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THURSTON REGIONAL PLANNING COUNCIL
RESOLUTION NO. 2019-03

RELATING to the State Fiscal Year 2020 Unified Planning Work Program between THURSTON REGIONAL PLANNING COUNCIL (TRPC) and the WASHINGTON STATE DEPARTMENT OF TRANSPORTATION (WSDOT).

WHEREAS, the WSDOT and TRPC have cooperated in the past for regional and metropolitan transportation planning within Thurston County; and

WHEREAS, TRPC is the agency designated by the GOVERNOR as the METROPOLITAN PLANNING ORGANIZATION and the REGIONAL TRANSPORTATION PLANNING ORGANIZATION for the Thurston region; and

WHEREAS, TRPC has the authority to act on the Unified Planning Work Program;

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

THAT the scope, content, budget, and funding sources of the State Fiscal Year 2020 Unified Planning Work Program be approved as per the attachment with the understanding that minor changes may be required following State review; and

THAT the Regional Transportation Improvement Program be amended to secure the federal Surface Transportation Program Block Grant funds necessary to undertake the State Fiscal Year (SFY) 2020 Regional Transportation Planning Priorities as described in the Unified Planning Work Program; and

THAT any local match will be finalized through the TRPC budget process; and

THAT the Executive Director is authorized to file the necessary applications and execute contracts with the WSDOT upon completion of legal reviews.

Adopted this 3rd day of May, 2019.

ATTEST:

[Signatures]
Marc Daily
Executive Director

Nathaniel Jones, Chair
Thurston Regional Planning Council
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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 those 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.
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, and 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 agency direction emphasizes a focus on documenting how the major activities in the UPWP accomplish the core functions of metropolitan planning identified in the United States Code and the Code of Federal Regulations. Federal requirements for the SFY 2020 UPWP period have been identified in the UPWP guidance document as:

- Essential Programs and Activities.
- Governance.
- Joint WSDOT/MPO Self-Certification Process.
- Metropolitan Transportation Improvement Program.
- Fiscal Planning and Fiscal Constraint.
- Metropolitan Transportation Planning Agreements.

**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 development, updating, and maintaining the Regional Transportation Plan.
3. Ensure early and continuous public involvement from conceptual planning through decision-making.
4. Be on-going, 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 the development and refinement of the regional transportation plan, and provide a forum for the discussion of regional transportation planning issues.

State law requires that the UPWP describe how the work programmed supports the six legislative transportation system policy goals of RCW 47.04.280. Specifically, state law stipulates that public investments in transportation should support achievement of these policy goals:

- 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 requirements for the SFY 2020 UPWP period have been identified in the UPWP guidance document as:

- General Activities (including required duties), as identified in preceding section.
- RTPOs and Local Comprehensive Plans.
- Coordinated Public Transportation – Human Services Transportation Plan. (Note must be updated every four years, and the project lists must be updated every two years. The next update of the Plan is due in 2022, while the project list must be updated in 2020.)
- Transportation Demand Management and Commute Trip Reduction.
- Additional Work Tasks including Coordination with WSDOT.
- Title VI and Reporting.

**Federal and State Emphasis Areas**

The Federal Highway Administration, Federal Transit Administration, and Washington State Department of Transportation (WSDOT) annually identify additional factors they would like to see addressed within the regional transportation planning program. In addition to developing the required annual performance and expenditure reports (annual reports) and interlocal agreements, in this UPWP it is requested that TRPC:

- Work with WSDOT as the analysis and application of the FAST Act evolves and draft or final rules are released.
• Promote cooperation and coordination across MPO boundaries to ensure a regional approach to transportation planning.
• Identify Ladders of Opportunity – or access to essential services as part of the transportation planning process, including identifying transportation connectivity gaps in access to essential services.
• Coordinate and invite participation with tribal governments on the development of regional transportation plans and programs.
• Develop interlocal agreements, as appropriate.
• Participate in statewide planning efforts with respect to the various state modal plans and the statewide long-range transportation plan.

Regional Transportation Planning Priorities

Mandated federal and state planning requirements cannot be satisfactorily accomplished within the funding provided for this purpose by federal and state agencies. In addition, TRPC’s Council (Council) and Transportation Policy Board identify a set of regional transportation planning priorities for the annual regional work program to ensure transportation planning includes regional as well as state and federal priorities.

The Council has supplemented the region’s base transportation planning program with funding from the Surface Transportation Program (STP), now the Surface Transportation Block Grant program (STBG), since 1995 to fund regional efforts. This funding enables the kind of coordinated and integrated transportation planning and decision-making that has characterized this region’s program since the mid-1990s.

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:

<table>
<thead>
<tr>
<th>Task or Milestone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPB Review of draft UPWP</td>
<td>March 13, 2019</td>
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<tr>
<td>TRPC Review of draft UPWP</td>
<td>April 5, 2019</td>
</tr>
<tr>
<td>Federal and State Partner Review of draft UPWP</td>
<td>April 11, 2019</td>
</tr>
<tr>
<td>TRPC Adoption of UPWP</td>
<td>May 3, 2019</td>
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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 2018 state population estimates (State Office of Financial Management), 281,700 people live in Thurston County. TRPC’s 2018 population estimates for the Olympia-Lacey WA Urbanized Area is 196,700. If current trends hold, and the Census count reflect TRPC estimates, the Urbanized area will exceed 200,000 in 2019. Based on population estimates, it is anticipated that the region will be designated a Transportation Management Area (TMA) after the next decennial Census. If the region becomes a TMA, it 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 three years.

Figure 1: Thurston County Vicinity Map.
Metropolitan Planning Organization/Regional Transportation Planning Organization Structure

TRPC is governed by a 22-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, 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 includes two citizen advisors, three business representatives, and WSDOT Olympic Region. State law requires that the region’s entire state delegation serve as ex officio non-voting members of the TPB.
Both Council and TPB are advised on technical issues by the Technical Advisory Committee (TAC). 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 2019 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.
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THURSTON REGION TRANSPORTATION WORK PROGRAM

The work program is divided into several sections, highlighting the anticipated transportation planning activities conducted by TRPC, including both required federal and state programs (funded through FHWA PL, FTA 5303 and local matching funds), TRPC’s planning work program funded by Surface Transportation Block Grant program (STBG) funds¹, other federally-funded state, regional or local transportation planning activities led by TRPC, and other federally-funded planning activities within the MPO area led by other agencies. A summary of planning activities is provided below.

**Unified Planning Work Program Elements**

- Required Elements
  - 1. Program Management
  - 2. Project Programming and Tracking
  - 3. Multimodal Transportation Planning
  - 4. Data Collection, Analysis, and Forecasting

- Regional Transportation Planning Priorities
  - 5. Ongoing Activities
  - 6. Major Initiatives

**Surface Transportation Block Grant Program Competitive Grants**

- Martin Way Corridor Study
- Grand Mound Transportation Study
- Safe and Active Routes to Schools
- School Walk Route Mapping for North Thurston, Olympia, and Tumwater Schools

**Other Federal Funds**

- I-5/US 101 Practical Solutions: State Capitol Campus Transportation Demand Management - Mobile Work

**Other Planning Agencies within the Thurston Region**

- Intercity Transit
- Washington State Department of Transportation Headquarters
- Washington State Department of Transportation Olympic Region
Unified Planning Work Program Elements

Required Elements

**Funding Source:** FHWA PL, FTA 5303, RTPO, and local matching funds  
**Funding Amount:** $641,577  
**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.

