

Public Participation Plan



Puget Sound Regional Council

DECEMBER 19, 2018

How to make a public comment.

MAIL TO: Puget Sound Regional Council
1011 Western Ave., Suite #500 — Seattle, WA 98104

E-MAIL TO: psrcnews@psrc.org



VISIT ONLINE: psrc.org

This plan was developed in collaboration with the Federal Highway Administration and the Federal Transit Administration.

Title VI Notice: PSRC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a **Title VI Complaint Form**, call 206-587-4819.

American with Disabilities Act (ADA) Information:

Individuals requiring reasonable accommodations may request written materials in alternate formats, sign language interpreters, physical accessibility accommodations, or other reasonable accommodations by contacting the ADA Coordinator, Thu Le at 206-464-6175, with two weeks advance notice. Persons who are deaf or hard of hearing may contact the ADA Coordinator, Thu Le through TTY Relay 711.

العربية Arabic / 中文, Chinese / Deutsch, German / Français, French / 한국, Korean / Русский, Russian / Español, Spanish / Tagalog / Tiếng việt, Vietnamese

Call 206-587-4819



PSRC often hosts public meetings and events as a way to engage the public about upcoming topics.

How to make a public comment.

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PSRC often uses pictures of the region in its communication as a visualization technique to help people understand the value of regional planning.



Puget Sound Regional Council

Public Participation Plan

Introduction

The mission of the Puget Sound Regional Council (PSRC) is to keep the central Puget Sound thriving as it grows. PSRC is committed to creating a great future for the region through planning for regional transportation, land use and economic development, under authority embodied in state and federal laws. At PSRC, the region's counties (King, Pierce, Snohomish and Kitsap), cities and towns, ports, tribes, transit agencies, and the state work together to develop policies and make decisions about the region's future.

The Puget Sound Regional Council is committed to transparency and participation by the diversity of interests throughout the region. Through the active participation of the people of the region, the quality of plans and policies are better tuned to meet the needs of the region's people into the future. PSRC strives to be responsive to participants, provide clear and concise informational materials and address the concerns raised by interested parties. All public involvement activities for decision making processes are documented and given full consideration.

Puget Sound Regional Council bylaws declare the agency's strong commitment to public participation and specify that the agency utilize a broad range of public information and participation opportunities, including dissemination of proposals and alternatives, process for written comments, public meetings after effective notice, settings for open discussion, communication programs, information services and consideration of and response to public comments.

This public participation plan establishes consistent procedures to ensure people have reasonable opportunities to be involved in the regional planning process and provides examples of the types of tools and techniques the agency may use to communicate with the public.

This public participation plan is Puget Sound Regional Council's documented *"process for providing people, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process"* in accordance with the 23 CFR 450.316(a).





The primary goals of the Puget Sound Regional Council's Public Participation Plan are to:

- Articulate how the agency approaches public engagement.
- Ensure early, continuous, and broad public notification about and participation in major actions and decisions by PSRC.
- Receive meaningful public input to inform the decision-making process.

PSRC's Desired Outcomes for its Public Participation

- Receive public input on PSRC's activities and decisions.
- Share information with a broad cross-section of the public.
- Ensure notification and participation of all populations, including people of color, low-income, people with disabilities and special needs groups, such as older people, and people with limited English proficiency or veterans.
- Increase overall awareness of regional planning activities.
- Ensure planning decisions incorporate the concerns, needs, and visions of the region.

Guiding Principles

The Puget Sound Regional Council's public involvement procedures are built on the following guiding principles:

- No major public policy decision is reached or large project implemented without significantly affecting someone.
- Strong solutions are developed through collaboration.
- Even if a project or policy decision is sensible and beneficial, it must be arrived at through appropriate engagement to be acceptable.
- People are much more willing to live with a decision that affects different interests unequally if the decision-making process is open, objective and considers all viewpoints.
- Effective public notification and participation takes time, effort, and resources, yet is essential to sound decision-making.
- Early involvement of stakeholders improves information and direction for regional planning decisions.
- Using a variety of public outreach techniques and providing information in multiple formats will help involve a wider audience of interested parties.



Development of the Public Participation Plan

PSRC worked with its membership, boards and committees, interagency consultation process, stakeholder groups, interested parties and the public to develop its public involvement practices. PSRC adopted its first Public Participation Plan in 1993, which was updated in 1994, 2002, 2007, 2012 and 2016. It was refined through public processes by incorporating outreach strategies that proved effective in involving the public during specific studies as well as new federal and state guidance.

The 2018 Public Participation Plan reflects PSRC's practices for public involvement, consultation with interested parties, interagency consultation and agency governance and operations, all documented in one place for public reference. This Public Participation Plan had its 45 day public comment period from October 30 to December 14, 2018.

This 45 day public comment included:

- Notifying PSRC's membership, interested parties, stakeholders, Tribes, community organizations representing Title VI, Americans with Disabilities Act and Environmental Justice groups, as well as federal resource agencies of the opportunity to comment on the plan.
- Posting the DRAFT for comment online at PSRC's website, psrc.org.
- Sending a news release to media outlets in the four county area, including news outlets that serve diverse and Limited English Proficient audiences.
- Agenda information items to PSRC boards.
- Opportunity to provide a public comment in person at PSRC board meetings.
- Availability for review in PSRC's Information Center.
- Notification on Facebook, Twitter and Instagram.



Get Involved: Attend an open house or a meeting. Check PSRC's meeting calendar or sign up to receive PSRC updates at psrc.org.



Attending PSRC meetings, events, or open houses is a great way to learn more about what the region is planning for the future.





Stay in touch: sign up to receive e-newsletters and other updates at psrc.org.

Regulations and Policies Relevant to PSRC's Public Participation Process

The Puget Sound Regional Council functions under a wide variety of federal, state, and local requirements. This list below provides an overview of the basic laws, regulations, and regional policies PSRC operates within; a detailed description of each is available in Appendix A.

FEDERAL REQUIREMENTS:

- **Fixing America's Surface Transportation Act (FAST Act)**, *Public Law as passed by Congress and signed by President Obama on December 4, 2015.*
- **Americans with Disabilities Act of 1990**, *42 USC 126 and 49 CFR 27.19.*
- **Federal Clean Air Act of 1970**, *42 USC 85 and 40 CFR Parts 50-99.*
- **Public Works and Economic Development Act of 1965**, *42 USC 38 and 13 CFR 305.*
- **Title VI of the Civil Rights Act of 1964**, *23 USC 140, 23 CFR 200, and 49 CFR 21.*
- **Executive Order 13166 — Improving Access to Services for Persons with Limited English Proficiency.** *Signed August 11, 2000 by President William J. Clinton.*
- **Executive Order 12898 — Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.** *Signed February 11, 1994 by President William J. Clinton.*
- **Executive Order 12372 — Intergovernmental Review of Federal Programs,** *Signed July 14, 1982 by President Ronald Reagan.*

WASHINGTON STATE REQUIREMENTS:

- **State Environmental Policy Act (SEPA)**, *RCW 43.21C*
- **Growth Management Act (GMA)**, *RCW 36.70A*
- **Open Public Meetings Act**, *RCW 42.30*
- **Public Records Act**, *RCW 43.56*
- **Washington Clean Air Act**, *RCW 70.94*

OTHER REQUIREMENTS:

- **PSRC Interlocal Agreement and Bylaws**





Puget Sound Regional Council Program Areas

PSRC Budget and Work Program and Unified Planning Work Program

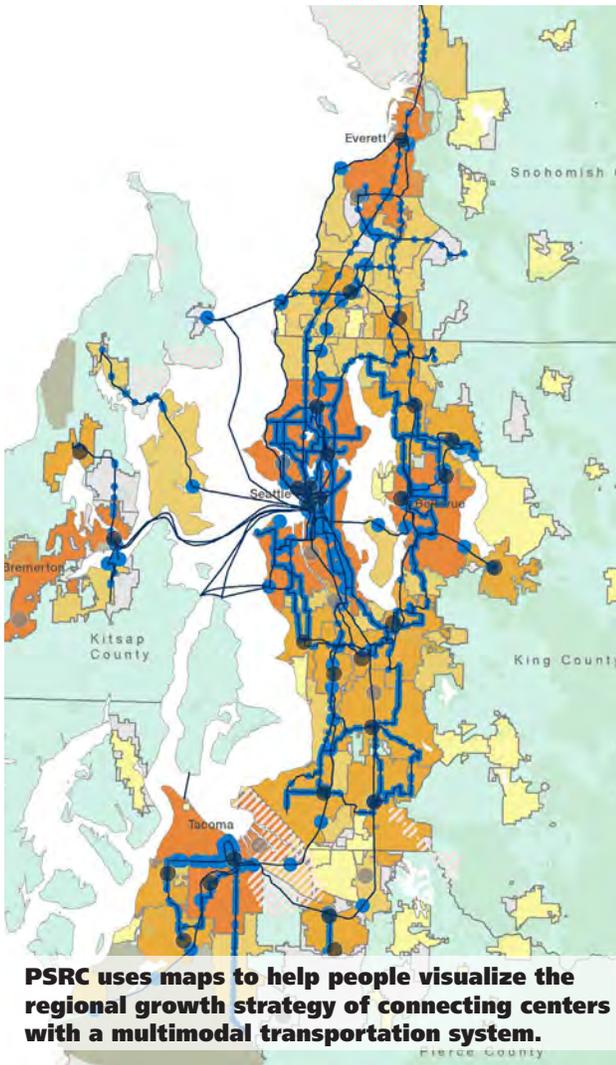
The Puget Sound Regional Council operates under a two-year (biennial) budget and work program. The biennial budget can be adjusted after the first year with a supplemental budget or simple budget amendment. The budget and work program supports regional objectives, local government priorities, and legal mandates associated with PSRC's responsibilities as the federal Metropolitan Planning Organization

and state Regional Transportation Planning Organization. The work program is divided into five areas: regional transportation, growth and economic planning, technical and data services, and administrative services. PSRC's Budget and Work Program includes the Unified

Planning Work Program, which describes the roles and responsibilities of PSRC, its member agencies, and other jurisdictions for coordinated transportation planning in the region. The Operations Committee oversees the development of the budget. The process begins with Operations Committee review. The draft budget is reviewed by the Growth Management and Transportation Policy Boards, Economic Development District Board, Regional Staff Committee, and other PSRC staff committees. Additionally, analysis and input from the countywide planning organizations, member jurisdictions, and state and federal agencies help assure that the budget and work program contains items important and helpful to member jurisdictions. The Executive Board makes a final recommendation on the proposed budget and work program to the

 **For more information?**
PLEASE CONTACT THE:
PSRC Information Center at 206-464-7532
VISIT ONLINE: psrc.org





PSRC uses maps to help people visualize the regional growth strategy of connecting centers with a multimodal transportation system.

General Assembly, which adopts the budget at its annual meeting. Find out more about PSRC’s budget on the website at psrc.org. The work program is reviewed by the Operations Committee, Transportation Policy Board, Growth Management Policy Board, Executive Board and General Assembly and included in agendas for each as it is developed. Providing comment directly to a board during its public comment period is a good way to get involved. PSRC welcomes public comment in any form convenient to anyone.

VISION 2040

PSRC maintains and implements the region’s long-range growth management, environmental, economic and transportation strategy: VISION 2040. This includes working with PSRC members and other groups to ensure that adopted policies and strategies are consistently represented and addressed throughout the region and in all PSRC planning and project funding. To achieve VISION 2040’s Regional Growth Strategy and the multicounty planning policies, a series of implementation actions

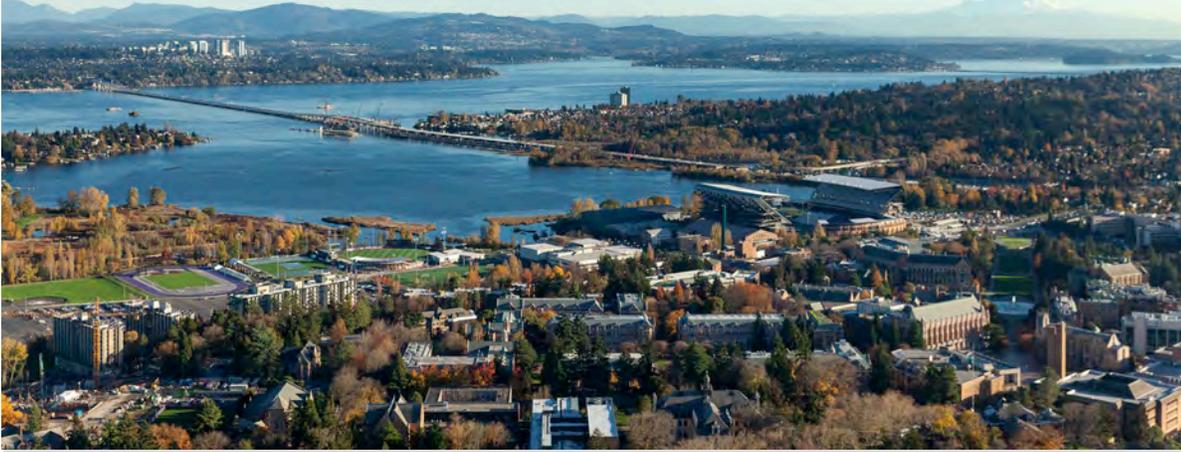
have been adopted. Many of the actions are directed at PSRC, while others address both countywide and local planning efforts. These include new plan review and certification procedures, evaluating the regional centers, the Regional Transfer of Development Rights Program, and reports on infrastructure funding and concurrency. Regional Growth Strategy updates include multiple public comment periods and opportunities for public engagement. Find out more on PSRC’s website at psrc.org.

