invited to provide input.
- Executive Director Marc Daily prepared his self-evaluation to assist the Council's evaluation.
- Council member evaluation forms were solicited in April 2023.
- The evaluation subcommittee will meet to review materials and prepare a recommendation for Council consideration on April 26, 2023.
- The Council will hold an executive session at the May 5, 2023 meeting to finalize the evaluation.

REQUESTED ACTION

Review the subcommittee's evaluation recommendations and finalize the Executive Director's annual performance evaluation.

mc:bl



Marc Daily
 Executive Director

2411 Chandler Court SW
 Olympia, WA 98502
 360-956-7575
 360-741-2545 Fax
 www.trpc.org

AGENDA ITEM #8



REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council
FROM: Marc Daily, Executive Director
DATE: April 28, 2023
SUBJECT: State Fiscal Year 2024 Indirect Cost Proposal

PURPOSE

Approve the State Fiscal Year 2024 Indirect Cost Proposal.

Summary:

- Each year, Thurston Regional Planning Council (TRPC) staff develop an Indirect Cost Proposal that provides federal and state agencies information on the distribution of indirect costs ascribed to federally funded grant programs.
- Indirect costs are the shared costs incurred by an organization that may not be readily identifiable with a project or program but are necessary to the overall operation of the organization and the performance of its programs (e.g., office lease, fiscal, and administrative staff).
- The Indirect Cost Proposal is used to establish TRPC's overhead rate charged against most projects.
- Once adopted by TRPC, the Indirect Cost Proposal will be submitted to the Washington State Department of Transportation (WSDOT) and kept on file for audit purposes.

REQUESTED ACTION

Approve Resolution 2023-04 adopting the SFY24 Indirect Cost Proposal

70:bm

Attachments: SFY 2024 Indirect Cost Proposal
Resolution



Marc Daily
Executive Director

2411 Chandler Court SW
Olympia, WA 98502
360-956-7575
360-741-2545 Fax
www.trpc.org

EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

The Indirect Cost Proposal is part of the agency's commitment to accountability and transparency. Equity is included in all aspects of agency activities.

BACKGROUND

Indirect costs are the shared costs incurred by an organization that may not be readily identifiable with a project or program but are necessary to the overall operation of the organization and the performance of its programs.

The purpose of the Indirect Cost Proposal is to provide agencies information on the distribution of indirect costs ascribed to the projects or programs that they fund. Technically, as the greatest proportion of our federal funding comes from the Federal Highway Administration (FHWA), they are TRPC's cognizant agency. As such, they are responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under the cost principles for Federal agencies. FHWA delegates their responsibility to the Washington State Department of Transportation (WSDOT).

Indirect costs are primarily administrative. Common examples of TRPC's indirect costs include:

- General management and administration - salaries for the administrative functions of personnel such as the executive director, deputy director, administrative support staff, senior accountant, and IT manager.
- General organizational expenses – rent, insurance, taxes, legal services, equipment such as computers, printers, servers, and vehicles.

TRPC's indirect cost proposal is prepared using federal guidance from Title 2 CFR, Part 200. Since we receive less than \$35 million in federal assistance, we are not required to submit the adopted plan to FHWA for approval. However, we are required to have the plan adopted by our governing body and kept on file for audit purposes. A copy is also sent to WSDOT.

May 5, 2023

**THURSTON REGIONAL PLANNING COUNCIL
RESOLUTION NO. 2023-04**

RELATING to the Indirect Cost Proposal for State Fiscal Year 2024.

WHEREAS, the Thurston Regional Planning Council is the agency designated by the GOVERNOR as the METROPOLITAN PLANNING ORGANIZATION and the REGIONAL TRANSPORTATION PLANNING ORGANIZATION for the Thurston Region; and

WHEREAS, Federal Law requires agencies receiving federal funds to develop an indirect cost plan to ensure those funds are being spent in accordance with Federal cost allocation principles, and

WHEREAS, the Washington State Department of Transportation, acting as TRPC's cognizant agency, requires that the indirect cost plan be approved by the receiving agency's governing body, and

WHEREAS, the State Fiscal Year 2024 Indirect Cost Proposal has been developed based on federal guidance in Title 2 CFR, Part 200.

NOW, THEREFORE, BE IT RESOLVED BY THE THURSTON REGIONAL PLANNING COUNCIL:

THAT the TRPC State Fiscal Year 2024 Indirect Cost Proposal be approved.

ADOPTED this 5th day of May 2023.

ATTEST:

Marc Daily
Executive Director
md:bl

Hilary Seidel, Chair
Thurston Regional Planning Council

CERTIFICATION OF INDIRECT COSTS

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal from January 1 through December 31, 2022 (Calendar Year 2022) establish billing or final indirect costs rates for July 1, 2023 through June 30, 2024 (State Fiscal Year 2024) are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of Title 2 Part 200 of the Code of Federal Regulations (CFR) Grant Agreements. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate. I declare that the foregoing is true and correct.

Governmental Unit: Thurston Regional Planning Council

Signature: _____

Name of Official: Marc Daily

Title: Executive Director

Date of Execution: May 5, 2023

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**INDIRECT COST PROPOSAL
State Fiscal Year 2024
(July 1, 2023 to June 30, 2024)**

THURSTON REGIONAL PLANNING COUNCIL

OLYMPIA, WASHINGTON

Based on Calendar Year 2021 (January 1, 2022 to December 31, 2022)

PREPARED BY
THURSTON REGIONAL PLANNING COUNCIL (TRPC)

This document was prepared through a grant from the U.S. Department of Transportation, Federal Highway Administration in cooperation with the Washington State Department of Transportation.

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.