Regional Transportation Planning Priorities

**Funding Source:** Surface Transportation Funds and local matching funds.  
**Funding Amount:** $809,249  
**Work Performed by:** TRPC, in partnership with Tribes, WSDOT, Intercity Transit, and local jurisdictions.
## SFY 2019 Estimated Revenue

<table>
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<th>Work Element</th>
<th>Required Elements</th>
<th>FHWA PL Funds</th>
<th>TRPC Match 13.50%</th>
<th>FHWA through WSDOT</th>
<th>FTA 5303 Funds</th>
<th>TRPC Match 13.50%</th>
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### Regional Transportation Planning Priorities

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<th>Work Element</th>
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<th>TRPC Match 13.50%</th>
<th>FHWA through WSDOT</th>
<th>FTA 5303 Funds</th>
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<th>Total Revenue</th>
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<tr>
<td>Ongoing Activities</td>
<td>FTA</td>
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**Abbreviations:**
- FHWA: Federal Highway Administration
- FTA: Federal Transit Administration
- MPO: Metropolitan Planning Organization
- RTPO: Regional Transportation Planning Organization
## Expenses

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<th>Work Element</th>
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<th>TRPC Agency Staff</th>
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<th>Travel and Training</th>
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<td>2. Project Programming and Tracking</td>
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<td>3. Multimodal Transportation Planning</td>
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<td>4. Data Collection, Analysis, and Forecasting</td>
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<td>$0</td>
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</table>

**Total** | $1,406,399 | $1,406,399 | $10,000 | $0 | $0 | $24,000 | $1,454,399
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 RTPO 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)

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 Report. (August-September)
   - Complete annual self-certification. (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. Fixed Costs
   - Costs for transportation modeling software, printing, legal advertisements, conferences, and training. (On-going)
Level of Effort Breakdown:

1. Program Management $300,000
   1.1 Administration $70,000
   1.2 Program Support and Maintenance $80,000
   1.3 Personnel Management $80,000
   1.4 UPWP Development $25,000
   1.5 Required Reporting $10,000
   1.6 Professional Development and Training $15,000
   1.7 Fixed Costs $20,000

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 2021 UPWP. (January-May)
m. Self-certification. (October)
n. Title VI reports. (On-going)
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, and Congestion Mitigation Air Quality (CMAQ) funds. (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)

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:**

<table>
<thead>
<tr>
<th>2. Project Programming and Tracking</th>
<th>$125,000</th>
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<tr>
<td>2.1. Programming of Federal Funding</td>
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</tr>
<tr>
<td>2.2. Federal Funding Obligation Tracking</td>
<td>$10,000</td>
</tr>
<tr>
<td>2.3. Regional Transportation Improvement Program</td>
<td>$75,000</td>
</tr>
</tbody>
</table>

**Deliverables:**

a. Four-year RTIP and amendments as necessary. (New RTIP in October; amendments in between annual updates as needed)
b. Compilation of planned projects drawn from Six-year TIPs. (October)
c. Annual listing of obligated projects. (March)
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

- 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 activities, corridor studies, practical solutions, plan alignment workgroup, and statewide plan workgroups. (as needed)
- Consult with local, tribal, state, and federal officials. (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)
- Coordinate non-emergency human services transportation by maintaining and implementing the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston region, and provide support to service providers to ensure coordination with applicable metropolitan and statewide planning processes, increase ridership and system efficiencies, and maximize service coordination. (On-going).

3.2. Communications and Outreach

- 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. Review of State and Local Plans

- Coordinate with WSDOT as appropriate on issues related to the Washington Transportation Plan, corridor plans or studies, and modal and safety plans. (On-going, as needed)
- 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)

3.4. 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)

3.5. Regional Plans
• Amend the long-range Thurston Regional Transportation Plan. (Annually as needed)
• Begin a major update of the long-range Thurston Regional Transportation Plan (Plan is due July 2020; also funded in Regional Planning Priorities)
• Update Intelligent Transportation Systems (ITS) Architecture. (As needed)

3.6. Planning Support
• Provide planning support for ongoing local and regional plans and programs including targeted web sites, transportation data management systems, and model enhancements to ensure a continuous, cooperative, and comprehensive regional planning process. (As needed)

3.7. Emerging Issues
• Provide support for issues related to transportation planning that emerge through the state fiscal year. (As needed)

Level of Effort Breakdown:

3. Multimodal Transportation Planning $176,577
   3.1. Tribal, Local, State, and Federal Agency Coordination $20,000
   3.2. Communications and Outreach $20,000
   3.3. Review of State and Local Plans $10,000
   3.4. General Compliance $10,000
   3.5. Regional Plans $75,150
   3.6. Planning Support $35,000
   3.7. Emerging Issues $10,000

Deliverables:

a. Annual amendments to Regional Transportation Plan. (December)
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)

4.2. Air Quality Compliance  
   • Conduct air quality conformity analysis. (Ongoing, as needed)  
   • Conduct air quality conformity consultation with federal and state agencies. (Ongoing, as needed)  
   • Annual RTIP air quality consultation. (October)  
   • Estimate air quality benefits for CMAQ projects. (Annually)

4.3. Transportation Modeling  
   • Maintain the regional transportation models. (Ongoing)

4.4. Forecasting  
   • Develop annual Population and Employment estimates. (Annually)

**Level of Effort Breakdown:**

<table>
<thead>
<tr>
<th>4. Data Collection, Analysis, and Forecasting</th>
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</thead>
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<tr>
<td>4.1. Performance Measures</td>
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<td>4.2. Air Quality Compliance</td>
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<td>4.3. Transportation Modeling</td>
<td>$10,000</td>
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<tr>
<td>4.4. Forecasting</td>
<td>$10,000</td>
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</table>

**Deliverables:**

a. Annual population and employment estimates. (4th quarter)  

b. Air quality conformity consultation. (October-November)
Regional Transportation Planning Priorities

In addition to complying with federal and state transportation planning requirements, TRPC has a long history of funding additional activities that support implementation of the long-range Regional Transportation Plan and Growth Management objectives. Council and Transportation Policy Board members identify these work program priorities which result in an integrated approach to regional transportation planning that is multimodal by nature, consistent with adopted Comprehensive Plans, and which facilitates local, regional, and state implementation efforts. The Regional Transportation Planning Priorities work program is reviewed by TPB and adopted by Council as part of the UPWP. It consists of two major elements:

- Ongoing Activities
- Major Initiatives

5. Ongoing Activities

5.1. 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.

5.2. Multi-modal and Demand Management Activities.
   This 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.

5.3. Transportation Modeling.
   This includes maintaining and updating the Regional Transportation Model and Regional Dynamic Model that supports our local and regional partners transportation planning efforts.

5.4. GIS and Information Technology.
   This includes maintaining and updating Geographic Information System (GIS) data layers and maintaining our information technology infrastructure to support our modeling and planning efforts.

5.5. Communication and Outreach.
   This includes 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, as well as publication of the annual newsletter – Journeys.

   This includes activities related to the safety and resiliency of our transportation network, including emergency planning efforts.

