

APPENDIX E

OUTREACH PLAN

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PURPOSE

Consistent with its Community Engagement Plan, WSDOT is developing this specific outreach plan for the Washington Transportation Plan, Phase 2 – Implementation (Phase 2) to detail who, when, where and how outreach will be conducted. Since many of these details are unknown at this time, the Phase 2 Project Team (Project Team) will update the outreach plan to complete these details.

The agency bases its outreach on the concept that it should take the plan to the community, rather than expect the community to come to WSDOT. This means:

- Outreach is continuous, and not conducted only for a specific time.
- Rather than hold Phase 2-specific meetings, WSDOT will ask to be on the agenda of existing meetings held by stakeholders and partners.
- Outreach will focus the right level of engagement w the right people at the right time in the process.

BACKGROUND

The Washington Transportation Plan (WTP) establishes a 20-year vision for the development of the statewide transportation system. The WTP is on the six transportation system policy goals established by the Legislature: preservation, safety, mobility, environment, stewardship, and economic vitality (RCW 47.04.280). WSDOT and the Washington State Transportation Commission are completing the WTP update in two phases.

WTP 2035, Phase 1 - Policy (Phase 1) provides the Vision Statement and recommended strategies and actions. The Washington State Transportation Commission adopted Phase 1 in January 2015 and delivered it to the governor and Legislature.

Phase 2 updates the 2007-2026 long-range transportation plan to meet federal and state requirements. It will implement key policy recommendations from Phase 1 for the development of the state's multimodal transportation system. WTP Phase 2 is underway and scheduled for completion at the end of 2017.

Phase 1 and Phase 2 have a joint webpage at <https://washtransplan.com/>.

GOALS AND OBJECTIVES

Federal and state laws established the goals for transportation in RCW 47.04.280, 23 USC Sec 135, and 23 USC Sec 150.

OUTREACH STRATEGIES

WSDOT will:

- Provide opportunities to get involved early, often, and continuously during the decision-making process.
- Minimize surprises by actively engaging with the community.
- Promote the use of internet and web-based resources as the primary source of information.
- Document community input and concerns in a central, easily retrievable location for review and consideration.
- Provide the community with the outcomes resulting from their input.

Who is “the community?”

These executive orders from the WSDOT secretary are particularly pertinent to the development of the long-range statewide transportation plan:

- **Steering Committee:** The Steering Committee from Phase 1 agreed to remain during Phase 2. This committee includes one representative from each of the following: WSDOT, the Washington State Transportation Commission, and Regional Transportation Planning Organizations. The role of the Steering Committee is to solicit advice from the Advisory Group and to provide WSDOT with recommendations on the plan’s process and content.
- **Advisory Group:** The Advisory Group from Phase 1 agreed to remain during Phase 2. Its role is to represent its particular constituency, offer advice to the Steering Committee, and review and provide comments on the plan’s products.
- **Washington State Agencies:** Transportation Commission, Department of Commerce, Department of Ecology, Department of Natural Resources, Department of Health, Freight Mobility Strategic Investment Board, Governor’s Office, Office of Financial Management, State Patrol, Department of Licensing, Traffic Safety Commission, County Road Administration Board, and Puget Sound Partnership
- **Adjacent States/Provinces:** Oregon Department of Transportation, Idaho Department of Transportation, B.C. Ministry of Transportation
- **Federal Agencies:** FHWA, Federal Transit Administration, U.S. Forest Service, National Park Service, Bureau of Land Management, Department of Defense, Army Corps of Engineers, and U.S. Fish and Wildlife Service
- **Advocacy Groups:** Association of Washington Business, Association of Washington Cities, Futurewise, Washington Roundtable, Washington State Transit Association, Transportation Choices, Washington Public Ports Association, and Washington State Association of Counties
- **Traditionally Underserved Populations:** Full listing beginning on page E7.

- **Federal and State Recognized Tribes:** Confederated Tribes of the Chehalis Reservation, Confederated Tribes of the Colville Reservation, Confederated Tribes and Bands of the Yakama Nation, Cowlitz Indian Tribe, Hoh Indian Tribe, Jamestown S’Klallam Tribe, Kalispel Tribe of Indians, Lower Elwha Klallam Tribe, Lummi Nation, Makah Tribe, Muckleshoot Indian Tribe, Nisqually Indian Tribe, Nooksack Indian Tribe, Port Gamble S’Klallam Tribe, Puyallup Tribe of Indians, Quileute Nation, Quinault Indian Nation, Samish Indian Nation, Sauk-Suiattle Indian Tribe, Shoalwater Bay Indian Tribe, Skokomish Indian Tribe, Snoqualmie Indian Tribe, Spokane Tribe of Indians, Squaxin Island Tribe, Stillaguamish Tribe of Indians, Suquamish Tribe, Swinomish Indian Tribal Community, Tulalip Tribes, and Upper Skagit Indian Tribe
- **Regional Transportation Planning Organizations (RTPOs):** Benton-Franklin COG, Chelan-Douglas Transportation Council, Northeast Washington RTPO, Palouse RTPO, Peninsula RTPO, Puget Sound Regional Council, Quad-County RTPO, Skagit/Island RTPO, Southwest Washington Regional Transportation Council, Southwest Washington RTPO, Spokane Regional Transportation Council, Thurston Regional Planning Council, Walla Walla Valley Sub-RTPO, Whatcom Council of Governments, and Yakima Valley Conference of Governments
- **Metropolitan Planning Organizations (MPOs):** Benton-Franklin COG, Chelan-Douglas Transportation Council, Cowlitz-Wahkiakum Council of Governments, Lewis Clark Valley MPO, Puget Sound Regional Council, Thurston Regional Planning Council, Skagit MPO, Southwest Washington Regional Transportation Council, Spokane Regional Transportation Council, Whatcom Council of Governments, Walla Walla Valley MPO, and Yakima Valley Conference of Governments
- **WSDOT Stakeholders:** WSDOT’s Freight Office, Aviation Division, Rail Office, Local Programs, Regions, Et al., maintain separate lists of interested parties that are invited to participate and/or comment during the Phase 2 development process.
- **Others:** Transit providers, intercity bus providers, community leaders, local elected officials, Legislators and legislative staff, city and county planners and transportation departments

Tools and methods

Surveys

In 2015, WSDOT and the Transportation Commission developed and conducted one survey to present information and gather input using the web-based Voice of Washington State (VOWS) survey panel. The panel includes at least 30,000 people from across the state. Additional surveys will be dependent on funding.