For more information contact:
Thurston Regional Planning Council
2411 Chandler Court SW
Olympia, WA 98502
360.956.7575
info@trpc.org

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INTRODUCTION

A. PURPOSE

The purpose of this report is to provide to the Federal Highway Administration, as the cognizant Federal Agency, information on the distribution of indirect costs ascribed to federally funded grant programs. This report describes:

1. The method used to develop the indirect cost rate based on the amount of services provided to conduct the Federal programs.
2. The services provided to conduct the Federal programs.
3. The basis or the reasonableness of the costs incurred in relation to Federal programs.

B. BACKGROUND

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

MISSION

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

To support this mission, we:

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

**2023 MEMBERSHIP
THURSTON REGIONAL PLANNING COUNCIL**

Governmental Jurisdiction	Name of Representative
City of Lacey	Robin Vazquez , Councilmember
City of Olympia	Clark Gilman , Councilmember
City of Rainier	Dennis McVey , Councilmember
City of Tenino	John O'Callahan , Councilmember
City of Tumwater	Eileen Swarhout , Councilmember
City of Yelm	Joe DePinto , Mayor
Confederated Tribes of the Chehalis Reservation	Amy Loudermilk , Staff
Nisqually Indian Tribe	David Iyall , Tribal Member
Town of Bucoda	Robert Gordon , Councilmember
Thurston County	Gary Edwards , County Commissioner
North Thurston Public Schools	Graeme Sackrison , School Board Member
Olympia School District	Hilary Seidel , School Board Member
Tumwater School District	Mel Murray , Staff
Intercity Transit	Debbie Sullivan , Authority Member
LOTT Clean Water Alliance	Carolyn Cox , Board Member
Port of Olympia	Amy Evans Harding , Port Commissioner
PUD No. 1 of Thurston County	Chris Stearns , PUD Commissioner

Associate Members

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

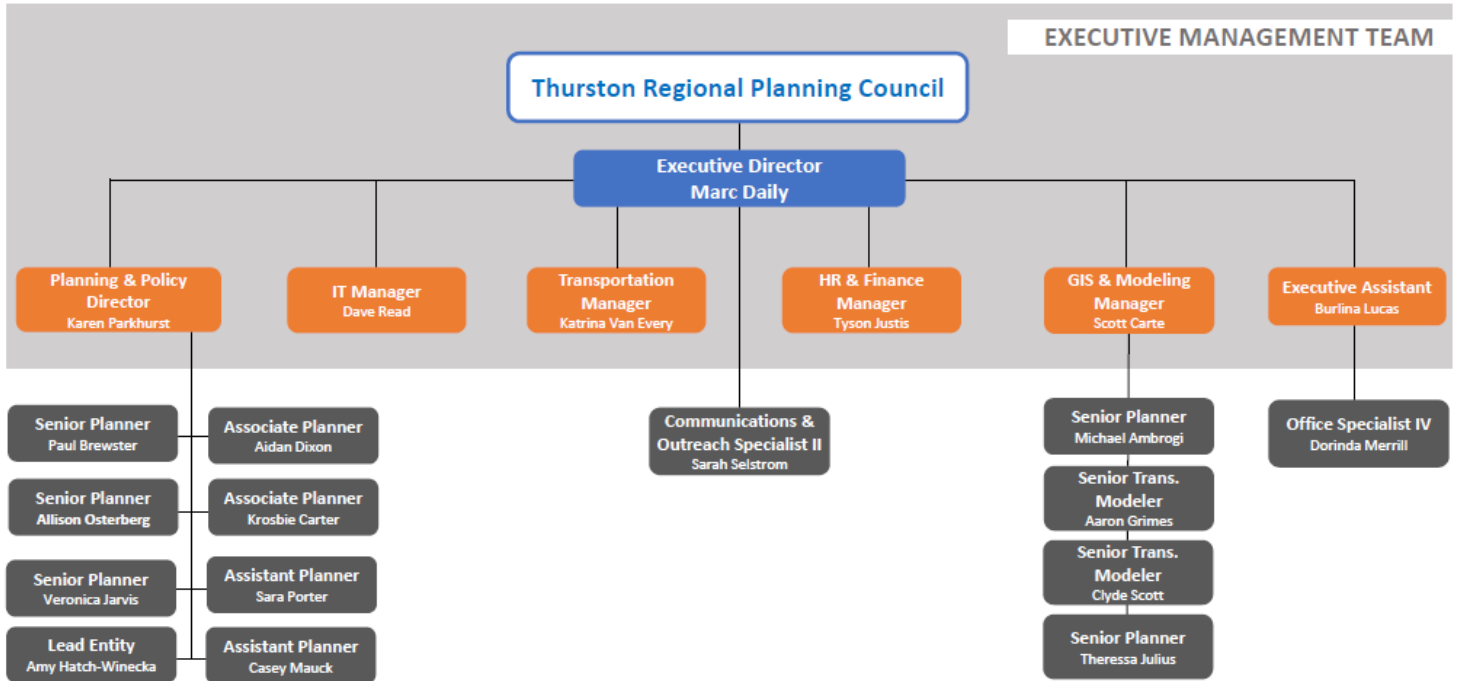
Chair
Hilary Seidel
Olympia School District

Vice Chair
Clark Gilman
City of Olympia

Secretary
Joe DePinto
City of Yelm

Marc Daily, Executive Director

**EXHIBIT A – 2023
Organizational Chart**



INDIRECT COST PROPOSAL

A. METHODOLOGY - SIMPLIFIED METHOD

The method chosen to compute "indirect costs" is a single composite rate applied to the salary and proportional benefits incurred in accomplishing work on federally funded projects. This method is appropriate because the activities accomplished under federally funded programs benefit equally from the services that comprise the indirect cost pool. TRPC operates from a single budget with no departments or sub-units.

Essentially, TRPC's indirect cost rate for State Fiscal Year (SFY) 2024 is computed by dividing total direct salaries, wages, and benefits into the total indirect cost for the previous Calendar Year (CY); in this case, January to December 2022.