5.7. Policy Board, Technical Advisory Committee Support.
   This includes preparation of meeting materials and activities to support the Transportation Policy Board and Technical Advisory Committee. Will include supporting the Transportation Policy Board retreat.

5.8. Sustainable Thurston Monitoring and Implementation.
   This includes updates to the Sustainable Thurston Report Card, publication of the annual MainStreet Journal, and other activities related to the implementation of the transportation element of the regional sustainability plan – Sustainable Thurston.

5.9. Response to Emerging Issues.
This work program item accommodates emerging issues such as policies around emerging transportation technology (autonomous and connected vehicles) and electric vehicle infrastructure, as well as unanticipated issues and responses to specific inquiries from policy makers and legislators.

**Level of Effort Breakdown:**

5. **Ongoing Activities**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>5.1. Local Agency Support and Inter-Regional Coordination</td>
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<tr>
<td>5.2. Multi-modal and Demand Management Activities</td>
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<td>5.3. Transportation Modeling</td>
<td>$80,000</td>
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<tr>
<td>5.4. GIS and Information Technology</td>
<td>$60,000</td>
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<tr>
<td>5.5. Communication and Outreach</td>
<td>$60,000</td>
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<tr>
<td>5.6. Safety and Security</td>
<td>$15,000</td>
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<tr>
<td>5.7. Policy Board, Technical Advisory Committee Support</td>
<td>$40,000</td>
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<tr>
<td>5.8. Sustainable Thurston Monitoring and Implementation</td>
<td>$30,000</td>
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<tr>
<td>5.9. Response to Emerging Issues</td>
<td>$40,000</td>
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6. **Major initiatives** (may span over several work programs)

6.1. Land Use and Transportation Integrated Planning.

This includes activities relating to urban centers and corridors, and neighborhood centers, such as convening the Urban Corridors Task Force.

6.2. Update of State of our Transportation System reports.

This includes developing the second State of our Transportation System report. The report is produced every two years. The first report focused on pavement maintenance, fish passage barriers, and bridges. Topics for the second report may include topics such as sidewalk gaps, transit stop ADA accessibility, and vehicle charging stations.

6.3. Update of the Regional Trails Plan.

Adopted in 2007, the Thurston Regional Trails Plan is a blueprint for the identification and development of a shared-use trail network that spans the entire county. The regional trail network provides bicycle, pedestrian, and micromobility device circulation and mobility between separated trails and the on-street network and transit services. 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 for the plan’s proposed trails. The update of the Plan will begin in 2019 and conclude in 2020.


TRPC is facilitating the development of a regional climate mitigation plan for Lacey, Olympia, Tumwater and Thurston. This work program element supports the transportation section of the plan, and will focus on vehicle miles traveled reduction, as well as changes in vehicle fleet mix (gas – hybrid – electric) and fuel efficiency measures.

6.5. Regional Transportation Plan Update.

An update of the Regional Transportation Plan is currently underway. While this is a required element (see 3.5), additional funding is needed to complete the update. TRPC will work with WSDOT to incorporate a new chapter into the plan that discusses state facilities in the Thurston Region. The outreach component to the plan (under development) is anticipated to be completed by December 2019 with a public comment.
period on the full plan draft in March/April 2020. Each chapter in the Plan will be reviewed to determine what needs to be revised, updated, or improved.

6.6. Transportation Data Management Program.
This task is the implementation of a feasibility study funded by STBG funds to investigate ways to store and distribute traffic data such as traffic counts regionally rather than at the jurisdictional level. The task includes investing in a transportation data management program to manage regional traffic counts, entering legacy counts into the system, and contracting for traffic counts as needed for the Regional Travel Demand model.

Explore alternative ways to competitively program and award federal funding. The process must result in a multi-year project list that meets regional policy maker priorities and allows the region to meet the assigned obligation targets.

This 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.

6.9. Explore Multimodal Level of Service.
Begin exploration of a regional approach to developing a multimodal level of service.

Level of Effort Breakdown:

<table>
<thead>
<tr>
<th>Major initiatives (may span over several work programs)</th>
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<tbody>
<tr>
<td>6.1. Land Use and Transportation Integrated Planning</td>
<td>$10,000</td>
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<tr>
<td>6.2. Update of State of our Transportation System reports</td>
<td>$40,000</td>
</tr>
<tr>
<td>6.3. Update of the Regional Trails Plan</td>
<td>$80,000</td>
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<tr>
<td>6.4. Climate Mitigation Plan – Transportation Strategies</td>
<td>$40,000</td>
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<tr>
<td>6.5. Regional Transportation Plan Update</td>
<td>$70,000</td>
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<td>6.6. Transportation Data Management Program</td>
<td>$24,000</td>
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<tr>
<td>6.7. Update of the Process of Programming Federal Funding</td>
<td>$30,000</td>
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<tr>
<td>6.8. I-5 System Partnerships</td>
<td>$60,249</td>
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<tr>
<td>6.9. Explore Multimodal Level of Service</td>
<td>$20,000</td>
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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 RTPO 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.

**Martin Way Corridor Study**

**Funding Amount:** $523,410 (2019-2021)
**Partners:** TRPC, Thurston County, Lacey, Olympia, and Intercity Transit

Martin Way, from Pacific Avenue to Marvin Road has been identified as both an urban corridor (land use designation) and strategy corridor (transportation designation) in regional and local plans. This former state highway serves as an alternative to I-5, has frequent transit service, and is a prime candidate for increasing land use intensity, and walking and biking activity. This section of Martin Way carries a large volume of daily vehicles, and has bicycle lanes, but inconsistent pedestrian facilities. The Martin Way Corridor Study West will focus on this section of the corridor and identify opportunities to increase multimodal mobility and safety, and incorporate transportation, land use, environmental, and economic considerations.

**Grand Mound Transportation Study**

**Funding Amount:** $350,000 (2017-2020)
**Partners:** TRPC, Thurston County

TRPC is assisting Thurston County in engaging the community in identifying community transportation strategies to accommodate existing and forecasted growth. Community stakeholders include local businesses, residents, property owners, transit providers, and the Confederated Tribes of the Chehalis Reservation. Transportation strategies may include roundabouts, gateways, pedestrian facilities/crossings, roadway interconnectivity, and access and special consideration of US12, to help the Grand Mound area better handle the demands of a regional tourist destination. The results of the Grand Mound Transportation Study will be integrated into Thurston County’s update of the Grand Mound Sub-Area Plan – a parallel and related project - funded by the County and focused on the land use elements of subarea planning.

**Safe and Active Routes to Schools**

**Funding Amount:** $67,739 (2017-2019)
**Partners:** TRPC and Thurston County

This project aims to improve conditions around schools for safe and convenient walking and bicycling by assessing current conditions, identifying needs for active transportation improvements, and implementing encouragement/education programs to prepare a new generation for being safer and more active on their way to school. The project will target southern Thurston County communities and other unincorporated areas not served by Intercity Transit’s Walk N Roll program. The project benefits all residents of these areas by making it easier to travel safely and efficiently and to be physically active.
School Walk Route Mapping for North Thurston, Olympia, and Tumwater Schools

**Funding Amount:** $60,000 (2019-2020)
**Work performed by:** Thurston Regional Planning Council and Intercity Transit with North Thurston Public Schools and the Olympia and Tumwater School Districts.