Regional Transportation Plan

By the year 2040, the region is expected to grow from a population of 4.1 million to 5 million people. All of these new people are expected to boost demand for travel within and through the region. The Regional Transportation Plan outlines a long-term template for how the region intends to invest in transportation to accommodate rising travel demand, while at the same time embracing the need to be flexible and responsive to the ways people — and the world — actually will change. Long-range plan updates include multiple public comment periods and opportunities for public engagement. Find out more on PSRC’s website at psrc.org.



The final stage of the SR 520 Bridge Replacement and HOV project began in 2018. Since 1997, PSRC has awarded \$5.3 million in federal funds to the regionally significant safety project. The new bridge and structures meet current design standards for earthquakes. The six lane project will have HOV lanes in both directions, the ability to accommodate future light rail, bicycle and pedestrian facilities, and a vastly improved stormwater runoff system to help control the impacts of the bridge on Lake Washington.



PSRC Funding

PSRC selects projects to receive certain types of funding from the Federal Highway Administration and the Federal Transit Administration. By federal law, these funds must be regionally selected and approved by PSRC. The criteria used to select projects are based on regional transportation, economic and land use policies adopted by the region's elected leadership. PSRC adopts a new policy framework for selecting projects prior to each round of funding. In some cases, PSRC boards have set aside PSRC funds for specific programs that meet a regional goal, such as the Rural Town Centers and Corridors funding program. All public agencies, jurisdictions and tribes are eligible to apply for funding. Projects selected to receive PSRC funds undergo a public comment and review period with the Regional Transportation Improvement Program. Find out more on PSRC's website at psrc.org.

Regional Transportation Improvement Program

The Regional Transportation Improvement Program, includes the most important current transportation projects underway in King, Kitsap, Pierce, and Snohomish counties. These projects are funded with federal, state, or local funds including federal grants awarded and managed through the PSRC's project selection process for PSRC funds. The TIP is required under federal and state legislation. It ensures that transportation projects are meeting regional transportation, growth and economic development goals and policies, as well as clean air and environmental justice requirements. A new TIP is created every two to three years, following the project selection process for PSRC's federal funds. Each TIP also accepts minor amendments on a monthly basis. New TIPs undergo a public comment and review period prior to board approval. Find out more on PSRC's website at psrc.org.

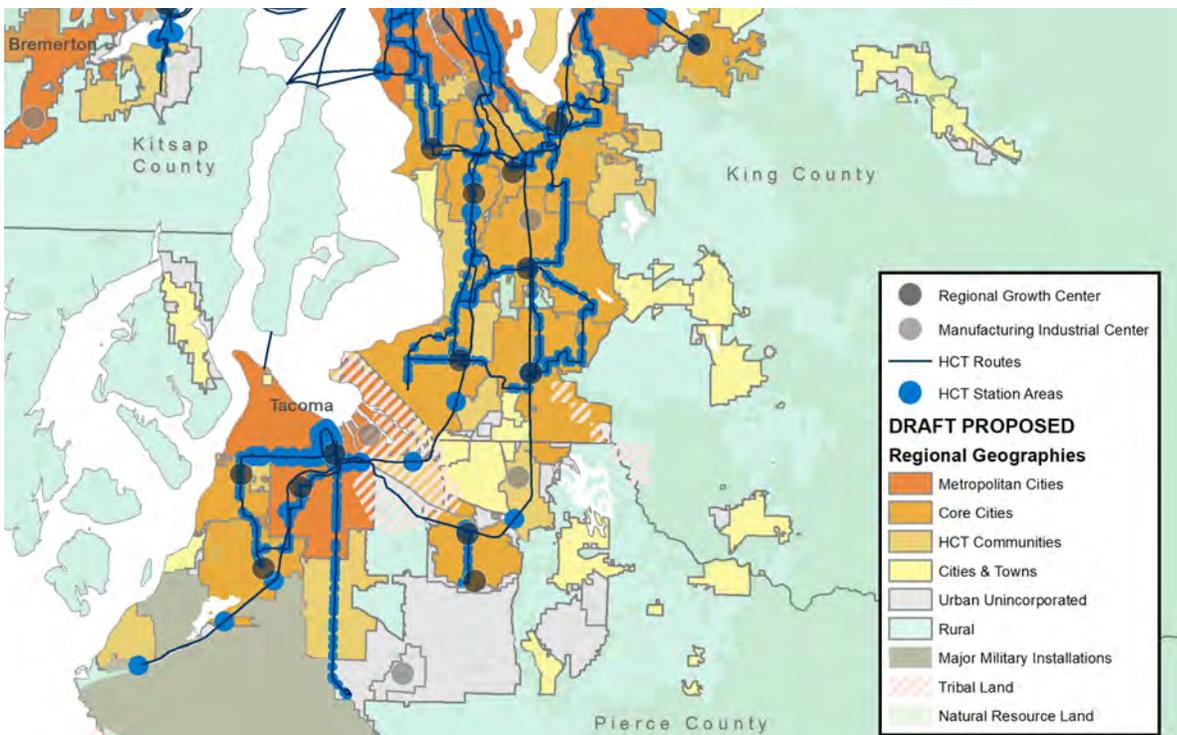


Air Quality Conformity

Projects in the TIP and in the Regional Transportation Plan are also evaluated to determine if they are incorporated in the current air quality conformity finding. Conformity is a mechanism for ensuring that transportation activities are analyzed for their impacts on air quality prior to funding or approval. This ensures that new projects, programs, and plans do not impede an area from meeting and maintaining air quality standards. Projects cannot be included in the TIP until this step has been completed. Air quality modeling is completed as part of the analysis and development of new long-range transportation plans and new TIPs. The public is made aware of the Air Quality Conformity process through board meetings and agenda packets, the PSRC website, and through the public involvement processes for the plan and TIP. The process completed for the development of the Regional Transportation Plan and the current TIP can be found online at psrc.org.

Special Needs Transportation

Special needs includes people with disabilities, older and younger people, low-income people, those with limited English proficiency and veterans. The Coordinated Transit-Human Services Transportation Plan outlines how transit agencies, social service agencies, school districts, and other transportation providers can most efficiently and effectively work together to improve regional mobility for individuals with special transportation needs throughout King, Kitsap, Pierce, and Snohomish counties. The Coordinated Transit Human Services Plan is used as the basis for selecting regional



PSRC produces maps to help people visualize the transportation investments included in the Regional Transportation Plan.





PSRC helps fund transportation projects around the region.

priorities for WSDOT’s Coordinated Grant Program for special needs transportation projects. The Coordinated Transit Human Services Plan underwent public review and comment as part of the Regional Transportation Plan development process. Find out more on PSRC’s website at psrc.org.

Congestion Management Process

PSRC is required to prepare a Congestion Management Process (CMP) for the central Puget Sound region. A CMP is a systematic process for managing congestion that provides information on multimodal transportation system performance and on alternative strategies to alleviate congestion and enhance the mobility of persons and goods to levels that meet state and local needs. PSRC works with local and state agencies to maintain the CMP. This

includes the identification of multimodal system performance data that can be used to understand existing and future conditions. Such data can assist planners in developing strategies that most efficiently provide mobility options. PSRC periodically publishes a report to describe transportation conditions at the corridor level and provides a draft on the website for public comment prior to publishing. Find out more on PSRC’s website at psrc.org.

Economic Development

PSRC supports the federally designated regional Economic Development District (EDD) for King, Kitsap, Pierce and Snohomish counties. EDD members include representatives from private business, local governments, tribes and trade organizations. The Regional Economic Strategy — which focuses the region’s economic development efforts on leading industry clusters — is based on a comprehensive analysis of the region’s economy and competitive advantages. The Regional Economic Strategy undergoes a 30 day public comment period prior to adoption. More information is available at psrc.org.

Data Systems and Analysis

The Data Systems and Analysis department administers a data and research program in support of growth management, transportation and economic development planning in the central Puget Sound region. The department develops and maintains regional planning data sets and delivers technical assistance to PSRC member governments and organizations. Several data sets are available to the public on PSRC’s website at psrc.org.



PSRC Governing Structure

PSRC is formed through interlocal agreement and designated by the Governor of the State of Washington as the region's Metropolitan Planning Organization.

General Assembly

The General Assembly is composed of the elected leaders of PSRC's membership and meets annually to vote on major decisions, establish the budget, and elect new officers.



PSRC's General Assembly.





Regional leaders meet at PSRC to make decisions about the region's future.

Executive Board

The Executive Board is chaired by the PSRC President, meets about monthly, and serves as the governing board. Both the General Assembly and Executive Board use weighted votes based on population to make decisions. The Executive Board is advised by an operations committee and two policy boards on key transportation and growth management issues.

Operations Committee

The Operations Committee is composed of Executive Board members and chaired by the PSRC's vice president. The committee reviews and makes recommendations to the Executive Board on the budget and work program, and on contracts and other financial and personnel issues.

Economic Development District Board of Directors

PSRC is also the region's Economic Development District (EDD). The EDD is governed by a board composed of public and private members that coordinate regional economic development planning.

Transportation Policy Board

The Transportation Policy Board includes representatives of PSRC's member jurisdictions, tribes, regional business, state agencies, labor, civic, and environmental groups, representatives of the state Legislature and representatives of local and regional transit agencies.

Growth Management Policy Board

The Growth Management Policy Board includes representatives of PSRC's member jurisdictions, tribes, regional businesses, state agencies, labor, civic, and environmental groups.



PSRC Membership

COUNTIES

King County
Kitsap County
Pierce County
Snohomish County

CITIES & TRIBES

Algona	Mercer Island
Arlington	Mill Creek
Auburn	Milton
Bainbridge Island	Monroe
Beaux Arts Village	Mountlake Terrace
Bellevue	Muckleshoot
Black Diamond	Indian Tribe
Bonney Lake	Mukilteo
Bothell	Newcastle
Bremerton	Normandy Park
Buckley	North Bend
Burien	Orting
Clyde Hill	Pacific
Covington	Port Orchard
Darrington	Poulsbo
Des Moines	Puyallup
DuPont	Puyallup Tribe
Duvall	of Indians
Eatonville	Redmond
Edgewood	Renton
Edmonds	Ruston
Enumclaw	Sammamish
Everett	SeaTac
Federal Way	Seattle
Fife	Shoreline
Fircrest	Skykomish
Gig Harbor	Snohomish
Granite Falls	Snoqualmie
Hunts Point	Stanwood
Issaquah	Steilacoom
Kenmore	Sultan
Kent	Sumner
Kirkland	Tacoma
Lake Forest Park	The Suquamish Tribe
Lake Stevens	Tukwila
Lakewood	University Place
Lynnwood	Woodinville
Maple Valley	Woodway
Marysville	Yarrow Point
Medina	

STATUTORY MEMBERS

Port of Bremerton
Port of Everett
Port of Seattle
Port of Tacoma
WA State Department of Transportation
WA Transportation Commission

ASSOCIATE MEMBERS

Alderwood Water & Wastewater
Port of Edmonds
Island County
Puget Sound Partnership
Snoqualmie Indian Tribe
Thurston Regional Planning Council
Tulalip Tribes
University of Washington
Washington State University

TRANSIT AGENCIES

Community Transit
Everett Transit
Kitsap Transit
Metro (King County)
Pierce Transit
Sound Transit

(Current as of October 2018)

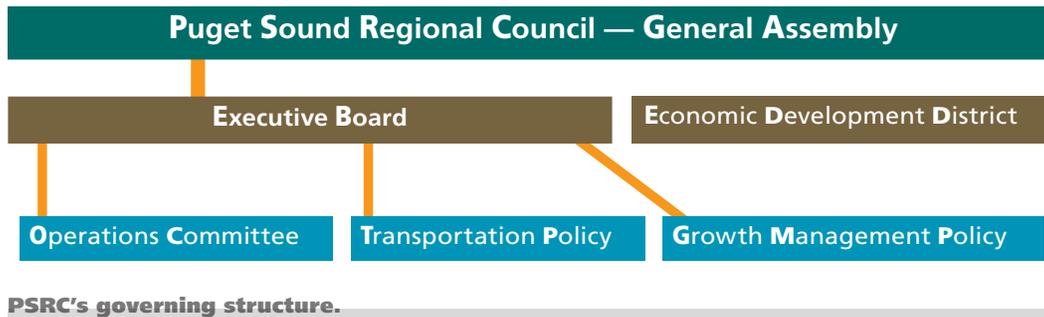
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VISIT ONLINE: psrc.org





Mission of PSRC's Governing Boards

EXECUTIVE BOARD

PURPOSE	COMPOSITION AND APPOINTMENT PROCESS	LEGAL BASIS
Carries out delegated powers and responsibilities between meetings of the General Assembly.	As determined by state and federal laws and by PSRC's Interlocal Agreement, the Executive Board is composed of elected officials representing the region's cities, counties, state transportation agencies, and ports. At least 50% of the local elected officials also serve on transit agency boards. The method of appointment is at the discretion of the appointing jurisdiction. The Operations Committee is a subset of the Executive Board and is chaired by PSRC's vice president. It makes recommendations to the Executive Board on financial, administrative and personnel issues.	PSRC Bylaws Interlocal Agreement RCW 47.80.060 23 USC 134(d)(2)

ECONOMIC DEVELOPMENT DISTRICT BOARD

PURPOSE	COMPOSITION AND APPOINTMENT PROCESS	LEGAL BASIS
Directs the activities of the regional Economic Development District (EDD), the federally designated economic development district for the central Puget Sound region covering King, Kitsap, Pierce and Snohomish counties.	As determined by federal law and the EDD bylaws, the EDD board is composed of representatives from counties, cities, towns, tribal governments and ports. In addition, board members represent non-government organizations, including economic development councils and boards, workforce development councils, organized labor and chambers of commerce. The EDD Bylaws describe the number or percentage of seats allocated to each member. Each appointing jurisdiction or organization has discretion over the appointment process. Members serve for a two-year term, except those that represent the four-county Economic Development Councils and Board, who may serve as long as they serve at their organization. Directors may be reappointed.	EDD Bylaws Public Works and Economic Development Act of 1965 Economic Development Administration Reform Act of 1998 Economic Development Administration Reauthorization Act of 2004





To find out who serves on PSRC's boards and committees visit psrc.org or call the Information Center at 206-464-7532.