B. INDIRECT COST RATE PROPOSAL

This proposal includes management time.

Exhibit B presents a breakdown of TRPC costs by category and type for CY2022. Costs by category were assigned as direct, excluded, or indirect based on several factors.

1. Salaries and Wages: Thurston Regional Planning Council bills based on productive time charged to projects, and as such, salaries and wages are direct costs when time spent is for a specific program. Time spent that benefits all programs is treated as Indirect and is identified by a specific work code. Charges for "compensation time" are only for actual productive time applied to work programs.
2. Fringe Benefits: Fringe benefits are compensation to employees in addition to regular salaries and wages. These costs represent 35.6493 percent of the total personnel costs.

Fringe Benefit Rate:	632,709.54	Total Fringe Benefits Less Total Fringe Benefits (minus excluded) (A) /
	1,774,812.89	Total Salaries and Wages (B)
	0.356493	= A Divided by B

3. Terminal Vacation: Terminal vacation including benefits is an excluded cost in its entirety.
4. Supplies: These costs are associated with office and computer supplies which are uniformly used by all functions of the agency.
5. Other Services and Charges: These costs include telephone service, office rental, equipment rental, insurance, repairs and maintenance, operating lease and subscriptions shared uniformly by all functions of the agency.
6. Intergovernmental Services: These costs are for financial reporting systems, cash receipting, and cash disbursement functions provided by Thurston County which are used uniformly by all functions of the agency.
7. Intergovernmental - Pass Through: Excluded costs.

8. Capital Outlay and Finance Lease: Excluded as direct costs unless authorized by the Federal awarding agency or pass-through entity. Capital items are recovered indirectly by depreciation in accordance with 2 CFR § 200.436.
9. Vehicle: These costs include fuel and maintenance costs for agency fleet vehicles. Agency vehicles are used for work related travel. Usage is subject to agency policies.

Exhibits B-1 through B-3 show detail relative to Exhibit B.

Exhibit B-1 presents the TRPC's indirect cost proposal for CY2022, January 1 –December 31, 2022. An indirect cost rate of 54.9 percent is substantiated.

Exhibit B-2 presents TRPC's salaries, wages, and benefits for personnel with indirect responsibilities.

Exhibit B-3 presents non-personnel direct costs.

Exhibit B-4 amortization/depreciation schedule.

EXHIBIT B
Breakdown of Costs Per Category and Type
 (Calendar year ending December 31, 2022)

<u>Item</u>	<u>Direct</u>	<u>Excluded</u>	<u>Indirect</u>	<u>Total</u>
Salaries & Wages	1,476,396.38	-	298,416.51	1,774,812.89
Fringe Benefits	526,325.95	15,933.81	106,383.59	648,643.35
Supplies	3,716.73	35,268.84	56,570.35	95,555.92
Other Services & Charges	1,166,031.55	-	525,429.39	1,691,460.94
Intergovernmental Services	-	-	27,548.80	27,548.80
Vehicle	-	-	461.70	461.70
Amortized Costs	-	-	78,720.02	78,720.02
	3,172,470.61	51,202.65	1,093,530.36	4,317,203.62

EXHIBIT B-1
Indirect Cost Rate Calculation
 (Calendar year ending December 31, 2022)

<u>Total</u>	<u>Excluded</u>	<u>Indirect Cost</u>	<u>Direct Salary, Wages & Benefits</u>	<u>Other Direct Expenditures</u>
4,317,203.62	51,202.65	1,093,530.36	2,002,722.33	1,169,748.28
		(A)	(B)	

Indirect Cost Rate - (A) Divided by (B) Equals: 54.6%

EXHIBIT B-2
Salaries, Wages & Benefits Cost for Personnel with Indirect Responsibilities
 (Calendar year ending December 31, 2022)

<u>Item</u>	<u>Direct Wages & Benefits</u>	<u>Excluded Benefits</u>	<u>Indirect Wages & Benefits</u>	<u>Total Wages & Benefits</u>
Executive Director	150,346.43	-	41,811.04	192,157.47
Deputy Director	91,266.14	-	52,385.07	143,651.21
IT Manager	7,338.21	-	138,699.83	146,038.05
Professional Office Staff	210,543.39	-	171,904.16	382,447.54
	459,494.18	-	404,800.10	864,294.28

EXHIBIT B-3
Non-Personnel Direct Costs
(Calendar year ending December 31, 2022)

<u>Item</u>	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Communications / Postage	731.56	-	-	-	-	632.84	-	-	-	-	-	61.63
Conference/Training	40.00	-	35.00	-	-	235.00	130.00	47.00	248.00	485.00	85.00	139.00
Dues	1,020.00	795.00	8,000.00	-	-	-	-	675.00	-	1,060.88	-	-
Office Supplies	-	3,648.25	-	17.38	-	74.37	-	-	-	-	16.73	-
Printing	-	-	-	-	-	-	-	-	-	-	40.08	-
Travel	50.00	-	-	527.21	15.51	145.52	79.84	766.14	961.05	2,332.98	881.35	637.89
Advertising	13.52	393.08	1,210.68	-	-	927.21	770.29	127.75	67.33	430.18	34.95	-
IT Service / Equipment	-	64,181.34	15,316.00	-	-	-	-	-	-	4,518.22	-	4,594.80
Professional Services	65,726.47	203.43	107,152.25	86,371.18	167,701.89	96,614.24	139,865.48	60,326.86	100,251.30	71,368.90	71,430.09	85,575.63
Total	67,581.55	69,221.10	131,713.93	86,915.77	167,717.40	98,629.18	140,845.61	61,942.75	101,527.68	80,196.16	72,488.20	91,008.95

EXHIBIT B-4
Amortization Schedule
(Calendar year ending December 31, 2022)