Washington requires school districts to identify walking routes from each neighborhood to each elementary school (RCW 28A.160.160(5)) and review routes every two years. While school districts are fulfilling this basic requirement, the district maps are not family friendly or readily accessible to households seeking information for planning safe routes to school. School route maps are useful for encouraging students and families to walk or ride bikes to school safely and reduce the number of vehicles driving to and from schools. Such maps also play a role in assisting districts, their families, cities, and the county with identifying school transportation needs such as filling in sidewalk gaps, installing street crossing improvements, and school bus route planning.

TRPC and Intercity Transit in partnership through the Walk N' Roll Program will create detailed school walk route maps using an interdisciplinary stakeholder process. There are 31 elementary schools in North Thurston, Olympia, and Tumwater school districts. This project will formalize a partnership between the school districts, TRPC, Intercity Transit, and community stakeholders to develop effective and user-friendly school walk route maps for every elementary and several middle schools within the three districts. The maps will be reviewed and updated every two years, as necessary.

Other Federal Funds
**Funding Source:** Regional Mobility Grant Program (Federal and State). Local matching funds.

I-5/US 101 Practical Solutions: State Capitol Campus Transportation Demand Management - Mobile Work

**Funding Amount:** $200,000 (2019-2021)
**Partners:** City of Olympia and TRPC

Dubbed locally as "Taming the Telework Dragons," this project will expand mobile work (telework, compressed work weeks, flexible work hours) outreach and education efforts to all state agencies on the Olympia Capitol Campus, targeting top and mid-level managers - taming their fears and establishing best practices, policies, and robust formal programs. The effort will include one-on-one and group meetings with small and large agency management, human resources and information services personnel, and presentations at cabinet meetings. We will also identify and deploy early adopter "champions" and work with Employee Transportation Coordinators.
Other Planning Activities within the Thurston Region

**Intercity Transit Planning Activities**

**Funding Source:** Local funding primarily with some minor grants.  
**Work performed by:** Intercity Transit or in partnership with local, regional, and state agencies, with consultant support as needed.

Intercity Transit does not receive federal planning funds directly. However, they do receive federal funds for operating assistance and capital projects; their planning activities must be conducted in a manner compliant with federal requirements. Some specific activities of note include, but are not limited to:

- Assessment of local transit service and influence of decisions affecting transit accessibility, reliability, safety and overall effectiveness
- Annual review and update of a six-year Transit Development Plan (WSDOT requirement), agency six-year Strategic Plan
- Annual review and update of vehicle fleet and facility inventories (WSDOT requirement)
- Development of a long-range (20 year) service, capital replacement, and resource plan
- Participation in the regional update of the Coordinated Human Services Transportation Plan
- Participation in all regional planning initiatives including those focused on land use, transportation funding and programming, walkable communities, active transportation, economic and workforce development, and livable/sustainable communities
- Participation in regional, statewide and national discussions on the development of transit service delivery, industry best practices, and advancements in innovative technology
- Administration of grant funds for operational assistance and capital facilities

**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 implementation of the Washington Transportation Plan, the Statewide Freight Mobility Plan, the Statewide Public Transportation Plan, development of the Highway System Plan and the State Rail Plan, participation with the corridor sketch initiative, corridor planning studies, and integrated scoping, and coordination with MPOs/RTPOs to carry out the 3C planning process. These actions have a direct bearing on the regional transportation system in the Thurston region, and the issues and opportunities that must be considered by TRPC.

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 staff in partnership with local, regional, and federal staff.

WSDOT is involved in three primary areas of planning that are 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. 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 Sketches.

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. In addition, efforts include cooperate with reviews of the Washington Transportation Plan, Long Range Ferry Plan, Aviation Plan, Highway System Plan and the plans of other modes.

Enhanced Local Collaboration involves working closely with local jurisdictions to offer early reviews and assistance on their comprehensive 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.
Appendix A: Unfunded Needs
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I-5 Tumwater to Mounts Road Study

Statement of Need
I-5 and major connecting routes between Tumwater and Mounts Road affect our region’s economic vitality, accessibility and mobility, defense operations, and the environment. This segment of I-5 experiences reduced throughput recurring delay, and increasingly unreliable travel times. In addition, the configuration of I-5 through the Nisqually River delta makes the road prism subject to flood risk and limits natural river functions, which degrades aquatic habitat quality. The goals of this work are to:

- Improve travel time and reliability.
- Increase the ability to safely, efficiently, and equitably move all people (multimodal) and goods, and manage corridor capacity as an asset.
- Improve access to industrial areas, commercial areas, and job sites.
- Protect and enhance the environment including reducing the transportation and estuarine habitat constraints related to the Nisqually River Bridges and the river’s delta.
- Improve network redundancy and resiliency.

Phase 1 (funded in 2018) involves WSDOT, TRPC, Nisqually Indian Tribe and other partners working on identification and analysis of multi-modal congestion relief strategies and strategies to reduce flood risk and improve habitat function.

Phase 2 of this project (unfunded) is to fully assess the benefits and potential adverse impacts of the solution alternatives through the National and State Environmental Policy Act review processes. This review will result in fulsome review, cost estimation, and ultimately a preferred alternative of mid and long-term solutions.

Phase 3 (unfunded) is design and construction/implementation of the preferred alternative.

Estimated Cost for Phase 2: $4,500,000

Local Goods and Services Mobility Strategy

Statement of Need
Freight mobility is about much more than long-haul truck and rail traffic, and regional distribution centers. Freight mobility also describes how goods and services get from local businesses to consumers, and how goods and products get onto local shelves to support the local economy.

A local goods and services mobility strategy will help the region develop a comprehensive understanding of the needs and economic impacts associated with the movement of freight and services on local streets. Two areas of particular need include the design of streets and site access for compact, urban mixed-use development to accommodate the efficient movement of delivery trucks, and how to accommodate the efficient movement on local roads of locally-produced agricultural goods from the producer to the consumer.

Estimated Cost for this Unfunded Need: $75,000
Funding Strategies for Rural Transportation Projects

Statement of Need
TRPC has funded and supported several studies of transportation challenges and potential solutions in rural communities. For Rainier, Tenino, Rochester, and Grand Mound, these studies included looking at the state highway that serves both as a through route in the highway system and as a main street in the community. (Rainier: Binghampton Street, Tenino: Sussex Avenue, Main Street Rochester, and Grand Mound Transportation Study).

These efforts include broad community outreach, collaboration, and strong partnerships among the city/town/area, TRPC, Thurston County, state agencies, local businesses, and residents. While such studies document needs, current and future conditions, and planning level design, these small rural communities face extraordinary challenges in funding the projects.

This work program would take the next steps toward identifying funding by working with potential funding partners and elected officials at all levels of government to market the studies in ways to enhance the possibility of success. This would include, but not be limited to, 1) creating a Rural Communities package to take to the state legislature and federal decision-makers, 2) identifying options for matching funds, and 3) exploring the role that other jurisdictions might play in moving from planning to implementation.