TRANSPORTATION POLICY BOARD

PURPOSE

Makes recommendations on key transportation topics to the Executive Board.

COMPOSITION AND APPOINTMENT PROCESS

Composition of the board is determined by the Executive Board pursuant to state law (RCW 47.80.040) and the Interlocal Agreement. Voting members include elected officials representing member agencies and representatives of statutory members. Non-voting members include associate members of PSRC, transit agencies, public agencies, members of several PSRC committees, and private/civic members. State legislators whose districts are wholly or partly within PSRC's boundaries are non-voting ex officio members.

Representatives are elected officials, except in the case of members having no elected officials in their governing bodies. Appointment is at the discretion of the appointing jurisdiction or agency or the member concerned.

LEGAL BASIS

Interlocal Agreement
 PSRC Bylaws
 Transportation Policy Board Bylaws
 Non-Voting Membership Guidelines
 RCW 47.80.040

GROWTH MANAGEMENT POLICY BOARD

PURPOSE

Makes recommendations on key growth management topics to the Executive Board.

COMPOSITION AND APPOINTMENT PROCESS

Composition of the board is determined by the Executive Board pursuant to the Interlocal Agreement. Voting members include elected officials representing member agencies and representatives of statutory members. Non-voting members include associate members of PSRC, transit agencies, public agencies, members of several PSRC committees, and private/civic members.

Representatives are elected officials, except in the case of members having no elected officials in their governing bodies. Appointment is at the discretion of the appointing jurisdiction or agency or the member concerned.

LEGAL BASIS

Interlocal Agreement
 PSRC Bylaws
 Growth Management Policy Board Bylaws
 Non-Voting Membership Guidelines
 RCW 47.80.040



PSRC BOARDS AT A GLANCE

GENERAL ASSEMBLY

- MEETS:** Annually in the spring
- SCOPE:** Budget, Work Program, Officers, Major Decisions
- ROLE:** Governing Board

EXECUTIVE BOARD

- MEETS:** Monthly on 4th Thursday, 10AM–NOON (Except Aug, Nov, Dec)
- SCOPE:** Routine Business, Funding Decisions, Plan Certifications
- ROLE:** Serves as Governing Board, advises General Assembly

OPERATIONS COMMITTEE

- MEETS:** On Executive Board days
- SCOPE:** Vouchers, Budget Maintenance, Administration
- ROLE:** Subcommittee of Executive Board, advises Executive Board

ECONOMIC DEVELOPMENT DISTRICT

- MEETS:** Quarterly on 1st Wednesday from 1–3PM*
- SCOPE:** Economic Development Planning, EDD Operations, Regional Economic Strategy
- ROLE:** Governing Board of Economic Development District

TRANSPORTATION POLICY BOARD

- MEETS:** Monthly on the 2nd Thursday from 9:30–11:30AM (Except Aug)
- SCOPE:** Transportation Funding, Plan Development, Project Status, Regional Transportation Plan, TIP
- ROLE:** Advises Executive Board on Transportation

GROWTH MANAGEMENT POLICY BOARD

- MEETS:** Monthly on the 1st Thursday from 10AM–NOON* (Except Aug)
- SCOPE:** Plan Review, Planning Policies, Centers, VISION 2040
- ROLE:** Advises Executive Board on Growth Management

* These boards may add meetings during off months as necessary to meet the work program.



Other Committees

In addition to its boards, PSRC has created a number of committees to engage stakeholders and ensure full participation from local governments, agencies, and users of the various components of the transportation system. PSRC seeks input from committees to provide ideas on ways to address regional challenges, to research and resolve technical issues, and to review and recommend major transportation projects for funding.

Example committees include:

- **Bicycle Pedestrian Advisory Committee**, whose members are jurisdictions and bicycle and pedestrian interest groups.
- **Regional Freight Mobility Roundtable**, whose members are private sector participants, including rail, marine, air cargo and trucking carriers, and shippers such as Boeing and Weyerhaeuser, and public sector participants such as local governments, the ports of Seattle, Tacoma and Everett, state agencies, and federal agencies within the U.S. Department of Transportation (including rail, highway, maritime) and the Department of Defense.
- **Regional Project Evaluation Committee**, whose members are public works directors, planners, representatives from transit agencies, and staff from the Washington State Department of Transportation.
- **Regional Staff Committee**, whose members are planning, public works, and economic development staff from member jurisdictions and transit agencies.
- **Regional Technical Forum**, whose members are technical staff from PSRC members, and others interested in technical topics like regularly reviewing PSRC's data products, analysis of census data, forecasts, travel model updates, and other regional data.
- **Regional Traffic Operations Committee**, whose members are senior-level traffic operators and engineering staff from city, county and state transportation agencies.
- **Special Needs Transportation Committee**, whose members include transit agencies, human services providers, non-profit transportation providers, users of special needs transportation and/or community advocates, agencies involved with jobs access services for low-income individuals, agencies on aging, and others.
- **Transportation Operators Committee**, whose members are public transit agencies, and Washington state ferries, and the state transportation and rail division. Seattle-Tacoma-Everett FTA Caucus is a subcommittee to the Transportation Operators Committee.

Committees are formed as needed or on an ad hoc basis. The committees listed here are examples. The current list is always available online at psrc.org. Information about meetings and agendas are available at psrc.org or from the Information Center, 206-464-7532.



How to Access PSRC Meetings and Related Information

Web Access to PSRC Meetings [psrc.org]		
MATERIALS	WHAT IS AVAILABLE ON THE WEB?	WHEN IS IT POSTED ON THE WEB?
Meeting Agendas and Packets	<ul style="list-style-type: none"> • General Assembly, Executive Board, Operations Committee, Transportation Policy Board, Growth Management Policy Board, and Economic Development District Board of Director’s meetings. 	<ul style="list-style-type: none"> • One week prior to meeting.**
Web and Audio Stream	<ul style="list-style-type: none"> • Executive Board, Transportation Policy Board, Growth Management Policy Board, and Economic Development District Board of Directors meetings. 	<ul style="list-style-type: none"> • Listen or watch meeting live or archived.
At Work	<ul style="list-style-type: none"> • Summary of meetings of the Executive Board, Transportation Policy Board, Growth Management Policy Board, and Economic Development District Board of Directors. 	<ul style="list-style-type: none"> • Posted online and sent to board members.
Meeting Information	<ul style="list-style-type: none"> • Calendar of all PSRC meetings is available online. 	<ul style="list-style-type: none"> • Online calendar is posted and updated continuously, along with board and committee web pages.

** Specific rules in bylaws regarding meeting agenda changes.

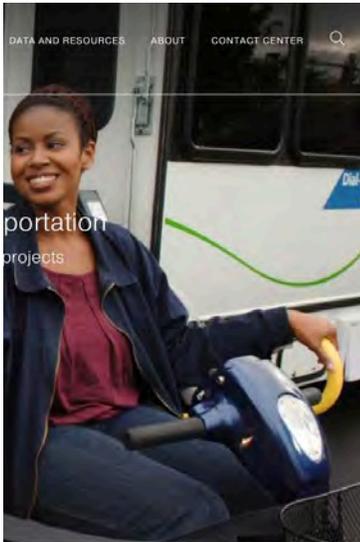
No Web Access? PSRC can still help you find what you are looking for.

All meeting agendas and packets or DVDs or CDs of board meetings are available to anyone by contacting the Information Center at 206-464-7532.



PSRC's Regularly Scheduled Board Meetings

Each of the boards that make up the governing structure of the agency has regularly scheduled meetings. All of these meetings are open to the public and include an opportunity for public comment. The following section describes what the public can expect in terms of notification, agendas, location, and visualization techniques at these meetings.



Agendas

Per PSRC bylaws, agendas with supporting materials are mailed or sent electronically to board members and interested parties and posted on PSRC's website seven days in advance of all regularly scheduled board meetings. In the case of the General Assembly, the agenda and supporting materials will be sent ten days in advance. Changes to the agenda may be made up to the day of the meeting; however, no major action or decision items may be added within three days of the meeting. If action or decision items are added after the agenda packet is sent, all board members and interested parties previously notified of the meeting are notified of the changes at least 48 hours prior to the meeting. Items added within three days of the meeting must be for discussion purposes only. The board must declare an emergency to make exceptions to these provisions. Agendas always include the date and time of the next meeting, as well as information on how to receive alternate formats, including the TTY Relay 711 and contact information for translation services.

Special Meetings

Special meetings of the General Assembly, Executive Board, Transportation Policy Board, Growth Management Policy Board or Economic Development District Board can be held if the President or Board determines that an emergency exists; either may make a finding to that effect, in which event a special meeting may be held, provided that notice in writing, or via telephone, or e-mail, is delivered to each Board member at least three (3) work days in advance. The agenda for a special meeting shall be limited to those items specified in the notice.

Public Comment

A public comment period is part of each meeting of the Executive Board, Transportation Policy Board, Growth Management Policy Board, Economic Development District Board, Operations Committee and General Assembly. Board chairs may announce time limits on comments, or provide other options for public comment on specific issues as needed. Written comment



Web and audio stream of PSRC board meetings available at psrc.org.



via e-mail, or U.S. mail is encouraged prior to meetings and for distribution to board members attending. Public comment must be in reference to a specific action or discussion item on the agenda.

Visualization Techniques

PSRC uses visualization techniques such as maps, charts, graphs, illustrations, presentations and videos at all types of meetings, including board meetings, to explain concepts behind actions and decision-making. PSRC may also use handouts and posters to display visual information. PSRC’s boardrooms are equipped with computers, projectors, and sound systems for displaying visual and audio information. PSRC uses style guides for data presentation and PowerPoint presentations to present a consistent, streamlined, and easy to understand visual message.

Watch Meetings Online

PSRC provides live and archived web streaming of its board meetings on psrc.org. Visual and audio footage is available during every board meeting in addition to being stored in an archive online.

At Work Summary

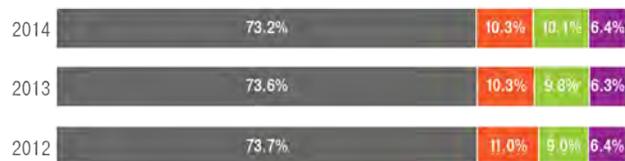
PSRC distributes an email newsletter after meetings of the Executive Board, Transportation Policy Board, Growth Management Policy Board and Economic Development District Board. The At Work email newsletter provides a summary of what took place at the meetings and may include links to presentation materials, background materials or to the web stream of the meeting. At Work is posted on the website at psrc.org after the meeting and distributed in the agenda packets. To join PSRC’s mailing list, contact reception at 206-464-7090 or use the online form at psrc.org.



Driving alone to work declining, transit use growing over the past 5 years

Across the Puget Sound region, more people are taking transit and walking to work, while driving and riding in personal vehicles is decreasing. This trend is amplified in the densest urban areas and most regional growth centers, and strongest among younger residents.