<u>Description of Asset</u>	Year Purchased	Cost	Term	Amortization Method	Current Year Amortized Cost	Cumulative Amortized Cost	Net Value
Leasehold Improvement	2020	44,011.62	10 Years	SL	4,401.16	13,203.49	30,808.13
Dell Server Capital Lease	2020	15,959.40	5 Years	SL	3,191.88	9,575.64	6,383.76
Dell Server Purchase	2021	289,777.53	5 Years	SL	57,955.51	115,911.01	173,866.52
CSI Leasing	2021	57,372.80	5 Years	SL	11,474.56	22,949.12	34,423.68
Avidex	2021	8,484.54	5 Years	SL	1,696.91	3,393.82	5,090.72
Custom Networks	2022	5,515.00	5 Years	SL	1,103.00	1,103.00	4,412.00
					78,720.02	165,033.07	

TRPC'S FINANCIAL REPORT - CY 2022

A. BALANCE SHEET - CY2022

Exhibit C presents the fund balance for the period January 1 – December 31, 2022. Cash and Investment Balance is \$761,446.93 as of December 31, 2022. Fund balance is actual cash on deposit that represents obligated carryover to 2023.

B. REVENUE REPORT - CY2022

Exhibit D presents the revenues received and beginning fund balance. Revenues received are for the period of January 1 – December 31, 2022. Total revenues received and beginning fund balance equal \$4,999,930.53 as summed on Exhibit C.

C. EXPENDITURE REPORT - CY2022

Exhibit E presents the expenditures for the period of January 1 – December 31, 2022. Total expenditures were \$4,238,483.60.

EXHIBIT C
Fund Resources Arising from Cash Transactions

As of December 31, 2022

	BUDGETED	ACTUAL
Beginning Fund Balance	889,554.20	889,554.20
Revenue		
Grants	3,392,866.00	2,920,528.55
Charge for Services	750,398.00	480,896.70
Assessments	659,895.00	659,895.00
Miscellaneous	5,000.00	40,499.38
Interest	15,000.00	8,556.70
Total Revenue	4,823,159.00	4,110,376.33
Total Fund Balance and Revenue	5,712,713.20	4,999,930.53
Expenditures		
Personnel Services	2,811,544.00	2,423,456.24
Professional Services	1,207,355.00	1,054,683.09
Other Services and Charges	403,635.00	361,756.04
Information Technology	369,706.00	370,722.49
Intergovernmental Services	29,319.00	27,404.04
Vehicle	1,600.00	461.70
Total Expenditures	4,823,159.00	4,238,483.60
Excess (Deficit) of Revenues Over Expenditures	-	(128,107.27)
Ending Fund Balance	\$ 889,554.20	\$ 761,446.93

EXHIBIT D Revenue Report

For The Month Ended December 31, 2022

REVENUE SOURCE	BUDGETED	RECEIVED	OUTSTANDING	OVER (UNDER)
Beginning Fund Balance	889,554.20	889,554.20		
Grants				
UPWP FHWA - Regional Transportation Planning	400,000.00	441,409.28	25,950.01	67,359.29
UPWP FTA - Regional Transportation Planning	205,000.00	103,800.00	19,033.27	(82,166.73)
UPWP STBG - Regional Transportation Planning	763,795.00	734,634.29	62,500.00	33,339.29
WSDOT - RTPO	89,712.00	67,500.00	10,000.00	(12,212.00)
Martin Way Corridor Study	170,323.00	151,072.06	-	(19,250.94)
School Walk Route Mapping	10,791.00	10,700.44	-	(90.56)
High Capacity Transportation Study	163,000.00	58,479.73	1,828.03	(102,692.24)
Capitol Campus Travel Demand Management	86,500.00	24,546.25	931.54	(61,022.21)
State Route and Interstate Emergency Detour Route	69,200.00	-	-	(69,200.00)
Household Travel Survey	259,188.00	245,579.25	-	(13,608.75)
Thurston County Bike Map	20,000.00	2,791.78	102.82	(17,105.40)
WRIA 13 Lead Entity	100,000.00	105,723.01	-	5,723.01
WSDOT - Rural Transit	666,000.00	675,662.54	65,279.57	74,942.11
WSDOT - Commute Trip Reduction & Emergency Ride Home	299,200.00	240,656.02	22,859.15	(35,684.83)
WSDOT - I-5 PEL Study	4,557.00	4,557.03	-	0.03
WSDOT - Here to There	45,600.00	10,147.53	1,738.90	(33,713.57)
WSDOT - Human Services Transportation Planning	40,000.00	36,376.71	3,001.28	(622.01)
High Capacity Transportation II	-	3,360.02	1,222.92	4,582.94
RT Signage	-	3,532.61	-	3,532.61
Total Grants	3,392,866.00	2,920,528.55	214,447.49	(257,889.96)
Contracts				
Boundary Review Board	20,000.00	7,821.92	-	(12,178.08)
Disaster Recovery Framework Implementation Scoping	25,000.00	45,000.00	-	20,000.00
Thurston Disaster Recovery Framework Update	20,000.00	-	-	(20,000.00)
Climate Action Plan Phase III	96,322.00	80,945.99	-	(15,376.01)
Climate Action Plan Phase IV	212,800.00	126,050.77	11,196.19	(75,553.04)
Intercity Transit - Smart Corridors	20,000.00	18,250.39	1,585.97	(163.64)
Rural Mobility Study	140,000.00	96,902.38	-	(43,097.62)
Rochester Grand Mound Trail Study	43,000.00	24,288.00	1,122.78	(17,589.22)
Hazards Mitigation Plan	162,476.00	75,572.18	20,482.39	(66,421.43)
State Route and Interstate Emergency Detour Route	10,800.00	-	-	(10,800.00)
Flood Hazards Plan	-	1,251.76	-	1,251.76
Healthy Forest Mapping	-	2,285.80	-	2,285.80
GM Buildable Lands	-	2,527.51	-	2,527.51
Total Contracts	750,398.00	480,896.70	34,387.33	(235,113.97)