Currently, TRPC is partnering with the Economic Development Council and the South Thurston Economic Development Initiative (STEDI) to host a workshop to provide information on available funding sources, grant writing, and other tools. This work program element would build on those efforts and continue to bring assistance to the rural communities who seek funding for transportation and other community needs:

**Estimated Cost for this Unfunded Need:** $50,000

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 local partners will build off 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.

**Estimated Cost for this Unfunded Need:** $150,000
Transportation Recovery Strategy

Statement of Need
The Thurston Region is vulnerable to major earthquakes and other hazards. A Regional Transportation Recovery Plan would assist local, tribal, and state government prepare for and manage the transportation recovery process following a major disaster. The overall objective of this plan is to develop a strategy to promote a recovery process for transportation networks and services – and communities – that results in a greater level of resilience. Included in this study would be a local bridge earthquake structural assessment.

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

State Route and Interstate Emergency Incident Management Detour Route Improvements Study

Statement of Need
When I-5 or US101 shuts down due to major collisions, flooding, or other blocking emergencies, traffic is detoured to local streets and rerouted to the freeway to bypass the incident. These temporary detours are disruptive to local transportation networks and result in major delays both to local traffic and people passing through. In addition, load restrictions and vertical clearance limitations pose additional constraints for movement of large trucks. To better manage traffic impacts from such incidents, TRPC, WSDOT, and local agency public works and law enforcement stakeholders have identified nearly 50 pre-determined emergency detour routes with special instructions for intersection control, temporary signage, and other instructions to direct traffic and maintain safety and efficient operations of the detour route.

Additional studies will identify opportunities to improve the operational efficiency of the detour routes, make them safer, and strengthen the routes to protect them from excess use. 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 that could reduce delay and strengthen the network to accommodate higher volume detour traffic demands.

Estimated Cost for this Unfunded Need: $250,000
Environmental Justice and Social Equity in Planning and Implementation

Statement of Need

Environment Justice and Social Equity are key to any planning process and support our community value of fairness and meaningful involvement. Specific state and federal guidance require government to ensure that all communities are treated fairly and given equal opportunity to participate in the planning and decision-making process, ensuring inclusion of traditionally disadvantaged groups. This includes people with low incomes, ethnic minorities, persons with disabilities, and seniors. Justice and Equity demand that everyone – regardless of race, culture, ability, or income, receive an equitable distribution of the benefits of activities without suffering disproportionate adverse impacts.

While included in many areas of TRPCs transportation work program, Justice and Equity is not a specific lens by which the region evaluates specific actions, including those identified in the Regional Transportation Plan and the distribution of federal transportation funds. The Council has expressed a desire for a deeper dive into viewing actions and strategies through such a viewpoint.

This work program would convene community partners including schools, community organizations, advocacy groups, elected officials, and others to clarify Justice and Equity goals, develop performance measures, and identify potential data sources to track progress. The project would also work to overcome barriers in participation by traditionally disadvantaged groups.

Estimated Cost for this Unfunded Need: $100,000
High Capacity Transportation Alternatives analysis

Statement of Need
For over 20 years, communities in the Thurston region have worked together to manage growth in an effort to minimize its negative impacts and maximize its positive benefits. This long-standing commitment to integrated planning, transportation-efficient land use policy, livable communities that support efficient and equitable alternatives to driving, and holistic thinking about access and choice and sustainability accounts for much of this region’s success in ‘bending the trend’ in terms of conventional suburban, auto-oriented development.

Despite these progressive policies, there is still a dearth of mixed-use development and infill occurring on the region’s primary urban transit corridors. Instead, new greenfield development occurs a few miles off this old state highway corridor that anchors the city centers of Lacey, Olympia, and Tumwater. The growing dominance of market forces emanating from central Puget Sound complicates this traditional grayfield-greenfield local dynamic. Easy access on I-5 to high paying jobs in central Puget Sound coupled with a relatively affordable housing market in this region skew standard equations regarding jobs-housing balance and generate rapidly growing demand for outbound commute capacity.

Meanwhile public speculation mounts and interest in expanded transit options grows. Light rail. Commuter rail. Bus rapid transit. Street cars and trolleys. Different scenarios gain traction in the highly subjective arena of public opinion with energies expended in speculative discussions about preferred alignment and locomotive technologies. Competing visions debate the merits of inter-regional commuter rail versus intra-regional alternatives that stimulate local community development. At the same time, growth pressures mount and potential corridors face encroachment or outright loss.

Cost estimates includes all aspects of an FTA-approved analysis through the Draft Environmental Impact Statement.

Estimated Cost for This Unfunded Need: $2,500,000
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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.

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

**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.

**Growth Management Act**
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. |
| **ISTEA** | Intermodal Surface Transportation Efficiency Act of 1991. This federal act revolutionized the way transportation decisions were made, and revenues spent, at the federal, state, and local levels. It placed a strong emphasis on coordination between local, regional, and state agencies with a mandate to better integrate transportation and land use decision-making processes. System preservation and management became at least as important as system expansion. ISTEA required a coordinated, comprehensive, and financially-constrained long-range transportation strategy. The original act expired in 1997 and was reauthorized via TEA-21 in 1998. |
| **IT** | Intercity Transit. IT is Thurston County’s public transportation provider. |
| **MAP-21** | Moving Ahead for Progress in the 21st Century. The two-year federal transportation act went into effect in July 2012. |
| **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 Tumwater. |
| **PM10** | Particulate matter that is 10 microns or less in size, and is too small to be filtered by the nose and lungs. Particulate matter may be in the form of air-borne ash, soot, dust, fog, fumes, etc. Transportation conformity deals with 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 Planning Organization for Thurston County, which is a single-county RTPO.

SAFETEA-LU Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users. The federal transportation act that superseded TEA21, signed into law in August 2005.

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.

TEA21 Transportation Equity Act for the 21st Century. This is the federal act that superseded ISTEA in 1998.

TIP Transportation Improvement Program. State and federal laws result in TIPs at the local, regional, and state levels. This describes a 4-6 year list of projects that will be pursued.

TITLE VI Federal legislation initiated with the Civil Rights Act of 1964 that prohibits discrimination, denial of benefits, or exclusion from participation on the grounds of race, color, or national origin. Title VI bars intentional discrimination as well as unintentional discrimination resulting from neutral policies or practices that have a disparate impact on protected groups.