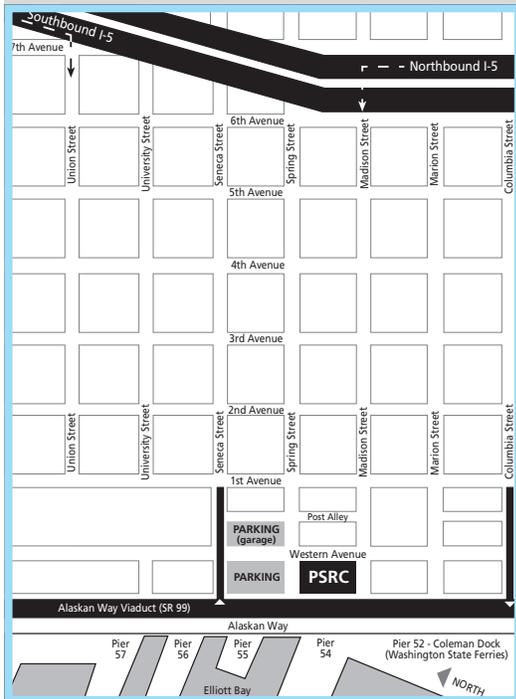
Travel mode share (2010-2014)



The PSRC style guide helps staff create visual tools to enhance understanding of regional planning.



PSRC offices are centrally located and on transit lines.



PSRC holds public events to share information about regional planning.

Meeting Times, Locations, and Accessibility

All PSRC meetings, including the regularly scheduled meetings of the Executive Board, Transportation Policy Board, Growth Management Policy Board and General Assembly, as well as committee meetings, open houses and other events, are conducted in facilities that are accessible to persons with disabilities and to people who rely on public transit. Regularly scheduled meeting times are determined by the board/committee itself and are typically held at PSRC, 1011 Western Ave Suite 500, Seattle, WA 98104, per PSRC bylaws. Other public meetings, such as open houses, events or hearings are held at various times and locations throughout the region. PSRC maintains an accessible website. The TTY relay is placed on every meeting agenda in addition to information on how to receive alternate formats, including contact information for translation services.





PSRC has helped fund Community Transit's Swift rapid transit.



What is the Regional Transportation Plan?

Maintaining a current Regional Transportation Plan is a requirement of FAST Act, the nation's transportation law that guides federal investment in transportation.



Public Agency Consultation

The Fixing America's Surface Transportation Act, or FAST Act, requires a commitment to public participation, directing metropolitan transportation agencies like PSRC to consult with officials responsible for other types of planning activities that are affected by transportation in the area. The goal of the consultation is to ensure a coordinated and open exchange of information, ideas and concerns between PSRC and stakeholders about the planning process, potential impacts and appropriate mitigation.

The most effective time to involve the public, local governments, Tribes, and agencies in the planning and programming process is as early as possible. The development of the Regional Transportation Plan (RTP), with its long-range time frame, is the earliest and key decision point for the interagency consultation process. It is at this stage where funding priorities and major projects' planning level design concepts and scopes are introduced, prioritized and considered for implementation. Furthermore, PSRC's funding programs and any projects flowing from them are derived directly from the policies and the transportation investments contained in the RTP. Because the RTP governs the selection and programming of projects in the Transportation Improvement Program (TIP), PSRC considers the agency consultation process as a continuum starting with the Regional Transportation Plan. The RTP is the key decision point for policy decisions regarding project and program priorities that address mobility, congestion, air quality, and other planning factors; the TIP is a short-term programming document detailing the funding for investments identified and adopted in the RTP.

PSRC uses the following approaches to coordinate and consult with affected agencies in the development of the RTP and the TIP. Throughout the process, consultation is based on the agencies needs and interests. At a minimum, all agencies will be provided an opportunity to comment on the RTP and TIP updates. PSRC uses Washington's State Environmental Policy Act (SEPA) as a guide to initiating public involvement and agency consultation.

What is the Regional TIP?

The Regional Transportation Improvement Program (TIP) provides a list of current transportation projects within King, Pierce, Snohomish and Kitsap counties. These projects are funded with federal, state, or local funds including federal grants awarded and managed through the PSRC's project selection process.



Unified Planning Work Program

PSRC maintains a coordinated Unified Planning Work Program (UPWP) with all of the federally-funded transportation planning activities occurring in the region as part of its Budget and Work Program. The UPWP identifies the roles and responsibilities of PSRC, its member agencies, and other jurisdictions in the region as transportation planning tasks are undertaken.

Interlocal Agreements

PSRC develops and maintains interlocal agreements (memorandums of understanding/agreement or MOU/MOA) with local and state entities to define responsibilities and procedures between the MPO, state, and transit operators for planning (including corridor and subarea studies) and programming (project selection), as well as between the MPO and State Implementation Plan development agencies for air quality planning responsibilities. PSRC currently maintains the following interlocal agreements relevant to the UPWP:

- MOA for Transportation Planning Coordination and Cooperation between the Puget Sound Regional Council and the Washington State Department of Transportation (WSDOT), effective July 1, 2017.
- MOA Implementing the Transportation Equity Act for the 21st Century (TEA-21) between the Puget Sound Regional Council, the Puget Sound Clean Air Agency, and the Washington State Department of Ecology. This MOA establishes responsibilities for the development of the Puget Sound region's air quality maintenance plan and the preparation of air quality conformity analyses, effective December 2001.
- MOU for Planning Coordination and Cooperation between the Puget Sound Regional Council and the Central Puget Sound Regional Transit Authority (Sound Transit); Snohomish County Public Transportation Benefit Area Corporations; City of Everett, Transportation Services; King County Metro; Kitsap Public Transportation Benefit Area Authority; Pierce County Public Transportation Benefit Area Authority; and City of Seattle, effective November 28, 2017.
- MOA Between the Puget Sound Regional Council and the Central Puget Sound Economic Development District concerning coordination of Economic Planning Efforts between the two agencies, effective June 2004.
- Growing Transit Communities Memorandum Compact, effective August 23, 2013. The entities and agencies engage in ongoing coordination regarding regionally significant planning activities, and provide staff expertise to each other as needed. A complete list is available from PSRC's library.





Community event. Old Burien street dance.



Interagency Consultation by Transportation Program Area

The Regional Transportation Plan

PSRC's compliance with Washington's State Environmental Policy Act (SEPA) serves as a framework to consult, as appropriate, in the development of the RTP with Tribes, federal, state and local resource agencies responsible for land use management, natural resources, environmental protections, conservation, and historic preservation. This consultation includes other agencies and officials responsible for other planning activities in the region that are affected by transportation, to the maximum extent practicable.



SEPA rules adopted by the Puget Sound Regional Council require that whenever PSRC issues a Determination of Significance (DS) under WAC 197-11-360-(3), PSRC, as the lead agency, prepares a program-level Environmental Impact Statement (EIS) for the plan. The Scoping Notice gives federal, state and local agencies and the public an early opportunity to identify areas of concern

to be addressed in the EIS and to submit them in writing to PSRC. PSRC also holds agency and public scoping meeting(s) to explain the environmental process and solicit early input on areas of concern. During the development of the Draft EIS, PSRC consults with affected agencies on resource maps and inventories for use in the EIS analysis.

PSRC considers the issues raised during the scoping period during its preparation of the EIS.

Subsequently, as soon as PSRC completes the Draft EIS, PSRC files an Issuance of Draft EIS with the state Department of Ecology and provides notice to all required federal, state, local and tribal governments other parties per WAC 197-11-455. PSRC also issues a Notice of Availability to PSRC membership, and to the media by news release. PSRC seeks written comments from agencies and the public on the environmental effects and mitigation measures identified in the Draft EIS. During the comment period, PSRC may consult directly with any agency or person with respect to any environmental impact or mitigation measure. PSRC responds to written comments received prior to the close of the comment period and makes technical corrections to the Draft EIS where necessary. A notice that the Final EIS is available is sent to anyone who received or commented or received the Draft EIS [WAC 197-11-460]. PSRC may take action on the proposal seven days after the Final EIS has been issued.



For RTP updates that do not have additions and changes that exceed the threshold of impacts analyzed in the Final EIS, and would not result in a new or increased “significant” impacts, as determined by PSRC’s SEPA Responsible Official, PSRC may prepare a Supplemental EIS or SEPA addendum, rather than an EIS.

- Supplemental EIS - A Supplemental EIS [WAC 197-11-620] adds information and analysis to supplement the information in a previous EIS. It may address new alternatives, new areas of likely significant adverse impact, or add additional analysis to areas not adequately addressed in the original document. A Supplemental EIS includes a draft (with comment period) and a final document, which essentially follows the same requirements as a Draft EIS and Final EIS. Scoping for a Supplemental EIS [WAC 197-11-400 to 600] is optional; however, PSRC would hold a scoping period. The issuance of the Draft Supplemental EIS and comment period is the same as documented above for an EIS.
- SEPA Addendum – the SEPA addendum can be used if additional information becomes available that does not change the “significance” of likely impacts or alternatives in the original SEPA document. Although distribution of an addendum is not required by SEPA, PSRC would distribute the plan update and addendum.

Note that while the Regional Transportation Plan is not subject to the federal National Environmental Policy Act (NEPA), PSRC consults with federal and tribal agencies as appropriate during the preparation of the SEPA environmental document. Additionally, the involvement of federal agencies in the RTP can link the transportation planning process with the federal NEPA process. As the projects in the RTP and TIP continue down the pipeline toward construction or implementation, most must comply with NEPA to address individual project impacts. PSRC also continues to follow all federal laws its planning efforts are subject to including the FAST Act, the Civil Rights Act, Americans with Disabilities Act, Clean Air Act, Public Works and Economic Development Act, and Executive Orders.

Transportation Improvement Program

Crucial decisions about whether or not to support or fund a transportation program or project in the region first occur in the development of the long-range transportation plan. The TIP translates recommendations from the plan into a short-term program of improvements. The TIP defines project budgets, schedules and phasing for those programs and projects that are already part of the region’s plan. The TIP does not provide any additional information regarding environmental impacts, beyond that found in the program-level environmental analysis prepared for the Regional Transportation Plan.

Starting at the RTP development stage, PSRC staff concurrently consults with all agencies regarding the TIP. At a minimum, all agencies are provided with an opportunity to comment on the TIP. Project sponsors — including the Washington State Department of Transportation, local jurisdictions, transit operators, and tribal governments — review and consult with PSRC on each of their respective projects in the TIP. These agencies (and any other interested agency) are involved every step of the way in the establishment of PSRC programs, selection of projects and their inclusion in the TIP.



Air Quality Conformity

PSRC works closely with the region's air quality consultation partner agencies: the United States Environmental Protection Agency, the Federal Highway Administration, Federal Transit Administration, the Washington State Departments of

Transportation and Ecology, and the Puget Sound Clean Air Agency. PSRC meets with the partner agencies to review the methodology and assumptions to be used prior to each transportation conformity analysis. PSRC also coordinates with this group on emerging air quality issues in the region. These issues include coordination on the State Implementation Plan for Air Quality for any new non attainment areas, such as the work currently being conducted for the fine particulate non attainment area in Pierce County.

In addition, the group meets on roughly a quarterly basis to discuss other emerging issues such as new federal standards, the status of the region's air quality monitoring, new EPA modeling requirements, and other topics.

Other Interagency Consultation — Regional Stakeholder Groups

PSRC actively engages with regional stakeholder groups. In addition to consulting with PSRC's organizational and committee structure, which includes stakeholder group representatives, staff and elected leadership regularly attend other regional policy and advisory group meetings. These groups include, but are not limited to; Kitsap Regional Coordinating Council, Pierce County Regional Council, Snohomish County Tomorrow, SeaShore Forum, the Eastside Transportation Partnership, and the South County Area Transportation Board. PSRC works to

stay engaged with public processes related to regional transportation, land use, and economic development planning. For example, PSRC often participates on committees that focus on specific topics of regional interest. Examples have included: Community Development Roundtable, SR 520 Tolling Implementation Committee, King County's Bridges and Roads Task Force, the Regional Equitable TOD Fund, and the Washington Aerospace Partnership.



Kiana Lodge, Suquamish Tribe in Kitsap County.



Tribal Governments

The central Puget Sound region is home to nine federally recognized tribal governments: The Muckleshoot Indian Tribe, The Puyallup Tribe of Indians, The Nisqually Indian Tribe, The Tulalip Tribes, The Sauk-Suiattle Indian Tribe, The Port Gamble S'klallam Tribe, The Snoqualmie Indian Tribe, The Stillaguamish Tribe of Indians, and The Suquamish Tribe.

Nine federally recognized tribes are located in the central Puget Sound region.



All tribes within the region are encouraged to fully engage in the region's planning and welcomed to become PSRC members, which includes voting seats on the Transportation and Growth Management Policy Boards as well as votes at the PSRC's General Assembly. As of 2017, The Muckleshoot Indian Tribe, the Puyallup Tribe of Indians and The Suquamish Tribe are members of the PSRC and The Snoqualmie Tribe and The Tulalip Tribes selected associate membership, which includes active membership, but no seats on the board or voting at General Assembly.