EXHIBIT D (continued)

Assessments				
City of Lacey, Qtr	112,416.00	112,416.00	-	-
City of Olympia, Qtr	112,888.00	112,888.00	-	-
City of Rainier	2,355.00	2,355.00	-	-
City of Tenino	2,037.00	2,037.00	-	-
City of Tumwater, Qtr	52,042.00	52,042.00	-	-
City of Yelm	19,434.00	19,434.00	-	-
Confederated Tribes of the Chehalis Reservation	1,005.00	1,005.00	-	-
Intercity Transit, Qtr	41,379.00	41,379.00	-	-
Lacey Fire District	1,000.00	1,000.00	-	-
LOTT Alliance	41,379.00	41,379.00	-	-
Nisqually Indian Tribe	851.00	851.00	-	-
North Thurston Public Schools	7,405.00	7,405.00	-	-
Olympia School Districts	4,732.00	4,732.00	-	-
Port of Olympia, Qtr	41,379.00	41,379.00	-	-
Puget Sound Regional Council	1,000.00	1,000.00	-	-
Evergreen State College	1,000.00	1,000.00	-	-
Thurston County, Qtr	209,665.00	209,665.00	-	-
Thurston PUD	2,030.00	2,030.00	-	-
Timberland Regional Library	1,000.00	1,000.00	-	-
Town of Bucoda	700.00	700.00	-	-
Tumwater School District	3,198.00	3,198.00	-	-
Thurston Conservation District	1,000.00	1,000.00	-	-
Total Assessments	<hr/> 659,895.00	<hr/> 659,895.00	<hr/> -	<hr/> -
Miscellaneous	5,000.00	40,499.38	-	35,499.38
Investment Interest	15,000.00	8,556.70	-	(6,443.30)
Total Revenue	<hr/> <u>\$ 5,712,713.20</u>	<hr/> <u>\$ 4,999,930.53</u>	<hr/> <u>\$ 248,834.82</u>	<hr/> <u>\$ (463,947.85)</u>

EXHIBIT E Expenditure Report

For The Month Ended December 31, 2022

EXPENDITURES	BUDGETED	EXPENDED	BALANCE
Personnel Services			
Salaries/Wages	2,073,117.00	1,774,812.89	298,304.11
Accrued Leave	30,000.00	14,767.20	15,232.80
Overtime	-	-	-
Extra Help	5,000.00	-	5,000.00
Social Security	158,593.00	135,547.80	23,045.20
Retirement	212,494.00	182,655.98	29,838.02
Med./Dental/Life/Vision	315,000.00	299,407.05	15,592.95
Industrial Insurance	6,000.00	5,520.07	479.93
Unemployment Comp	3,500.00	2,743.57	756.43
Paid Family Medical Leave	7,840.00	8,001.68	(161.68)
Total Personnel	2,811,544.00	2,423,456.24	388,087.76
Professional Services			
Professional Services - Non-specified	20,000.00	6,938.80	13,061.20
Professional Services - rural Transit	566,000.00	600,101.74	(34,101.74)
Professional Services - Transportation	140,000.00	21,047.01	118,952.99
Professional Services - Emergency Ride Home Program	2,000.00	-	-
Professional Services - Household Travel Survey	290,000.00	277,905.73	-
Professional Services - Household Travel Survey Incentives	50,000.00	46,808.65	-
Professional Services - High Capacity Transportation Study	40,000.00	41,078.55	(1,078.55)
Professional Services - Hazard Mitigation Plan	40,000.00	22,515.00	17,485.00
Professional Services - Martin Way Corridor Study	59,355.00	38,287.61	21,067.39
Total Professional Services	1,207,355.00	1,054,683.09	135,386.29
Other Services and Charges			
Office Supplies	18,000.00	5,702.36	12,297.64
Minor Equipment	10,000.00	11,531.31	(1,531.31)
Machinery and Equipment (Capitol Outlay)	5,000.00	-	5,000.00
Legal Services	3,000.00	-	3,000.00
Communications / Postage	35,000.00	2,796.31	32,203.69
Travel	8,000.00	6,595.19	1,404.81
Advertising	5,000.00	5,454.34	(454.34)
Office Rental	230,000.00	248,085.53	(18,085.53)
Equipment Rental	500.00	-	500.00
Copier Lease	10,977.00	9,319.62	1,657.38
Insurance	32,336.00	32,336.00	-
Repairs and Maintenance	3,000.00	4,048.35	(1,048.35)
Dues	8,500.00	13,569.88	(5,069.88)
State Audit	15,100.00	15,452.91	(352.91)
Conference/Training	4,000.00	4,084.76	(84.76)
Printing	14,872.00	2,292.71	12,579.29
Subscriptions	350.00	486.77	(136.77)
Total Other Services and Charges	403,635.00	361,756.04	41,878.96

EXHIBIT E (continued)

Information Technology			
IT Capital Outlay	131,802.00	35,268.84	96,533.16
IT Supplies & Equipment	24,167.00	43,093.41	(18,926.41)
IT Services & Maintenance	138,192.00	229,033.48	(90,841.48)
IT Communications	15,045.00	16,073.92	(1,028.92)
IT Professional Services	60,500.00	47,252.84	13,247.16
Total Information Technology	<u>369,706.00</u>	<u>370,722.49</u>	<u>(1,016.49)</u>
Intergovernmental Services			
Thurston County Central Services	20,524.00	18,609.00	1,915.00
Thurston County Auditor (payroll services)	8,795.00	8,795.04	(0.04)
Total Intergovernmental Services	<u>29,319.00</u>	<u>27,404.04</u>	<u>1,914.96</u>
Vehicle			
Vehicle Supplies	100.00	-	100.00
Vehicle Fuel	500.00	29.10	470.90
Vehicle Repairs/Maintenance	1,000.00	432.60	567.40
Total Vehicle	<u>1,600.00</u>	<u>461.70</u>	<u>1,138.30</u>
Total Expenditures	<u>\$ 4,823,159.00</u>	<u>\$ 4,238,483.60</u>	<u>\$ 567,389.78</u>