TPB Transportation Policy Board. This advisory body to TRPC focuses specifically on regional transportation issues. All member jurisdictions of TRPC are eligible to be active members of the TPB. The TPB also includes other representatives of community interests, as required by state law. 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: 2019 Member Rosters and Staff Resources
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THURSTON REGIONAL PLANNING COUNCIL – CY 2019 MEMBERS
Bucoda ................................................................. Pending
Lacey ................................................................. Carolyn Cox
Olympia ............................................................... Nathaniel Jones, Chair
Rainier ............................................................... George Johnson
Tenino ............................................................... David Watterson
Tumwater ........................................................... Tom Oliva
Yelm ................................................................. JW Foster, Vice-Chair
Thurston County ............................................... Tye Menser
Confederated Tribes of the Chehalis Reservation .... Amy Loudermilk
Nisqually Indian Tribe ......................................... Heidi Thomas
Intercity Transit .................................................. Karen Messmer
Port of Olympia .................................................. Bill McGregor
North Thurston Public Schools ......................... Chuck Namit
Olympia School District ..................................... Hilary Seidel
Tumwater School District .................................... Mel Murray
LOTT Clean Water Alliance ................................ Cynthia Pratt, Secretary
Thurston County Public Utilities District No. 1 ..... Russ Olsen
Timberland Regional Library (Associate) ............... LG Nelson
Thurston Economic Development Council (Associate) ... Michael Cade
Lacey Fire District #3 (Associate) ......................... Gene Dobry
Puget Sound Regional Council (Associate) .......... Josh Brown
The Evergreen State College (Charter Mem. Emeritus) ... Scott Morgan

TRANSPORTATION POLICY BOARD – CY 2019 MEMBERS
Lacey ................................................................. Andy Ryder, Chair
Olympia ............................................................... Clark Gilman
Rainier ............................................................... Jonathan Stephenson
Tenino ............................................................... John O’Callahan
Tumwater ........................................................... Pete Kmet
Yelm ................................................................. Tracey Wood
Thurston County ............................................... Tye Menser
Confederated Tribes of the Chehalis Reservation .... Amy Loudermilk
Nisqually Indian Tribe ......................................... Heidi Thomas
North Thurston Public Schools ......................... John Suessman
Intercity Transit .................................................. Don Melnick
Port of Olympia .................................................. Joe Downing
WA State Department of Enterprise Services ......... Kevin Dragon
WSDOT, Olympic Region ..................................... JoAnn Schueler
Business Representative Position #1 .................... Renee Radcliff Sinclair
Business Representative Position #2 .................... Angela White
Business Representative Position #3 .................... Pending
Emeritus Business Representative Position #3 .......... Doug DeForest
Citizen Representative Position #1 ....................... Graeme Sackrison, Vice-Chair
Citizen Representative Position #2 ....................... Kevin Pestinger
Ex Officio TPB Members – Washington State Legislature
2nd Legislative District ...................................................... Senator Randi Becker
Representative Andrew Barkis
Representative J.T. Wilcox
20th Legislative District ..................................................... Senator John Braun
Representative Ed Orcutt
Representative Richard DeBolt
22nd Legislative District .................................................... Senator Sam Hunt
Representative Laurie Dolan
Representative Beth Doglio
35th Legislative District ..................................................... Senator Tim Sheldon
Representative Dan Griffey
Representative Drew MacEwen

TECHNICAL ADVISORY COMMITTEE – CY 2018 MEMBERS
Confederated Tribes of the Chehalis Reservation............ Bryan Sanders
Lacey ................................................................. Martin Hoppe
Olympia ................................................................. Dave Smith/Andrew Beagle
Tumwater ................................................................. Brandon Hicks
Yelm ................................................................. Chad Bedlington
Thurston County ........................................................ Scott Davis/Theresa Parsons
Intercity Transit ........................................................ Rob LaFontaine/Eric Phillips
WSDOT, Olympic Region ........................................... Theresa Turpin
WSDOT, Highways and Local Programs ....................... Brian Moorehead
Thurston Regional Planning Council

Regional Transportation Staff Directory

Agency Phone Number: 360.956.7575
Agency Fax Number: 360.956.7815
Agency Web Site: www.trpc.org

Core regional transportation staff work on a wide variety of issues. New and emerging issues arise and some other issues diminish over time. The following list reflects the primary areas of responsibility for significant aspects of the Unified Planning Work Program. It is representative of the kinds of things each person works on, but it is not inclusive. If you have questions about something you don’t see on the list, get in touch with any of the people below and we’ll help you find what you’re looking for.

<table>
<thead>
<tr>
<th>Staff Contact</th>
<th>Primary Areas of Responsibility in Transportation</th>
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</thead>
<tbody>
<tr>
<td><strong>Marc Daily</strong></td>
<td>Oversight and management of all TRPC agency work programs.</td>
</tr>
<tr>
<td>Executive Director</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:dailym@trpc.org">dailym@trpc.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Veena Tabbutt</strong></td>
<td>Oversight and management of staffing and accounting functions and contract management.</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Title VI coordinator.</td>
</tr>
<tr>
<td><a href="mailto:tabbutv@trpc.org">tabbutv@trpc.org</a></td>
<td>Oversight of technical team.</td>
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<td></td>
<td>Transportation funding.</td>
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<td>Performance measures.</td>
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<td>ITS Architecture.</td>
</tr>
<tr>
<td><strong>Karen Parkhurst</strong></td>
<td>Oversight of Policy Board and transportation policy development.</td>
</tr>
<tr>
<td>Policy and Program Director</td>
<td>Legislative issues and support.</td>
</tr>
<tr>
<td><a href="mailto:parkhuk@trpc.org">parkhuk@trpc.org</a></td>
<td>Coordinated human services transportation planning.</td>
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<td></td>
<td>Rail. Freight.</td>
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<td></td>
<td>Regional Transportation Plan.</td>
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<tr>
<td><strong>Paul Brewster</strong></td>
<td>Federal funding programs.</td>
</tr>
<tr>
<td>Senior Planner</td>
<td>Oversight of Technical Advisory Committee.</td>
</tr>
<tr>
<td><a href="mailto:brewstp@trpc.org">brewstp@trpc.org</a></td>
<td>Trails and non-motorized transport planning.</td>
</tr>
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<td></td>
<td>Safety and security planning.</td>
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<td>Federal functional classification.</td>
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<td>“Walk and Roll” program and other school-based programs.</td>
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<td>Smart Corridors.</td>
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<tr>
<td><strong>Holly Gilbert</strong></td>
<td>Regional Transportation Improvement Program.</td>
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<tr>
<td>Senior Planner</td>
<td>Commute Trip Reduction programs.</td>
</tr>
<tr>
<td><a href="mailto:gilberh@trpc.org">gilberh@trpc.org</a></td>
<td></td>
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<tr>
<td><strong>Katrina Van Every</strong></td>
<td>Regional Transportation Plan.</td>
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<tr>
<td>Senior Planner</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:VanEveryk@trpc.org">VanEveryk@trpc.org</a></td>
<td></td>
</tr>
<tr>
<td><strong>Aaron Grimes</strong></td>
<td>Maintenance of regional travel demand model and development of dynamic traffic model</td>
</tr>
<tr>
<td>Transportation Modeler</td>
<td>development.</td>
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<tr>
<td><a href="mailto:grimesa@trpc.org">grimesa@trpc.org</a></td>
<td>Traffic data support.</td>
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<td>Regional and corridor analysis.</td>
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<td>Local agency modeling support.</td>
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<tr>
<td><strong>Clyde Scott</strong></td>
<td>Development of regional transportation and dynamic traffic assignment models.</td>
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<td>Senior Transportation Modeler</td>
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<tr>
<td><a href="mailto:Scottc@trpc.org">Scottc@trpc.org</a></td>
<td>Concurrency analysis.</td>
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<td>Local agency modeling support.</td>
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Appendix D: UPWP Annual Report
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SFY 2018
(July 1, 2017 to June 30, 2018)
Annual Report

Thurston Regional Planning Council
UNIFIED PLANNING WORK PROGRAM

Annual Report
for second year of TRPC’s UPWP

State Fiscal Years 2017-2018
(July 1, 2016 through June 30, 2018)
UNIFIED PLANNING WORK PROGRAM (UPWP) ELEMENTS

The State Fiscal Year (SFY) 2017-2018 UPWP is divided into two major activities: Metropolitan Planning Organization (MPO) / Regional Transportation Planning Organization (RTPO) Program Compliance, and Program Administration. It 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. This annual report summarizes expenditure of those funds during SFY 2018 (July 1, 2017 – June 30, 2018).