PSRC encourages full involvement of tribes in all of its activities, including the development of the Regional Transportation Plan and the Transportation Improvement Program. PSRC notifies tribes of opportunities to participate through a number of methods, including, but not limited to, direct outreach to tribal leaders and staff at tribal offices, invitation letters, electronic communication, agenda packets, and SEPA notifications. PSRC also works with the statewide Tribal Transportation Planning Organization (TTPO), which meets quarterly and occasionally at PSRC, 1011 Western Avenue, Suite 500, Seattle, WA 98104. This statewide planning forum is a good venue to present and get feedback from tribes.

Since 1995, PSRC has awarded over \$14.7 million in federal funds to tribal governments for transportation projects. Additionally, PSRC funded another \$13 million to project sponsors with transportation projects in or adjacent to tribal lands.

PSRC periodically evaluates the effectiveness of ongoing efforts to continuously encourage participation by tribes in regional planning. PSRC works to understand the diverse needs of each tribe in all of its work and adapts communication accordingly. For example, in 2014, PSRC amended its board appointment policy to give tribes the flexibility to assign non-elected and/or staff people to represent tribal interests on PSRC boards. In 2015, PSRC worked with tribes and the Washington State Department of Transportation to create a best practices guide for tribal consultation.



Other Public Engagement and Notification Methods

The following is a menu of communication tools that PSRC may use throughout the course of normal business to notify the public of PSRC's plans, programs and activities. The public can reasonably expect to see these communication tools in use at PSRC.

PSRC's Website — psrc.org

PSRC maintains a website about its programs and activities, including a meeting calendar and electronic copies of agendas, public comment periods, comments received, data products, publications, and other relevant information. The website offers web streaming of meetings and often other interactive features like comment forms, surveys, presentations, or searchable maps. PSRC follows its adopted privacy policy, which describes the privacy protections offered to users of the agency's website. PSRC's website is accessible. PSRC staff received training in 2018 on how

to make Word, InDesign, and PDF documents accessible and is working towards improved accessibility of its online publications.

How to make a public comment.

MAIL TO: Puget Sound Regional Council
1011 Western Ave., Suite #500 — Seattle, WA 98104

E-MAIL TO: psrcnews@psrc.org



VISIT ONLINE: psrc.org

Public Comment Periods

Public comment is always encouraged on any topic. When the agency is seeking public comment on a particular action, PSRC may offer a

specific public comment and review period of at least 20 days and use the variety of notification methods discussed in this plan to let the public know how to comment. Federal and SEPA requirements are also taken into consideration when determining the length and number of public comment and review periods. The Transportation Improvement Program and Regional Economic Strategy public comment periods will be a minimum of 30 days. The Regional Transportation Plan and the Public Participation Plan public comment periods will be a minimum of 45 days.

How Public Comments Are Addressed

PSRC welcomes and responds to all public comments. Public comments are reviewed and analyzed by staff, and are used as input for potential revisions to operations, plans, and programs.

Written comments received during formal public comment periods are compiled and provided to decision-making boards, either in the agenda packet or, in cases of an extremely large number of comments, provided to the board at the meeting. Written comments received during formal public comment periods are also made publicly available on PSRC's website and in the Information Center. To protect individuals' privacy on the web, personal information, such as address, phone number and e-mail, is redacted from the online version.



PSRC staff also prepare a summary of the comments received and present this to decision-making boards with suggestions for the board to consider how to address the comments in the planning process. This summary is made publicly available through the agenda packet, Information Center or on PSRC’s website, where people can watch the board meetings in live and archived video format.

PSRC’s response to comments received during these periods is also provided to the board and made a part of the official documentation for the planning process. In cases where the final documents differ significantly from the versions distributed for the public comment and review period, time for additional public comment is provided.

For example, public comments received on the Draft Regional Transportation Plan were placed on the website for public review and included in the final plan as Appendix C — Public Engagement and Outreach.

Summary of Public Involvement Activities for Key Decisions

PSRC provides a summary document that records all of the public involvement activities related to a key decision, including summaries of public comments received,

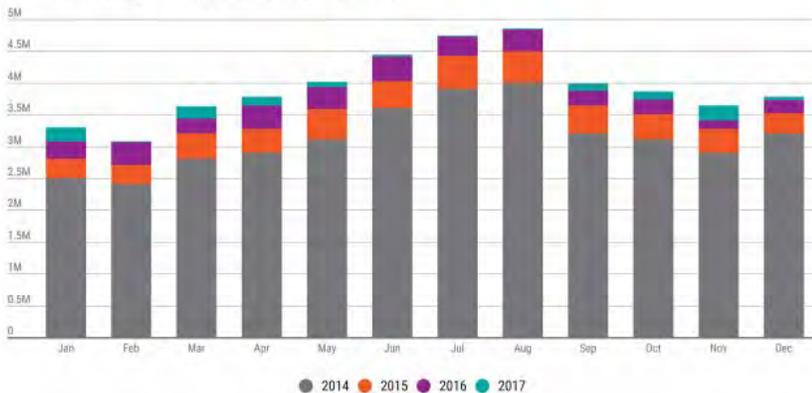
lists of presentations offered, events, or related publications. This summary document includes information to evaluate the effectiveness of the public participation techniques used.

Visualization Techniques

PSRC uses visualization techniques, such as maps, charts, graphs, illustrations, presentations and videos in web, email, and print communication to explain concepts behind actions and decision making. PSRC may also use handouts and posters to display visual



Sea-Tac Monthly Passenger Volumes, 2014-2017



The PSRC style guide helps staff create visual tools to enhance understanding of regional planning

information. PSRC uses style guides for data presentation and powerpoint presentations to present a consistent, streamlined, and easy to understand visual message. PSRC has begun to experiment with applications for tablets to convey important information visually. An example is the NextGEN App developed in conjunction with the FAA to support the deployment of NextGEN traffic control for general aviation within the region.



Here's an example of how a comment from a federal resource agency was addressed during the development of the Regional Transportation Plan PSRC typically documents its response to public comments as part of the Environmental Impact Statement.



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington Fish and Wildlife Office
510 Leonard Dr., SE, Suite 102
Lacey, Washington 98503



JUL 24 2009

In Reply Refer To:
13410-2009-FA-1041

Mr. Scott Ardussi
Puget Sound Regional Council
1011 Western Ave., Suite 500
Seattle, Washington 98104-1035

Dear Mr. Ardussi:

F-002-001 Thank you for requesting our input on Transportation 2040, Puget Sound region's long-range transportation plan. We commend the Puget Sound Regional Council for your substantive consideration of the effects of climate change in the State Environmental Policy Act Draft Environmental Impact Statement (DEIS). We are encouraged to see a build-alternative that attempts to meet our State's greenhouse gas reduction goals by maximizing transit opportunities and de-emphasizing the need for additional highway capacity.

F-002-002 Now is the time to plan transportation infrastructure in ways that best prepare our region to respond to climate change. Sustained changes in climate are projected by 2050 (USGCCRP 2009), just past the planning horizon for this document. This regional planning effort is an opportunity to make better choices. The right choices now, and in the near future, can have far-reaching consequences related to climate change (TRB 2008; USGCCRP 2009). Reductions in emissions can lessen warming over this century and beyond. If these reductions are sizable, we can significantly reduce the pace and overall effect of climate change (USGCCRP 2009).

F-002-003 It is widely recognized that transportation-related emissions have a major impact on climate. In addition, climate change will substantially impact transportation systems. Transportation planning has typically not accounted for climate change, but the longevity of transportation infrastructure, and its impacts, coupled with the long-term nature of climate change, warrants serious attention during the planning of transportation systems (USGCCRP 2009).

F-002-001
Thank you for your comment.

F-002-002
Thank you for your comment.

F-002-003
Thank you for your comment. A section on adaptation to climate change and the specific impacts to the transportation system is included as part of the final Transportation 2040 document.



News Releases, Media Advisories and Media Relations

PSRC distributes news releases or media advisories as appropriate on its programs and other important information to news media in the four-county region. In addition, news releases or media advisories are distributed regarding major upcoming actions or events, how to get more information or to make a comment. PSRC maintains and routinely updates a comprehensive contact list of media outlets within the region. Anyone can request a copy of a PSRC news release. In addition, PSRC staff are available to speak with reporters regarding their work, may attend editorial boards, work with board members to publish op-eds, or appear on news programs. Staff monitor news media coverage and cultivate relationships with the news media. Media outlets are changing regularly. PSRC's media strategy includes social media and blogs in addition to traditional media sources. To be added to the media list, suggest a media outlet, or to see a copy of PSRC's media list, contact Michele Leslie at 206-587-4819 or mleslie@psrc.org.

Blog and Social Media

PSRC has developed a blog, which provides near daily updates on the programs and events related to its work program. The blog feeds into the PSRC website to keep content fresh, is emailed out to interested parties who sign up via the blog, and is often posted on Facebook, Twitter and Instagram. The blog has been a popular source for the local media and has led to more news coverage of PSRC work. PSRC has also been using the blog as a resource for a monthly (or more) email newsletter from the Executive Director to its mailing list. People are encouraged to comment on blog posts and social media.

Presentations and Speaker's Bureau

PSRC routinely gives presentations around the region each year. The agency has found that one of its most effective outreach tools is to present at meetings where people routinely gather, such as community groups, chambers, councils, or classes. When PSRC is engaged in a major planning activity, such as development of the Regional Transportation Plan, staff actively seeks out interested groups to present to as many people as possible. In addition, PSRC staff are always available to present when invited. To schedule a speaker visit psrc.org or contact Michele Leslie at mleslie@psrc.org or 206-587-4819.

Information Center

PSRC maintains an Information Center at its offices to keep its documents, publications and other significant material on file for public inspection and use. The Information Center is open to the public weekdays from 8 a.m. to 5 p.m. at 1011 Western Avenue, Suite 500, Seattle, WA 98104. A librarian is available to help answer questions and find requested documents and data. Find out more by calling 206-464-7532 or TTY Relay 711, or by emailing info@psrc.org, or online at psrc.org.





PSRC publications are available at libraries throughout the four-county region.

Other Publications

PSRC produces other publications as needed, including reports, maps, and brochures, and makes them available to anyone. These publications include technical and policy information and often use visualization techniques (such as aerial and 3D maps charts and graphs, comparison graphics and mapping techniques which display data by area) to enhance understanding of regional planning. All publications are available free of charge.

Local Libraries

PSRC notifies these libraries about its new publications as appropriate: Everett Public Library, King County Library System, Kitsap Regional Library, Municipal Research & Services, Pacific Lutheran University, Pierce County Library System, Puyallup Public Library, Seattle University, Seattle Pacific University, Seattle Public Library, Sno-Isle Libraries, Sound Transit, Tacoma Public Library, University of Washington, Washington State Library, Washington State University, and the Washington State Department of Transportation. Hard copies of all final publications are sent to: Seattle Public Library, Sound Transit, University of Washington, and the Washington State Library.





PSRC mailing lists include groups representing diverse community interests.

Mailing Lists

PSRC continuously updates its mailing lists and databases to maintain and initiate contact with interested parties, targeting those traditionally under served and/or gaps in existing databases. PSRC mailing lists include tribes, community groups, Title VI and environmental justice populations, businesses, membership, and local governments. For example, during the development of the Regional Transportation Plan, PSRC worked to build its mailing list to include environmental resource agencies, minority-owned businesses, and community organizations that represent Environmental Justice populations. To join PSRC's mailing list, contact reception at 206-464-7090, or use the online form at psrc.org.

Environmental Justice and Title VI of the 1964 Civil Rights Act and the Americans with Disabilities Act

PSRC maintains a Title VI Plan to ensure that no person in the region shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which PSRC receives federal financial assistance. PSRC's Title VI Plan is updated approximately every three years. PSRC also submits annual reports on its Title VI program to the Washington State Department of Transportation to ensure all federal regulations are being met.

PSRC seeks out and considers the needs of people traditionally under served by transportation systems (e.g., low-income and minority households). To identify these populations, PSRC publishes an Demographic Profile using Census and American Community Survey data to identify the number and locations of minority, low-income, elderly and limited English proficient populations in the region. PSRC updates this profile approximately every three years. With these data, PSRC provides an Environmental Justice analysis of the impacts of key decisions on traditionally under served populations as part of the planning process. During plan updates, PSRC may work with an EJ advisory group or hold focus groups with EJ populations to discuss transportation impacts and hear concerns as a way to help identify the needs of historically under served populations. PSRC mailing lists include EJ populations, Title VI relevant community groups, and minority-owned businesses. PSRC publishes its Title VI Notice to the Public on major publications, news releases pertaining to federal programs, and its website. Find out more on PSRC's website at psrc.org. PSRC is committed to accessibility and has an ADA coordinator to request accommodation and lodge grievance with. For more information, contact Thu Le at 206-464-6175.

Annual Report

PSRC publishes an annual report that highlights agency accomplishments, events, and program areas. This report is usually published concurrent with the annual General Assembly and is made available at the meeting, in the Information Center and on psrc.org.