MEMBERS:

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- City of Olympia
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- City of Tenino
- City of Tumwater
- City of Yelm
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- Nisqually Indian Tribe
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- Thurston County
- North Thurston Public Schools
- Olympia School District
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Marc Daily, Executive Director

DATE: April 28, 2023

SUBJECT: New Position Classification – Planning Manager

PURPOSE

Council action on creation of a Planning Manager position within the organization to replace the current Planning and Policy Director position currently held by Karen Parkhurst, who will be leaving later this spring/summer.

Summary:

- In March 2022, Executive Director Marc Daily briefed Council on the transition plan to account for the departure of Veena Tabbutt and Karen Parkhurst. This briefing and requested action follows that original transition plan.
- Karen Parkhurst plans to retire later this Spring/Summer.
- The new Planning Manager position will be different than Karen Parkhurst’s current position in that Karen manages staff and has a substantial project and program workload as well.
- The new Planning Manager position will focus on supervision, mentorship, and project/program management of our planning work and approximately 10 planning staff.
- This position is part of the Management Team and reports to the Executive Director.

REQUESTED ACTION

Approve creation of the Planning Manager position.

md:bl

Attachments



Marc Daily
Executive Director

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 360-741-2545 Fax
 www.trpc.org

MEMORANDUM
Page 2
April 28, 2023

EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

When considering options for filling vacancies and organizing TRPC staff, consideration was given to providing equitable opportunities for advancement within the organization and ensuring a TRPC staff that is poised to foster equitable planning outcomes for the residents of the Thurston Region.

Position Description

PLANNING MANAGER

Date Prepared: June 2022

FLSA Status: Exempt

Date Revised:

April 25, 2023

GENERAL DESCRIPTION

As a member of the Executive Management Team, serves as the planning manager for the agency, supervising approximately 10 planners, leading strategic planning, interacting with policymakers, and performing project management and backup to project work. May act on behalf of the Executive Director.

Positions in this classification exercise considerable independent judgment to manage day-to-day activities.

ESSENTIAL JOB FUNCTIONS

- Provides planning leadership and direction and conducts strategic short and long-term planning programs to formulate and implement the agency goals and objectives. Identifies planning opportunities and addresses problems with appropriate solutions.
- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance evaluations; coaches, mentors, and develops plans for employee development.
- Lead in developing the agency work program and assists with work program budget.
- Working with the Executive Management Team and staff, analyzes revenue and approved work programs to determine appropriate staffing levels.
- Uses project management principles to develop scopes of work for grants, projects, and work programs, including budget estimates, schedule, and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Monitors and mentors project and program managers, including identifying and developing public involvement processes.
- May serve as a working project manager for complex and sensitive projects and programs.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Monitors emerging state and federal legislation affecting transportation, land use, environment, economic development, and other areas of interest to the Council and its member jurisdictions.
- Ensures that planning programs and projects operate within contractual and lawful constraints.
- Oversees public outreach for planning projects and programs. This includes focusing on equity in planning and engaging disadvantaged communities.
- Communicates and interacts with policymakers, executives, and administrators of other organizations at the request and on behalf of the Executive Director. This may include convening and facilitating groups.
- Works with the Nisqually Indian Tribe, the Confederated Tribes of the Chehalis Reservation, and other Tribal members of the Council.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to analyze, evaluate, and resolve public policy issues.
- Advises appointed and elected officials on sensitive public policy issues.
- Provides staff support to the Council and related committees.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual information, reports, and plans to Council, committees, community groups, and private organizations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Planning Manager position is an at-will position. It is distinguished by the level of responsibility for project management, leadership, and supervision. A comprehensive knowledge of effective communication styles, workflow and project management, and employee supervision is required.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. TRPC supports telework, flexible work hours, alternatives to driving alone such as vanpools, transit, walking, and bicycling to reduce greenhouse gas emissions and vehicle miles traveled and support a healthy work/life balance.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of progressively responsible experience that provides comprehensive knowledge of public administration, planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, transportation, or other related areas.
- Four years of project management and/or supervision must be included in the five years of experience.

EDUCATION – MINIMUM:

Bachelor's degree in public administration, urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:

Master's degree in public administration, planning or related field.

OR SUBSTITUTING

Any demonstrated combination of experience and education that provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices including state and federal laws pertaining to public employment.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases, and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to all functional areas, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local, regional, state, or federal government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Multiple specialized areas of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, and regional development forecasting.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.

- Develop and interpret policies and procedures and analyze complex administrative and policy issues.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Prioritize work, organize tasks, set and meet deadlines, manage budgets, and manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week.



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- 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



Marc Daily
Executive Director

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360-956-7575
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www.trpc.org

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 12th 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 5th.

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%			
Required Elements									
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
Total	\$299,731	\$46,779	\$427,409	\$66,705	\$127,047	\$19,828	\$97,010	\$750,000	\$1,834,509

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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Insert Resolution Here

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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.

For more information contact:
Thurston Regional Planning Council
2411 Chandler Court SW
Olympia, WA 98502
360.956.7575
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 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 1st to June 30th 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).