In terms of staffing and level of effort, MPO/RTPO Program Compliance accounted for 1.85 FTE (Full Time Equivalents) of that effort and Program Administration accounted for about 0.63 FTE.

In terms of funding for these mandated activities, state revenues accounted for 5.6% of the funding, federal revenues accounted for 81.6% of the revenues, and the requisite local match accounted for 12.7% of the revenues.

The UPWP is one element of a larger Thurston Regional Planning Council (TRPC) regional transportation work program, which in turn is coordinated with the overall TRPC work program.

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.
MAJOR ACTIVITY 1: MPO/RTPO Program Compliance

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

Participants: TRPC staff, member agencies in the Thurston region, Washington State Department of Transportation (WSDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA).

Budget:

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<td>Travel</td>
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<td>Total</td>
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* Consultant hired to conduct an analysis of our greenhouse gas emissions from transportation-sector sources.

TASK 1.1: PLANNING AND PROGRAMMING

SUBTASKS:

Compliance
- Monitored, evaluated, and responded to federal transportation legislation and its potential implications for the region, including new federal planning rules.

Ladders of Opportunity
- Continue to coordinate with a variety of partners to coordinate transportation (social service and transportation providers, community members, veteran groups, public and private sector job services, and other affected residents and advocates), to identify and remedy gaps in transportation services, especially for those who because of age, income, or ability, may face significant mobility challenges. Continue to provide
gap service to connect rural communities to jobs and services and to enhance current mobility management tools and strategies.

- Worked with Intercity Transit (local transit provider) and transit providers in adjacent communities to identify and respond to cross-jurisdictional travel needs. Coordinated education and assistance efforts.

**Regional Transportation Plan**
- Conducted an amendment of the Regional Transportation Plan (RTP) to incorporate the safety performance measure and countywide metropolitan planning area boundary.
- Laid out the annual amendment process.

**Performance Measures**
- Adopted the safety performance targets and incorporated them into the RTP. Monitored federal requirements for performance measures. Participated on a variety of technical teams and on the Target Setting Framework Group Meetings.
- Provided updates to the Technical Advisory Group on the remaining performance measures:
  - Pavement & bridges
  - System performance/congestion
  - Freight movement
  - Congestion mitigation & air quality
  - Transit asset management
- Developed staff reports for the Transportation Policy Board (TPB), and TRPC on the remaining performance measures. Briefings were held in July 2018 with adoption in September.

**Transportation Improvement Plan**
- Worked with the Technical Advisory Committee (TAC), Transportation TPB, and TRPC to develop a 2018-2021 Regional Transportation Improvement Plan (RTIP), including air quality conformity analysis, demonstration of financial constraint, and public review, prior to adoption in October 2017.
- Streamlined the RTIP amendment and administrative modification process.
- Developed Annual Listing of Obligated Projects.
- Coordinated with Department of Transportation to receive on-going staff training.
- Hosted State STIP training at our facilities.
- Attended the TIP Users Group (TMUG) annual meeting.
- Provided support and training to local agencies for Transportation Improvement Program (TIP) development.
- Completed amendments/modifications to the 2018-2021 RTIP.
- Completed amendments/modifications to the 2017-2020 RTIP.

Program Funding
- Worked with the state to determine available obligation authority.
- Programed federal Surface Transportation Block Grant program, Transportation Alternatives, and Congestion Mitigation and Air Quality (CMAQ) funds and provided support as needed to comply with federal and state requirements on the use of these funds. Conducted two Call for Projects in the SFY – in the fall of 2017, and spring of 2018.
- Worked with local partners and the WSDOT to track project obligations to meet the state’s annual target.

Partnerships and Models of Regional Cooperation
- Participated in activities of the MPO/RTPO Coordinating Committee.
- Coordinated the update of the Thurston County Bicycle Map – 6th Edition. The bike map will be finalized by September 2018.
- Coordinated with Intercity Transit, Thurston County, and local school districts on developing walk to school maps to support safe routes to schools programs.
- Participated in the activities of the Association of Metropolitan Planning Organizations (AMPO), including attending the annual conference.
- Began expansion of the regional travel demand model to encompass all of Grays Harbor County.
- Participated in Washington State Department of Transportation’s corridor sketch planning process and I-5 Near Term Action Agenda development.
- Participated in the South Sound Military and Communities Partnership (SSMCP), including co-chairing the Transportation Work Group.
- Participated on the state Commute Trip Reduction Board and Agency Council on Coordinated Transportation.
- Participated in the Thurston County Emergency Management Council’s Executive Disaster Recovery Seminar on Transportation Recovery and Prioritization Exercise. This exercise led to the Thurston Region’s selection for an Emergency Management Institute recovery-focused, Community Specific-Integrated Emergency Management Course facilitated by FEMA
- Attended the Smart, Shared, and Social: Enhancing All-Hazards Recovery Plans with Demand Management Technologies Workshop in Portland, Oregon. It was a FTA funded research project led by Portland State University in partnership with the Association of Metropolitan Planning Organizations.

Communications and Outreach
- Updated the transportation section of the agency’s website.
• Maintained Facebook and Twitter accounts, updated with relevant information about regional, local, and state transportation activities and news.
• Responded to requests and inquiries from the public, media, local staff, and policy makers on various topics.
• Used social media, print media, flyers, website, posters, and other media as well as presentations, one-on-one meetings, and group meetings to market rural and special needs transportation services. Provided translation tools on the website, and materials in other languages when needed.
• Continued to work on an update of the Here to There website.

Federal Systems Review
• Reviewed the critical urban and rural freight corridor designations.
• Reviewed and supported requests to amend the Federal Functional Classification of various routes in our region on behalf of local agencies.

Growth Management Compliance
• Continued to work with Thurston County on the update of the transportation chapter of their comprehensive plan – especially as it relates to regional level of service.

Modeling and Forecasting
• Developed annual Population and Employment estimates at the transportation analysis zone level for integration into the transportation model.
• Completed the update of the county-wide population and employment projections. Began update of the cities/planning area population and employment forecast to support next update of the regional travel demand models.
• Developed estimates of vehicle miles traveled by vehicle type, and origin and destination. Provided estimates to a consulting team to assist in their development of estimates of a greenhouse gas emissions inventory and “wedge analysis” showing a possible pathway to achieve greenhouse gas emission target reduction.
• Developed air quality benefit estimates (using a modified spreadsheet obtained from the Puget Sound Regional Council) for CMAQ reporting.
• Began development of a regional Dynamic Traffic Assignment model to assist with local and state planning efforts, including I-5 modeling.
• Began development of a morning peak period module to the existing regional travel demand model.

Technology
• Coordinated implementation of transit signal priority as a step in the region’s ‘smart corridor’ project.
• Continued update of the regional ITS architecture. The draft architecture is complete and will be finalized by September 2018.
• Began exploring a regional transportation data management system for the region.