Other Technologies

PSRC is committed to staying on top of new technologies to adopt as appropriate to increase transparency, access, and understanding of regional planning efforts. For example, PSRC has added web streaming and survey capability to its website. PSRC uses Facebook, Twitter and Instagram and may establish a larger social media presence in the future. PSRC is also using a blog and RSS feeds to keep the public updated on news and new publications.

Alternative Formats and Limited English Proficiency

PSRC's agendas, news releases, and publications are available in alternative formats and in other languages with advance request. Notification about alternative formats and TTY Relay 711 are on agendas, psrc.org, and all publications, along with contact information for obtaining translation services. PSRC has obtained the services of a telephone translation provider, which can instantly connect anyone in the office to over 100 different languages. PSRC's website also offers a translation widget with dozens of languages available for instant translation. PSRC has a language assistance plan, a list of staff who speak other languages, and the receptionist keeps an "I Speak" card at the front desk in case someone with limited English proficiency enters the office.

PSRC maintains a Language Assistance Plan as part of its Title VI Plan and Program. This includes a four factor analysis of language needs in the region. PSRC will translate vital documents for needed languages based on this analysis. See the Title VI Program for the most up to date information on this.

PSRC staff received training in 2018 on how to make Word, InDesign, and PDF documents accessible and is working towards improved accessibility of its online publications.

VISION 2040 Awards

To raise awareness about regional planning and highlight best practices, the annual VISION 2040 awards recognize the superb work being done by public and private organizations to achieve the region's growth, economic, and transportation strategy, VISION 2040. The awards recognize innovative projects and programs that help ensure a sustainable future as the region grows.

Additional Public Meetings, Workshops and Forums

PSRC continuously strives to improve access to information for all. Public meetings on specific issues are held as needed. If required, formal public hearings are conducted, and notice of these public hearings is distributed through a news release and posting on PSRC's web page. Key documents and materials are placed on file in PSRC's Information Center and may also be sent to public libraries throughout the region. PSRC may also conduct public workshops, community forums, conferences and other events to keep the public informed and involved in various high-profile transportation projects and plans, and to elicit feedback from the public and PSRC's stakeholders. PSRC may work with radio or TV stations to get the word out about additional public meetings, workshops or forums. PSRC may also mail postcards or a newsletter to notify the public about events or public comment periods.



Public Participation Techniques

PSRC selects from an array of options to develop and execute specific public participation programs to inform its major decisions, such as corridor studies, new funding policies or updates to the Regional Transportation Plan. For example, public involvement elements for the Regional Transportation Plan might include working with community-based organizations to cosponsor meetings, news releases, a regional summit, surveys, workshops with interactive exercises and facilitated discussions, or a web page that serves as a ready reference point to track key milestones in the overall development of the plan. A menu of participation techniques follows:

MENU OF PUBLIC PARTICIPATION TECHNIQUES

Techniques for Public Meetings and Workshops

- Attend the meetings of existing groups and organizations to participate or present
- Co-host workshops with community groups, business associations, etc.
- Contract with community-based organizations in low-income, ADA and minority communities for targeted outreach
- Sponsor a forum or summit with partner agencies, with the media or other community organizations
- Conduct focus group meetings with interest groups for discussion and input on key decisions
- Open houses
- Facilitated discussions
- Question and Answer sessions with planners and policy board members
- Breakout sessions for smaller group discussions on multiple topics
- Interactive exercises, like reality check
- Customized presentations
- Vary time of day for workshops (day/evening)
- Offer translation services
- Advertising
- Evaluate incentives and assistance for participation on a case by case basis

Visualization Techniques

- Maps
- Charts, illustrations, photographs
- Tabletop displays and models
- Web content and interactive games
- Electronic voting
- PowerPoint slide shows
- Videos

Surveys

- Telephone surveys
- Electronic surveys via web
- Intercept interviews where people congregate, such as at transit hubs
- Printed surveys distributed at meetings, transit hubs, on transit vehicles, etc.
- Household surveys

Printed Materials

- User-friendly documents (including use of executive summaries)
- Post cards
- Maps, charts, photographs, and other visual means of displaying information
- Newsletters
- Handouts



MENU OF PUBLIC PARTICIPATION TECHNIQUES

Local media

- News releases
- Invite reporters to news briefings
- Meet with editorial staff
- Opinion pieces/commentary
- Purchase display ads
- Negotiate inserts into local printed media
- Visit minority media outlets to encourage use of PSRC news releases
- Place speakers on radio/TV talk shows
- Public Service Announcements on radio and TV
- Develop content for public access/cable television programming
- Civic journalism and nonprofit partnerships
- Social media tools such as Facebook, Twitter, RSS feeds, or blogs

Internet and Electronic Access to Information

- Section 508 and 255 -compliant website with updated content
- Use social media to reach a larger audience
- Archived web stream video of past public meetings/workshops
- Electronic duplication of open house/workshop materials
- Interactive web with surveys, comment line
- Access to planning data (such as maps, charts, background on travel models, forecasts, census data, research reports)
- Provide information in advance of public meetings or events

- Consider SharePoint or other online information sharing portals for viewing of and commenting on draft documents prior to decision making

Public Notification Techniques

- Blast emails
- Notices widely disseminated through new partnerships with community-based and interest organizations
- Newsletters
- Printed materials
- Electronic access to information
- Local media
- Advertising in newspaper, social media or other websites.
- SEPA Process includes scoping notice, alternatives analysis and environmental impact statement work, all with built in public comment and review

Techniques for Raising Awareness About Funding Available via PSRC

- PSRC website, including interactive online maps, project database
- Letters to jurisdictions when funding is awarded
- Letters to jurisdictions when projects break ground
- Letters to jurisdictions when project ribbon cuttings occur
- Attend project ground-breaking
- Attend ribbon cutting events
- Public comment periods for PSRC funds
- News releases for public comment periods



MENU OF PUBLIC PARTICIPATION TECHNIQUES

Techniques for Involving, ADA Low-Income Communities and Communities of Color

- Outreach in the community (farmer's markets, festivals, churches, health centers, etc.)
- Personal interviews or use of audio recording devices to obtain oral comments
- Focus groups to obtain oral comments
- Translate materials; have interpreters and cultural mediators available at meetings as requested
- Include information on meeting notices on how to request translation or ADA assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities
- Use of Regional Equity Network to engage communities

Techniques for Involving Limited — English Proficient Populations

- Use of Department of Justice 4 Factor Analysis
- Personal interviews or use of audio recording devices to obtain oral comments
- Translated documents and web content on key initiatives
- Web based translation tools
- On-call translators for meetings (requires 5 days advanced notice)
- Translated news releases and outreach to alternative language media
- Include information on meeting notices on how to request translation assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.

- Train staff to be alert to and anticipate the needs of low-literacy participants in meetings, and workshops
- Use I Speak Cards at reception
- Use of in language ethnic media outlets, including possible advertisement and articles.

Techniques for Reporting on Public Comments

- Summarize key themes of public comments in staff reports to PSRC boards and committees
- Provide comment summary to the public
- In cases of SEPA public comment periods, provide all comments to the public via the website and Information Center. Address privacy concerns when possible by redacting email and home addresses when putting comments on the web
- Direct mail and email to participants from meetings, surveys, etc. to report final outcomes
- Newsletter articles
- Updated and interactive web content

Other Outreach

- Information/comment tables or booths at community events and public gathering spaces
- Online comment forms
- Participate in member jurisdiction, tribal government, or statewide planning processes, corridor planning processes and more as appropriate
- SEPA Process includes scoping notice, alternatives analysis and environmental impact statement work all with built in public comment and review
- Use of community liaison
- Use of interactive events, online forums, to get different participation
- Online open houses



Strategies and Tactics

The following lists the strategies and tactics that PSRC uses to engage and gather input from the public.

Strategy 1

Provide timely, accessible, and continuous information about transportation issues and processes to diverse stakeholders.

TACTICS

- 1.1 **Master Contact Database, Electronic and Print Mailing Lists:** PSRC maintains an up-to-date database of contacts to assure that all interested parties have reasonable opportunities to comment on the transportation planning process and products.
- 1.2 **Website — psrc.org:** PSRC maintains a website that is compliant with Section 508 of the Americans with Disabilities Act for disabled users. The website provides the most current and accurate transportation planning information available and uses visualization techniques as appropriate. The website contains the following information:
 - A. Contact information (mailing address, phone, and e-mail)
 - B. Current MPO committee membership
 - C. Meeting notices, calendars and agendas
 - D. Transportation planning documents
 - E. Public comment/question form and other public involvement opportunities
 - F. Links to membership
- 1.3 **Meeting Notices:** PSRC keeps an active meeting calendar on its website and provides advance notice of the next meeting date and time on every agenda. Electronic meeting notices are sent using the master contact database lists. All of PSRC's meetings are open to the public.
- 1.4 **Postcards:** Meeting notices in the form of a postcard mailer may be sent prior to key public forums, meetings and hearings. Mailers may be sent to those on the master contact mailing list or the SEPA mailing list established for the project. Households and businesses in affected areas may be targeted through a mailing list purchased to supplement the master contact mailing list.
- 1.5 **Speakers Bureau:** PSRC staff members are available to provide general and project-specific information at the request of community interest groups. Staff members also may assist in performing public outreach to community and advocacy groups.



Strategy 2

Provide reasonable public access to technical and policy information used in the development of plans and projects.

TACTICS

- 2.1 **Website** — psrc.org: PSRC’s website includes electronic copies of information provided to the boards and advisory committees for decision-making purposes, as well as final copies of adopted documents, plans or policy information.
- 2.2 **Information Center:** PSRC maintains a library of agency documents and decision-making information, as well as a staff person who can help the public find data or other information, and provides hard copies of requested materials. When appropriate, PSRC’s Information Center may provide hard copies of documents to regional libraries.
- 2.3 **Board Meetings:** Information and data relevant to decision-making is presented and discussed on a monthly basis through PSRC’s and board meetings. These meetings are open to the public, include time for public comment to the boards, and are held in accessible locations. PSRC board meetings are streamed live on the website, as well as available for archive viewing. Printed materials are available at meetings for attendees to take home.
- 2.4 **Visualization Techniques:** PSRC often uses visualization techniques, such as maps, charts, graphs, drawings, or photos, to help explain technical and policy information.

Strategy 3

Provide a reasonable time to comment prior to adoption of any plan or amendment. Inform decision-makers of the public comments received.

TACTICS

- 3.1 **Length of Comment Periods:** PSRC provides a minimum of 20 days for each comment period and in most cases will provide a full meeting cycle of two policy board meetings, one to open the public comment period and one to make a recommendation to the Executive Board, as well as an Executive Board meeting to take final action. This provides about a six-week or 42 day public comment period. Public Participation Plan updates will have a minimum of 45 days for public comment.
- 3.2 **Public Notice of Comment Periods:** PSRC gives notice of comment periods and may use a variety of methods to do so, including the website, news releases, postcards, advertising, print or electronic newsletters.
- 3.3 **Ways to Comment:** PSRC provides various methods for the public to make comments; these may include open public meetings, open houses, public hearings, print comment forms, online comment forms, email, or U.S. mail.
- 3.4 **Comments received:** In most cases PSRC responds in writing, when applicable, to public input. When significant comments are received as a result of a public comment period, a report on the disposition of comments is made to the decision-making board at an open public meeting and copies of all comments received are provided to the board for perusal. The report is also made available to the public on psrc.org or from the Information Center.



PSRC's long-range plans are working to bring jobs and opportunity closer to where people live and to capitalize on regional transportation investments.



3.5 Additional Opportunities for Comment: If there are significant changes to the final draft plan or program from the one made available for public comment, an additional opportunity will be provided for public comment on the revised changes. PSRC determines when changes to the transportation plan or program are significant and warrant additional opportunity for public comments.

Strategy 4

Proactively encourage and solicit the involvement of all, including, but not limited to, the transportation disadvantaged, minorities, non-English-speaking, older adults, people with disabilities, and low-income households.

TACTICS

- 4.1 **Demographic Profile:** PSRC uses Census Data on minority, low-income, and limited English proficient residents of the region to analyze the impact of plans and programs. In addition, PSRC uses this information to consider the transportation needs of these populations. PSRC may also use this data to map where public comments are coming from.
- 4.2 **PSRC meetings:** PSRC holds its meetings at accessible locations with transit access.
- 4.3 **Visualization Techniques:** PSRC uses visualization techniques, such as maps, charts, graphics, photos, or drawings to provide information to people with limited English proficiency or low literacy.
- 4.4 **Special Needs Transportation:** PSRC works with the Special Needs Transportation Committee to maintain a regional Coordinated Transit-Human Services Transportation Plan.
- 4.5 **Alternate Formats:** PSRC offers sign language and translation services on the website, agenda packets, and publications. TTY Relay 711 is published in all publications. PSRC staff received training in 2018 on how to make Word, InDesign, and PDF documents accessible and is working towards improved accessibility of its online publications.
- 4.6 **Vital Documents:** Translation of vital documents as needed.