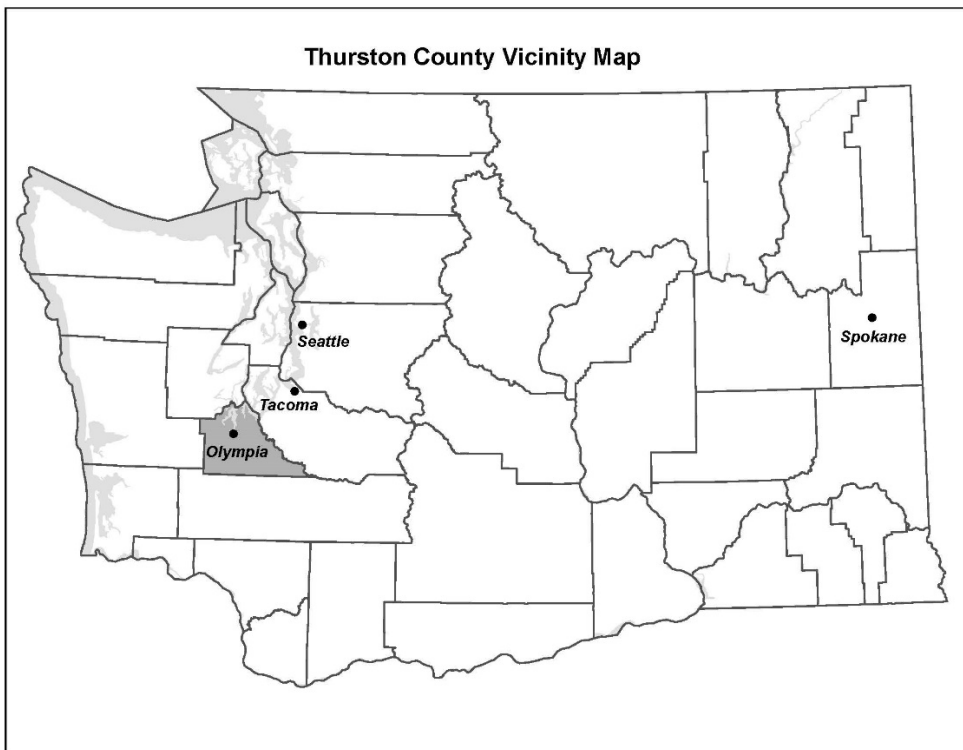


Figure 1: Thurston County Vicinity Map.

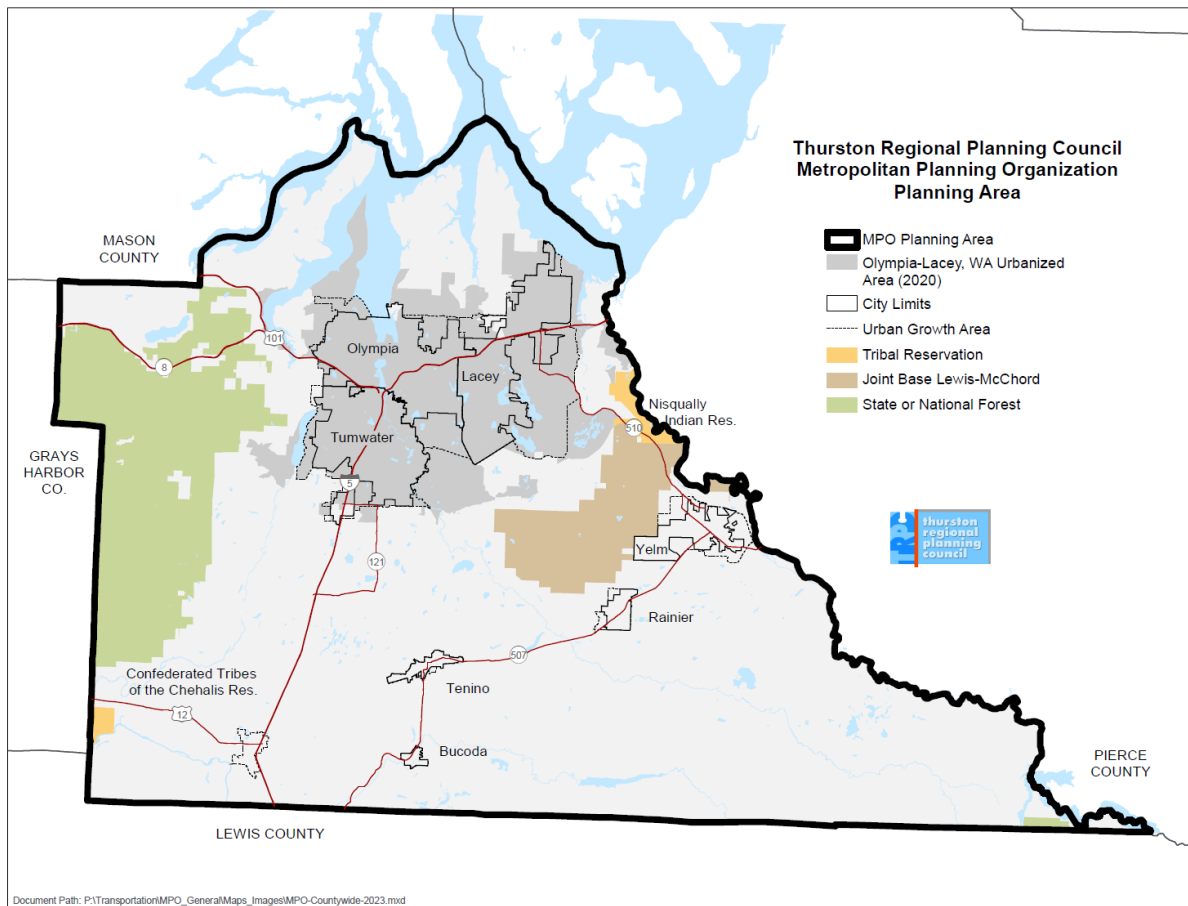


Figure 2: Metropolitan Planning Area.