DELIVERABLES:

a. Annual amendments to the Regional Transportation Plan (Annually - December)
b. Air quality conformity determinations (as needed)
c. Four-year RTIP and amendments as necessary (New RTIP in October; amendments as needed)
d. Six-year TIP Compilation (October)
e. Annual Listing of Obligated Projects (March)
f. Regional ITS Architecture update (will be completed 3rd quarter 2018)
g. Annual population and employment estimates (4th quarter)
h. Annual VMT estimates (4th quarter)

TASK 1.2: AGREEMENTS AND CERTIFICATIONS

SUBTASKS:

Maintain and update Unified Planning Work Program
• Maintained the 2-year Unified Planning Work Program (UPWP). Developed the SFY 2019 UPWP, including local, state, and federal review.

Complete annual self-certification
• WSDOT considers the 2016 self-certification form sufficient for 2017.

Comply with Title VI requirements
• Complied with Title VI requirements, including submitting the annual Title VI report.

Develop other agreements
• None in this time period.

DELIVERABLES:

b. 2017 Self-certification (October 2016)
c. 2017 Title VI reports (July 2017)
MAJOR ACTIVITY 2: Program Administration

Purpose: TRPC must conduct federal and state mandated program administration requirements. Program administration functions are those accounting and management functions which must be performed to maintain the state and federally mandated work elements identified in this UPWP, and to ensure fulfillment of federal and state reporting requirements.

Participants: TRPC staff, WSDOT, FHWA, and FTA.

Budget:

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<tr>
<td>TRPC Agency Staff</td>
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<td><strong>Total</strong></td>
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TASK 2.1: PROGRAM SUPPORT

SUBTASKS:

Perform general program management and supervisory functions
- Performed overall program management and supervisory functions, ensuring effective integration of UPWP work with other regional planning activities. Updated position descriptions and ethics policies.

Manage transportation personnel
- Managed transportation personnel and performed all human resource functions and evaluations. Participated in supervisor training.

Recruit and train staff as needed
- Recruited a senior accountant. Trained the senior accountant in federal accounting procedures including developing an indirect cost proposal, preparing for and participating in a financial audit, and preparing monthly invoices for federal transportation funds. Recruited an office specialist III. Continued training of existing staff.
Develop calendar year budget and staffing patterns
- Developed Calendar Year (CY) 2018 budget, integrated that budget with the State Fiscal Year (SFY) UPWP and Federal Fiscal Year (FFY) funding allocations, and adjusted staffing patterns as appropriate to ensure proper integration of UPWP into the overall agency budget and work flow.

Monitor and adjust budget as necessary
- Continued to monitor the UPWP budget and its fluctuating revenue authorizations and adjusted staffing patterns to ensure smooth delivery of program and services.

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
- Worked with chairs of TRPC, TPB, and TAC to establish agendas and develop program concepts for policy makers. Provided secretarial support for mailings, web support for electronic communication, and recording secretary support for public records.

Maintain hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency technical strategy
- Continued to provide individual and network support for both hardware and software to ensure reliable and secure computer, internet, phone, network, and data retrieval systems.

DELIVERABLES:
- Calendar year 2018 budget and staffing plan (complete)
- Personnel evaluations (on-going)
- Meeting packets and presentation materials, on-line meeting materials, official meeting records (on-going)
- Correspondence (on-going)
TASK 2.2: COMPLIANCE WITH STATE AND FEDERAL ACCOUNTING PROCEDURES

SUBTASKS:

Execute mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan
- Developed and approved the 2018 Indirect Cost Plan
- Submitted monthly accounting records and program billing reports, and responded to inquiries regarding Indirect Cost Plan

Participate in state and federal program audits
- Completed state and federal program audit

DELIVERABLES:

a. Monthly accounting summaries (on-going)

b. Monthly billing / progress reports for WSDOT Planning Office (on-going)

c. Annual Indirect Cost Plan (submitted)

d. Annual program audits (complete)
## Thurston Regional Planning Council
### SFY 2018 UNIFIED PLANNING WORK PROGRAM BUDGET
#### July 1, 2017 - June 30, 2018

<table>
<thead>
<tr>
<th>WORK PROGRAM TASKS</th>
<th>FHWA Funds</th>
<th>TRPC Match 13.50%</th>
<th>FTA Funds</th>
<th>TRPC Match 13.50%</th>
<th>WSDOT RTPO</th>
<th>TOTAL REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Task 1: MPO/RTPO Program Compliance</strong></td>
<td>$267,878</td>
<td>$41,808</td>
<td>$43,184</td>
<td>$6,740</td>
<td>$21,901</td>
<td>$381,510</td>
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<tr>
<td>1.1 Planning and Programming</td>
<td>$214,579</td>
<td>$33,489</td>
<td>$31,186</td>
<td>$4,867</td>
<td>$18,313</td>
<td>$302,435</td>
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<tr>
<td>1.2 Agreements and Certifications</td>
<td>$53,299</td>
<td>$8,318</td>
<td>$11,998</td>
<td>$1,872</td>
<td>$3,588</td>
<td>$79,075</td>
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<tr>
<td><strong>Task 2: Program Administration</strong></td>
<td>$100,600</td>
<td>$15,701</td>
<td>$22,092</td>
<td>$3,448</td>
<td>$7,913</td>
<td>$149,753</td>
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<td>2.1 Program Administration</td>
<td>$75,896</td>
<td>$11,845</td>
<td>$13,995</td>
<td>$2,184</td>
<td>$6,197</td>
<td>$110,118</td>
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<tr>
<td>2.2 Compliance with State/Federal Accounting Procedures</td>
<td>$24,704</td>
<td>$3,855</td>
<td>$8,097</td>
<td>$1,264</td>
<td>$1,716</td>
<td>$39,635</td>
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<td><strong>TOTAL</strong></td>
<td>$368,478</td>
<td>$57,508</td>
<td>$65,276</td>
<td>$10,188</td>
<td>$29,814</td>
<td>$531,263</td>
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</tbody>
</table>

Note: Numbers do not add due to rounding.
FREQUENTLY USED ACRONYMS

TRPC  Thurston Regional Planning Council  
TPB   Transportation Policy Board  
TAC   Technical Advisory Committee  

**Transportation Designations**

MPO  Metropolitan Planning Organization (federal)  
RTPO  Regional Transportation Planning Organization (state)  

**Mandatory Planning Documents**

RTIP  Regional Transportation Improvement Program  
RTP   Regional Transportation Plan  

**Federal Funds**

CMAQ  Congestion Mitigation and Air Quality Improvement Program  
STP   Surface Transportation Program  
TAP   Transportation Alternatives Program  

**Agencies and Divisions**

FEMA  Federal Emergency Management Agency  
FHWA  Federal Highway Administration  
FTA   Federal Transit Administration  
WSDOT  Washington State Department of Transportation  

**Legislation**

FAST  Fixing America’s Surface Transportation (federal)  
GMA   Growth Management Act (state)  
MAP-21  Moving Ahead for Progress in the 21st Century (federal)  

**Other**

AMPO  Association of Metropolitan Planning Organizations  
CTR   Commute Trip Reduction  
CY    Calendar Year  
FFY   Federal Fiscal Year  
JBLM  Joint Base Lewis-McChord  
SFY   State Fiscal Year  
SSMCP  South Sound Military Communities Partnership