GUIDANCE FOR PUBLIC PARTICIPATION IN THE Regional Transportation Plan and the Transportation Improvement Program

There are two key transportation initiatives of PSRC's that are specially called out in federal law as needing early and continuing opportunities for public participation: development of the Regional Transportation Plan (RTP) and the Transportation Improvement Program (TIP). Because of its comprehensive, long-term vision, the Regional Transportation Plan provides the earliest and the best opportunity for interested persons and public agencies to influence PSRC's policy and investment priorities for transportation. It is at this earlier RTP stage where investment priorities and major planning-level project design concepts are established, and broad, regional impacts of transportation on the environment are addressed.

Regulatory and Planning Context for Environmental Justice

Under 1998 guidance from the Federal Highway Administration and the Federal Transit Administration on environmental justice, metropolitan planning organizations must, as part of the planning process:

- Enhance analytical capabilities to ensure that the long-range transportation plan and transportation improvement program comply with Title VI.
- Identify residential, employment and transportation patterns of low-income, ADA and minority populations, identify and address needs, and assure that benefits and burdens of transportation investments are fairly distributed.
- Improve public involvement processes to eliminate participation barriers and engage minority and low-income populations in transportation decisions.

PSRC carries out each of these directives by:

- Gathering and analyzing regional demographic and travel data and refining its analytical capabilities.
- Conducting an equity analysis of each long-range plan, available on the website.
- Preparing an investment analysis of the TIP with a focus on environmental justice.
- Examining and refining the agency's public involvement process to ensure full and fair participation in decision-making.

Regional Transportation Plan

The Regional Transportation Plan outlines a long-term template for how the region intends to invest in transportation to accommodate rising travel demand, while at the same time embracing the need to be flexible and responsive to the ways people — and the world — actually will change. The financial plan for the Regional Transportation Plan includes a variety of projects and programs. The project list includes a financially constrained list of identified projects included in the financial strategy and an illustrative list of projects (unprogrammed) that are listed for planning purposes but are not part of the financial strategy.



Updating and Revising the RTP

At a minimum the RTP must be reviewed for currency every two years per Washington state law and updated every four years per federal law. The RTP can be revised more frequently to be kept current in between major updates. The types of RTP updates and amendments are described below:

RTP Update — Depending on the need, the RTP Update can be a comprehensive update or a refresh of the most current long-range regional transportation plan, which is prepared pursuant to state and federal requirements. Major RTP updates include extensive public consultation and participation involving hundreds of Puget Sound residents, public agency officials and stakeholder groups over many

months, as well as an Environmental Review Process under SEPA. PSRC's Transportation Policy Board and many stakeholder advocacy groups play key roles in providing feedback on the policy and investment strategies contained in the plan. Local and tribal governments, transit operators and other federal, state and regional agencies also actively participate in the development of an RTP update via existing and ad hoc forums.



RTP Major Amendment — An amendment is a revision to the long-range plan, that potentially has a large impact on the regional air quality conformity determination. A major amendment requires demonstration that the change is consistent with the RTP transportation conformity determination and may require an update to the air quality conformity analysis. Major amendments require the approval of PSRC's General Assembly, which meets annually.

RTP Minor Amendment — This is a minor revision to the RTP that does not require additional plan-level SEPA review. This type of modification does not require public review and comment. Minor amendments may require an update to the air quality conformity analysis, to keep the conformity finding as current as possible based on changes to individual project characteristics. PSRC's Executive Board can authorize minor amendments.



Candidate to Approval Process — Regionally significant transportation projects that are still in the planning or design phase enter the Regional Transportation Plan as candidate projects. Candidate projects are projects that expand capacity on the identified metropolitan transportation system and are therefore subject to PSRC Executive Board approval before proceeding into implementation phases. Project sponsors of candidate projects submit an application to PSRC for approval. PSRC staff review the documents to ensure the project is consistent with adopted long-range policies, has completed the necessary environmental work, has a reasonable financial plan, has the necessary agreements in place, and if needed, a benefit cost analysis. After staff complete the necessary checks, the project is reviewed by the Transportation Policy Board for Executive Board approval.

RTP Administrative Modification — Administrative modifications are technical corrections that may be made by PSRC staff as necessary. Administrative modifications may include revisions such as: changes to information and projects that are not required to be included in the RTP per federal regulations, or changes to correct simple errors or omissions including data entry errors. These technical corrections cannot significantly impact the cost, scope, or schedule within the RTP period, nor will they be subject to a public review and comment process, re-demonstration of fiscal constraint, or require a new RTP conformity determination.



Governor Jay Inslee is flanked by House Transportation Chairwoman Judy Clibborn of Mercer Island and Senate Transportation Chairman Curtis King of Yakima as he signs the Connecting Washington transportation package into law.



Public Participation Guidelines for Updating and Revising the Regional Transportation Plan

RTP UPDATE

- Notify the public of SEPA action, as applicable.
- RTP update reviewed at the public board meetings of the Transportation Policy and Executive Boards, which are streamed live over the Internet.
- Implement public outreach and involvement program, which may include: meetings with local governments, partner agencies, stakeholder groups, policy boards, advisory committees, and the general public.
- Opportunities to participate via the web, surveys, etc.
- If an EIS or Supplemental EIS is being prepared, posting draft documents to the web for public review and comment.
- Documents available for viewing at the Information Center.
- Notify the public of opportunities to participate using such methods as local media outlets, mailings and electronic mailings, stakeholder and advocacy groups, advertising, or web posting.
- Conduct intergovernmental consultation, as appropriate.
- Release Draft Plan for at least a 45 day public review period.
- Respond to significant comments.
- Adoption process through public board meeting cycle beginning with the Transportation Policy Board recommending to the Executive Board. If the update involved major changes, the Executive Board would then recommend action to the General Assembly. All materials are in agenda packets for all three meetings. Transportation Policy and Executive Board meetings are streamed live on psrc.org.

RTP MAJOR AMENDMENT

- RTP Amendment reviewed at the public board meetings of the Transportation Policy and Executive Boards, which are streamed live over the Internet.
- Notify the public of opportunities to participate.
- Post amendment on PSRC's website for public review.
- Amendment available for viewing at the Information Center.
- Approval at a public board meeting by General Assembly.
- Post approved RTP major amendment on the PSRC website and make available through the Information Center.

RTP MINOR AMENDMENT

- RTP minor amendment distributed in agenda packets and reviewed at the public board meetings of the Transportation Policy Board for recommended action and Executive Board for approval. Meetings are streamed live over the Internet and include a public comment period.
- Post approved RTP minor amendment on the PSRC website and make available through the Information Center.

CANDIDATE TO APPROVAL PROCESS

- Change in project status requests are distributed in agenda packets and reviewed at the public board meetings of the Transportation Policy Board for recommended action and Executive Board for approval. Meetings are streamed live over the Internet and include a public comment period.
- Project status changes are made available on the PSRC website and from the Information Center.



Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the policy and investment priorities expressed by the public and adopted by PSRC in the Regional Transportation Plan (RTP). In this way, public comments made as part of the RTP are reflected in the TIP as well. The TIP covers a four-year time frame, and all projects included in the TIP must be consistent with the RTP. The TIP is a comprehensive listing of the region's surface transportation projects — including transit, highway, local roadway, bicycle and pedestrian investments — that receive federal or state funds, or are regionally significant, regardless of funding source, for federal and state air quality conformity purposes.

The TIP includes a financial plan that demonstrates there are sufficient revenues to ensure that the funds committed (or “programmed”) to the projects are available to implement the projects or project phases. Adoption of the TIP also requires a finding of conformity with federal and state transportation air quality conformity mandates.

Individual project listings may be viewed through PSRC's website. As part of PSRC's commitment to public involvement, projects in the TIP are mapped to present the online reader with a visual location of the project. Individuals without access to the Internet may view a printed copy of the project listings in the Information Center.

To further assist in the public assessment of the TIP, and specifically to analyze the equity implications of the proposed TIP investments, PSRC conducts an investment analysis of the TIP with a focus on minority and low-income residents for each update of the TIP, which is available on the web with the rest of the documentation.

Updating and Revising the TIP

Federal regulations require that the TIP be updated at least once every four years. PSRC generally updates the TIP every two to three years as a complete document if or when new PSRC funds become available. In addition to a TIP update, revisions to the TIP may occur as Routine Amendments or TIP Administrative Modifications. The criteria for Administrative Modifications and Amendments are defined in federal regulations, specifically Title 23, CFR part 450.104. Further explanation about TIP updates and how the types of revisions are processed are shown in the narrative and table that follows:

New TIP — This is a complete update of the existing TIP, to reflect new or revised transportation investment strategies and priorities. An update of the TIP is required at least once every four years; however, PSRC generally completes this update every two to three years. Because all projects included in the TIP are consistent with the RTP, PSRC's extensive public outreach for development of the RTP is reflected in the TIP as well. The TIP implements, in the short term, the financially constrained element of the RTP and is responsive to comments received during the development of the RTP. New TIPs are subject to air quality conformity modeling. PSRC releases new TIPs for public comment and review.



TIP Routine Amendment — A Routine Amendment includes minor changes to projects already included in an existing TIP, including the addition or revision of funding, or new projects to the TIP that do not require an update to the regional conformity finding. A routine amendment does not require public review and comment. Routine Amendments may occur monthly and are subject to the approval of PSRC’s Executive Board.

TIP Administrative Modification — Administrative Modifications are technical corrections that may be made by PSRC staff as necessary. Administrative modifications may include revisions such as: changes to information and projects that are included only for illustrative purposes, changes to information not required to be included in the TIP per federal regulations, or changes to correct simple errors or omissions including data entry errors. These technical corrections cannot significantly impact the cost, scope, or schedule within the TIP period, nor will they be subject to a public review and comment process, redemonstration of fiscal constraint, or a conformity determination.

Federal Transit Administration Program of Projects Public Participation Requirements

Federal transit law and joint Federal Highway Administration (FHWA)/Federal Transit Administration (FTA) planning regulations governing the metropolitan planning process require a locality to include the public and solicit comment when the locality develops its long-range transportation plan and its TIP. FTA has determined that when a recipient follows the procedures of the public involvement process outlined

in the FHWA/FTA planning regulations, the recipient satisfies the public participation requirements associated with development of the Program of Projects (POP) that recipients of Section 5307 funds must meet. This Public Participation Plan follows the procedures for public involvement associated with TIP development and therefore satisfies public participation requirements

How to make a public comment.

MAIL TO: Puget Sound Regional Council
1011 Western Ave., Suite #500 — Seattle, WA 98104

E-MAIL TO: psrcnews@psrc.org



for the POP, which member transit agencies rely on. All public notices of public involvement activities and times established for public review and comment on the TIP state that they satisfy the POP requirements of the Section 5307 Program.

Project Tracking and Delivery

PSRC tracks all projects funded with its federal transit and highway funds and has adopted project tracking policies that set clear expectations and procedures for projects awarded PSRC funds. Projects are monitored for the timely delivery of PSRC’s federal funds and progress through completion. All current projects with PSRC funds are required to complete progress reports twice a year. Since 2013, the region has had annual delivery expectations for Federal Highway Administration funds.



Guidelines for Public Participation for Updating and Revising the Transportation Improvement Program

NEW TIP

- Notify public of opportunities to participate via news releases, email newsletters, and PSRC website.
- Develop new policy framework with advisory committees for approval by PSRC boards at their public board meetings streamed live over the Internet. Public notice of new policy framework may be made via the PSRC website, agenda packets, email newsletters or print newsletters.
- Release Draft TIP for 30 day public review and comment period.
 - * Draft TIP available for viewing in Information Center.
 - * Posted on PSRC website for public review and comment.
 - * Send news release to media outlets.
- Respond to all comments; PSRC's response compiled into an appendix in the final TIP.
- Review by Transportation Policy Board for Executive Board approval at a public board meeting streamed over the Internet. Share all comments in agenda packet for boards. Action recorded in minutes for Board meeting.
- Notify the public about the PSRC's action with electronic mailings and PSRC website.

TIP ROUTINE AMENDMENT

- Submitted by project sponsors to staff for review. Eligible projects presented to the Transportation Policy Board for discussion and to potentially recommend approval at a public board meeting streamed over the Internet. Project information in agenda packets and placed on the website. Results of board decision in email newsletter. Action recorded in minutes for Board meeting.
- Submitted projects that receive Transportation Policy Board approval move onto the Executive Board for discussion and potential approval at a public board meeting streamed over the Internet. Project information in agenda packets and placed on the website. Results of board decision in email newsletter and placed on the website. Information always available from the Information Center. Action recorded in minutes for Board meeting.

Annual Listing of Obligated Projects

By federal requirement, PSRC includes the annual listing of obligated projects as part of the TIP documentation, which is a record of project delivery for the previous year. The listing also is intended to increase public awareness of government spending on transportation projects.





Centers are the hallmark of VISION 2040's Regional Growth Strategy, which focuses future housing and job growth within designated centers, like Bremerton.



Evaluation and update of the Public Participation Program

PSRC's Public Participation Plan is not a static document, but an ongoing strategy that is periodically reviewed and updated based on experiences and the changing circumstances of the PSRC and the region.