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%			
Required Elements									
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
Total	\$299,731	\$46,779	\$427,409	\$66,705	\$127,047	\$19,828	\$97,010	\$750,000	\$1,834,509

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

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
Total	\$1,557,000	\$10,000	\$15,000	\$2,000	\$34,000	\$215,509	\$1,834,509

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. (2nd quarter)

- c. Update of Sustainable Thurston Report Card data. (4th 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 (PM₁₀).

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.

GMA	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.
ITS	Intelligent Transportation Systems. A wide range of advanced technologies that improve the safety and operating efficiency of existing transportation facilities or services. Common examples of ITS include central dispatch of road emergency assistance, freeway traffic maps shown on television or the internet to warn motorists of accidents, and devices that map ‘real time’ location of transit vehicles.
IT	Intercity Transit. IT is Thurston County’s public transportation provider.
MPO	Metropolitan Planning Organization. Agency designated by the governor to administer the federally required transportation planning in a metropolitan area. An MPO must be in place in every urbanized area over 50,000 population.
Olympic Region	One of six WSDOT geographic regions that deals with state transportation issues. The Olympic Region includes Thurston County and is headquartered in Lacey.
PM10	Particulate matter that is 10 microns or less in size and is too small to be filtered by the nose and lungs. Particulate matter may be in the form of airborne ash, soot, dust, fog, fumes, etc. Transportation conformity deals with PM ₁₀ that is generated by transportation.
RTIP	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).
RTP	Regional Transportation Plan. Thurston Regional Planning Council is required by state and federal laws to maintain a plan that looks out over at least a twenty-year horizon and ensures coordination across all jurisdictions for all modes of transport.
RTPO	Regional Transportation Planning Organization. State-designated agency created to ensure that regional transportation planning is consistent with county-wide planning policies and growth strategies for the region. TRPC is the Regional Transportation Planning Organization for Thurston County, which is a single-county RTPO.

SFY	State Fiscal Year. The period from July 1 through June 30.
STIP	Statewide Transportation Improvement Program. Federally required document identifying all federally funded and/or regionally significant projects in the state. Projects must be included in the STIP before applicants can use federal money awarded to their projects. For a project to be included in the STIP it must first be included in the RTIP.
STBG	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.
STP	Surface Transportation Program. The primary federal funding program resulting from ISTEA and TEA21 that provides money for a wide range of transportation projects.
TAC	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.
TIP	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.
TITLE VI	Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.
TMA	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.
TPB	Transportation Policy Board. This advisory body to TRPC focuses specifically on regional transportation issues. All member jurisdictions of TRPC are eligible to be active members of the TPB. The TPB also includes other representatives of community interests, as required by state law. State legislation passed in 2003 designated all the region's legislators as ex officio members of the TPB.
TRPC	Thurston Regional Planning Council.
UPWP	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 Swarhout
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 nd Legislative District	Senator Jim McCune Representative Andrew Barkis Representative J.T. Wilcox
20 th Legislative District	Senator John Braun Representative Peter Abbarno Representative Ed T. Orcutt
22 nd Legislative District	Senator Sam Hunt Representative Beth Doglio Representative Jessica Bateman
35 th 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

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 Agency Fax Number: 360.956.7815
 Agency Web Site: www.trpc.org

Core regional transportation staff work on a wide variety of issues. New and emerging issues arise, and 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.

Staff Contact	Primary Areas of Responsibility in Transportation
Marc Daily <i>Executive Director</i> dailym@trpc.org	Oversight and management of all TRPC agency work programs.
Tyson Justis <i>Finance and HR Director</i> justist@trpc.org	Oversight and management of staffing and accounting functions and contract management.
Scott Carte <i>GIS and Modeling Manager</i> cartes@trpc.org	Oversight of technical team including modeling and GIS staff. ITS Architecture
Karen Parkhurst <i>Planning and Policy Director</i> parkhuk@trpc.org	Oversight of Policy Board and transportation policy development. Legislative issues and support. Coordinated human services transportation planning. Rail. Freight.
Katrina Van Every <i>Transportation Manager</i> vaneveryk@trpc.org	Title VI coordinator. Transportation funding. MPO/RTPO program requirements. UPWP. Performance measures. ITS Architecture. Regional Transportation Plan.
Paul Brewster <i>Senior Planner</i> brewstp@trpc.org	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.
Theresa Julius <i>Senior Planner</i> juliust@trpc.org	Regional Transportation Improvement Program.
Michael Ambrogio <i>Senior Planner</i> ambrogim@trpc.org	Population and Employment forecast. Regional transportation and dynamic model support.
Aaron Grimes <i>Transportation Modeler</i> grimesa@trpc.org	Maintenance of regional travel demand model and development of dynamic traffic model development. Traffic data support. Regional and corridor analysis. Local agency modeling support.
Clyde Scott <i>Senior Transportation Modeler</i> scottc@trpc.org	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
Total	5.79

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%	
Required Elements								
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
Subtotal	\$425,306	\$66,377	\$86,500	\$13,500	\$24,500	\$0	\$0	\$616,184
Regional Transportation Planning Priorities								
5. Ongoing Activities	-	-	-	-	-	376,280.01	58,725.78	435,005.79
6. Major Initiatives	-	-	-	-	-	323,719.98	50,522.77	\$374,243
Subtotal	\$0	\$0	\$0	\$0	\$0	\$700,000	\$109,249	809,248.54
Total	\$425,306	\$66,377	\$86,500	\$13,500	\$24,500	\$700,000	\$109,249	\$1,425,432

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
Required Elements							
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
Subtotal	\$510,149	\$13,187	\$185	\$88,433	\$3,169	\$1,061	\$616,184
Regional Transportation Planning Priorities							
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
Subtotal	\$791,724	\$17,376	\$87	\$20	\$41	\$0	\$809,249
Total	\$1,301,873	\$30,563	\$272	\$88,453	\$3,210	\$1,061	\$1,425,432

* 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
Total	\$1,815,713	\$1,425,432

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 (2nd and 4th 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