As part of every public outreach and involvement period conducted for the regional transportation plan and other major planning studies that feed into the plan, PSRC publishes a summary report of actions taken, the techniques used to solicit public comment, and an evaluation of the effectiveness of them.

The following matrix shows the type of evaluation the public can reasonably expect to see:

PUBLIC PARTICIPATION EVALUATION MATRIX

INVOLVEMENT TOOL	WHAT, HOW, AND WHEN MONITORED	EVALUATION
Website/Blog/ Social Media	<ul style="list-style-type: none"> • Number of site visits • Comments made by users • Search terms • Analytics • Stats tracked monthly • Website improved almost daily • Social Media updated regularly 	This information is used to better organize information, to improve website's interactivity, to get information people are looking for on the website, and to determine if ads, news releases, or agenda packets are encouraging people to visit psrc.org.
Web streaming	<ul style="list-style-type: none"> • Number of people watching the web stream • Comments made by people watching the web stream • Website analytics • Stats available after each meeting 	This information is used to demonstrate the value of the streaming service and make improvements to it.
PSRC Meetings	<ul style="list-style-type: none"> • Attendance • Comments made at and after meetings • Discussed by staff after a meeting • Results of discussion used to improve future meetings 	This information shows the effectiveness of meeting notice techniques, the level of interest in topics discussed at meetings, and provides essential direction to plans and programs.
Electronic Newsletters	<ul style="list-style-type: none"> • Number of subscribers • Numbers of people opening the newsletter • Email service analytics • Stats available day after an email is sent 	This information is used to show the value of the newsletter and the connectivity between sending out the newsletter and website and web stream views.
Social Media	<ul style="list-style-type: none"> • Facebook statistics • Blog statistics • Twitter statistics • Comments 	This information shows the effectiveness of engaging through social media.



PUBLIC PARTICIPATION EVALUATION MATRIX

INVOLVEMENT TOOL	WHAT, HOW, AND WHEN MONITORED	EVALUATION
News Releases/ Media Advisories	<ul style="list-style-type: none"> • Number and quality of news articles/blogs published regarding PSRC activities • Numbers of people opening the news release • Email service analytics • Stats available day after an email is sent • News coverage is monitored daily by staff 	This information is used to improve news releases to enhance media relations and communications with reporters, and to determine the level of interest in different agency activities as well as the connectivity between sending news releases and increased visits to the PSRC website. PSRC's routinely engages news media regarding coverage when clarification or assistance is needed.
Information Center	<ul style="list-style-type: none"> • Number of information requests • Questions asked • Publications distributed • Stats are available quarterly 	This information is used to determine level of interest in PSRC activities and products, how to better disseminate information, how many copies to make of publications, and how to make things more accessible/understandable to people.
Advertising	<ul style="list-style-type: none"> • Number of comments received • Number of click throughs on on-line ads • Length of time ad was run • Circulation of print ads • Comments received noting advertising • Stats are available at the end of the campaign • Results of stats determine future advertising plans 	This information shows the effectiveness of the ad campaign and provides cost-benefit information in selecting the types and sizes of ads to run.
Public Comment Periods	<ul style="list-style-type: none"> • Number of comments received • Substance of comments received • Summary provided to the public at the end of the public comment period 	This information is essential to creating quality plans and programs. Furthermore, it indicates whether the overall public participation plan and communications tools, such as flyers, publications, and meetings, were effective.
Title VI, EJ and ADA	<ul style="list-style-type: none"> • Number of requests for alternate formats • Number of participants in meetings • Number of requests for translations 	



Updating the Public Participation Plan

PSRC strives to enhance public participation in the agency's work while limited funds are put to best use. This Public Participation Plan is not a static document, but an on-going strategy that will be periodically reviewed and updated based on PSRC's experiences and the changing circumstances of the community it serves. The plan may also be subject to minor corrections. A dated copy of this plan will always be available from the Information Center or PSRC's website. Any major updates will include a review by PSRC's advisory committees, a 45 day public comment period with wide release and notification of the public about the proposed changes, and approval by PSRC's Executive Board. PSRC will extend the public comment period by an additional 45 days in instances where major revisions are proposed in response to comments heard. PSRC welcomes public feedback on this plan, the techniques within it and on any aspect of the agency's public involvement program.



PSRC helps the region plan for a sustainable future.



APPENDIX A —

Requirements for PSRC's Process

PSRC operates under the jurisdiction of several federal laws, the basics of which are highlighted below.

Federal Requirements

Fixing America's Surface Transportation Act (FAST Act)

The FAST Act was signed into law on December 4, 2015. The Act reauthorized the federal-aid highway program through fiscal year 2020, while consolidating the number of federal programs to focus resources on key national goals and reduce duplicative programs. The Act also emphasizes expedited project delivery.

The FAST Act continues the previous transportation act's commitment to public participation, directing Metropolitan Planning Organizations (MPO) to have a public participation plan that provides people, "affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with a reasonable opportunity to comment on the transportation plan."

The FAST Act directs MPO public participation plans to "be developed in consultation with all interested parties," and "provide that all interested parties have reasonable opportunities to comment on the contents of the transportation plan." It further directs MPOs "to the maximum extent practicable" to "hold any public meetings at convenient and accessible locations and times," to "employ visualization techniques to describe plans," and to "make public information available in electronically accessible format and means, such as the World Wide Web, as appropriate to afford reasonable opportunity for consideration of public information."

Title VI of the Civil Rights Act of 1964

The Title VI of the Civil Rights Act of 1964 requires that transportation planning and programming be nondiscriminatory on the basis of race, color, national origin or disability. The federal statute was further clarified and supplemented by the Civil Rights Restoration Act of 1987 and a series of federal statutes enacted in the 1990s relating to the concept of environmental justice. The fundamental principles of environmental justice include:

- Avoiding, minimizing or mitigating disproportionately high and adverse health or environmental effects on minority and low-income populations.
- Ensuring full and fair participation by all potentially affected communities in the transportation decision-making process.
- Preventing the denial, reduction or significant delay in the receipt of benefits by minority populations and low-income communities.



Americans with Disabilities Act of 1990

The ADA requires that all federally funded activities be nondiscriminatory on the basis of physical or mental disabilities. The fundamental principles of complying with ADA include:

- Ensuring full access to information related to agency activities including an accessible website, accessible offices and meeting spaces, and availability of alternative formats including a TTY Relay access.
- Designation of a staff member to serve as an ADA Coordinator for the agency. PSRC's ADA Coordinator is Thu Le, 206-464-6175 or tle@psrc.org.

Executive Orders

An Executive Order is an order given by the President to federal agencies. As a recipient of federal revenues, PSRC assists federal transportation agencies in complying with these orders.

1. Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations: In February 1994, President William Clinton signed Executive Order 12898, Federal Actions to Address Environmental Justice for Minority Populations and Low-Income Populations, which mandates that federal agencies make achieving environmental justice part of their missions.
2. Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency: Executive Order 13166 states that people who speak limited English should have meaningful access to federally conducted and federally funded programs and activities. It requires that all federal agencies identify any need for services to those with limited English proficiency and develop and implement a system to provide those services so all persons can have meaningful access to services.
3. Executive Order 12372: Intergovernmental Review of Federal Programs: Executive Order 12372 calls for intergovernmental review of projects to ensure that federally funded or assisted projects do not inadvertently interfere with state and local plans and priorities. The Executive Order does not replace public participation, comment, or review requirements of other federal laws, such as the National Environmental Policy Act (NEPA), but gives the states an additional mechanism to ensure federal agency responsiveness to state and local concerns.

Federal Clean Air Act

Under federal regulations, PSRC is required to demonstrate that the long-range Regional Transportation Plan, and the Transportation Improvement Program conform to the State Implementation Plan (SIP) for Air Quality. Required under the federal Clean Air Act, the SIP provides a blueprint of how maintenance and non attainment areas such as the central Puget Sound region will meet or maintain the National Ambient Air Quality Standards (NAAQS). Positive conformity findings will allow the region to proceed with implementation of transportation projects in a timely manner.



Public Works and Economic Development Act of 1965

PSRC is home to the federally designated regional Economic Development District (EDD) for the central Puget Sound region covering King, Kitsap, Pierce and Snohomish counties. The Economic Development Administration requires that the EDD use “a continuing program of communication and outreach that encourages broad-based public engagement, participation, and commitment of partners.” In its adopted bylaws, the EDD opted to use PSRC’s Public Participation Plan to guide its outreach efforts.

Washington State Laws

State Environmental Policy Act (SEPA), RCW 43.21C

PSRC uses SEPA to guide its environmental review for key decision-making. SEPA procedures adopted by PSRC require that whenever PSRC issues a determination of non significance (DNS) under WAC 197-11-340(2) or a determination of significance (DS) under WAC 197-11-360(3), PSRC shall give public notice of the availability of those documents on PSRC’s website, give notice to the entities listed in WAC 197-11-340(2)(b), and give notice to anyone who has specifically requested in writing to be notified about the particular proposal. Those notification steps will also be followed whenever PSRC issues a Draft EIS under WAC 197-11-455 or a Supplemental EIS under WAC 197-11-620, or whenever PSRC proposes to change its adopted SEPA procedures. In the case of a Draft EIS, PSRC will also give notice to anyone who submitted comments during the scoping process. In the case of an Supplemental EIS, PSRC will also give notice to anyone who submitted comments on the EIS being supplemented. Whenever PSRC issues a Final EIS under WAC 197-11-460, notice of the availability of the Final EIS shall be given on PSRC’s website and to anyone who commented on the Draft EIS, to anyone requesting a copy of the Final EIS, and to those who received but did not comment on the Draft EIS. Whenever PSRC issues an Addendum under WAC 197-11-625, notice of the availability of the Addendum shall be given on PSRC’s website and provided to recipients of the initial Draft EIS or Final EIS being supplemented. The PSRC SEPA notification procedures listed above may be supplemented by issuing a news release to major newspapers and news outlets and other notification techniques, such as sending a postcard, newsletter, or email. When undergoing a SEPA process, PSRC often works with an environmental planning group to gain an understanding of the environmental issues and implication of planning process. This group has consisted of representatives from federal, state, local and tribal environmental and resource agencies.

State Growth Management Act (GMA), RCW 36.70A and RCW 47.80.030

For the development and adoption of multicounty planning policies under the GMA, the PSRC will comply with GMA procedures that apply to countywide planning policies, including “a public hearing or public hearings on the proposed policies,” [RCW 36.70A.210 (2)(e)] with appropriate public notification and participation. The public notification and procedures will include, as required by the GMA, “broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, and consideration of and response to public comments.” [RCW 36.70A.140]



Washington State Open Public Meetings Act, RCW 42.30

All PSRC board meetings are open to the public, and public comment periods are provided during each regular meeting. Board chairs may limit comment periods as needed. PSRC streams Executive Board, Economic Development District Board, Transportation Policy Board and Growth Management Policy Board meetings live on its website.

Public Records Act, RCW 42.56

PSRC conducts its business in an open and transparent manner, but people may want to request specific information under the State Public Records Act. Anyone may request to view PSRC records for any reason (although Washington state places some limits on how certain records may be used, including but not limited to prohibiting using lists of individuals for commercial purposes [RCW 42.56.070(9)] and prohibiting using lists of persons to promote election of persons or for promotion or opposition of ballot measures [RCW 42.17.130]). PSRC's Public Records Officer may be reached via PSRC's website (psrc.org), phone (206-971-3034) or email (amarkley@psrc.org). All public records requests are answered within five business days.

Washington Clean Air Act, RCW 70.94

The Washington State Legislature adopted the Clean Air Act in 1967. Under state regulations, the PSRC is required to demonstrate that the Regional Transportation Plan, and the Transportation Improvement Program conform to the State Implementation Plan (SIP) for Air Quality.

Other Requirements

PSRC administers its own bylaws and interlocal agreements amongst membership and may take on additional responsibilities through grant opportunities or by the request of its membership.

PSRC Bylaws and Interlocal Agreement

PSRC is a membership organization formed by an interlocal agreement. As such, PSRC members established bylaws for governing the agency. The bylaws outline expectations for the governing structure, duties of officers, the annual meeting of the General Assembly, and operating procedures. These documents determine the allocation of voting seats on the boards as well as the weight of the votes. Both the interlocal agreement and bylaws are available on the PSRC website at psrc.org.



Visit the Puget Sound Regional Council's website at psrc.org to learn more about what is going on at PSRC, sign up for a mailing list, or view a meeting online.

Passenger volumes increasing at Sea-Tac Airport
Read More

PSRC sees new federal grant to expand transit service planning
A new federal grant will allow PSRC to expand its transit service planning efforts.

Commercial Rights from Public Buildings Program
PSRC is currently reviewing applications for the Commercial Rights from Public Buildings Program.

Upcoming Meetings

October

- Board of Board of Transportation (BRT) - Board Meeting, Monday, 11/23/2010
- Public Hearing on the Sound Transit 3 (ST3) Project
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Featured Projects