Meetings

WSDOT will request time on the agenda of regular meetings conducted by MPOs, RTPOs, tribal transportation planning organizations, transit agencies, chambers of commerce, ports, etc.

Website

The WTP website will contain:

- Links to other resources.
- The Phase 2 Public Review Draft for a minimum 45 calendar-day comment period.
- Informational materials such as folios and one-pagers.

Intra-agency outreach

The Project Team will reach out to other WSDOT staff by:

- Creating lists of technical experts. Experts will review the technical memorandums for consistency with WSDOT policies and plans, and offer comments and suggest edits. They will also serve as a local source of information and answer questions from other WSDOT staff and external partners.
 - Staff will be invited to discuss the topic of WSDOT's efforts to reduce greenhouse gas emissions. This meeting includes representatives of Public Transportation, Strategic Assessment, and Multimodal Transportation.
 - Staff will be invited to a pre-scenario planning workshop to identify constraints, uncertainties, and possibilities for could impact transportation. This meeting includes representatives from Traffic, Bridge Office, Capital Program Development and Management, Environmental Services, Local Programs, Finance, Design, Strategic Assessment, and Emergency Management.
- Present progress reports and answer questions at monthly Urban, Regional, and Modal Planning Manager Meetings.

Some of the anticipated themes include:

- Performance of the transportation system from a multimodal perspective.
- Connectivity with other modes: Phase 2 will address the importance of multimodal connectivity and the interdependence of the modal parts to the system as a whole.
- Consistencies with other plans and planning efforts: WSDOT staff will review documents and processes to ensure consistency with the planning efforts of Metropolitan Planning Organizations, Regional Transportation Planning Organizations and WSDOT.
- Safety on all facilities and connections: a data-driven approach will be used to identify areas where safety improvements could be effective.

External outreach

WSDOT will involve the external community:

- By building on earlier outreach efforts from WTP Phase 1.
- Through the Steering Committee and Advisory Group.
- Through interviews and regular e-mail and phone communications.

- Through regularly scheduled meetings conducted by WSDOT and external partners, such as RTPOs, MPOs, transit agencies, and tribal transportation planning organizations.
- Through WSDOT's website; www.wsdot.wa.gov/planning/wtp/, which will include links to Phase 2, presentations, additional information, requests for briefings, and workshop reports. The website will also provide opportunities to comment throughout the process.
- Through presentations, briefings, and answering questions as requested.

How will WSDOT consult with tribes?

Based on the Centennial Accord, WSDOT's Executive Order E 1025.01 reaffirms WSDOT's commitment to provide consistent and equitable standards for working with the various tribes across the state. This order established roles and responsibilities for WSDOT's Tribal Liaison and WSDOT staff. In June 2011, WSDOT and several tribes agreed to the WSDOT Tribal Communication and Consultation Protocols for Statewide Policy Issues. This protocol details how planners and tribes will consult with each other. To date, WSDOT has presented to the Tribal Transportation Planning Organization at the June 10, 2015 meeting at Squaxin Island. WSDOT will continue to follow this protocol during development of this plan by:

- Conducting an initial meeting with WSDOT's Tribal Liaison.
- Conducting briefings and answering questions at Washington Indian Transportation Policy Advisory Committee meetings.
- Updating contact information for each tribe.
- Sending letters to each tribal contact from WSDOT's Tribal Liaison contact list, inviting each contact from each tribe to participate in planning efforts.
- Presenting plan updates and answering questions at future Tribal Transportation Planning Organization meetings.
- Answering questions and providing contact information through informal interviews at ATNI Northwest Tribal Transportation Symposium.
- Sending the draft State Transportation Plan link to tribes for a 45-day comment period.
- Sending a hard-copy letter to tribal chairs and planners alerting them to the availability of Phase 2 for comment.

How will WSDOT consult with non-metropolitan local officials and federal land management agencies?

As per federal rule, WSDOT is required to develop formal documented processes that describe how the agency consults with non-metropolitan local officials and with federal land management agencies. The formula process was finalized on February 17, 2016 and is on the [WTP website](#).

How will WSDOT ensure compliance with Title VI and other nondiscrimination requirements?

WSDOT is required by 23 CFR 450.210 (a) to have a “process for seeking and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services” and to ensure that public involvement processes “provide full and open access to all interested parties.” The agency’s [Community Engagement Plan](#) meets this requirement.

WSDOT met with FHWA and FTA at the onset of the Phase 2 effort to discuss and determine appropriate methodologies to accomplish this requirement. WSDOT also consulted with the Office of Equal Opportunity (OEO) to discuss how Phase 2 may affect protected groups and how those groups may be engaged during the plan’s development. OEO suggested that the agency send an email notice of Phase 2 to a list of advocacy groups.

For Phase 2, WSDOT will:

- Provide the Title VI notice to the public and the Americans with Disabilities Act notice to the public in English and Spanish.
- Reach out to underserved populations through known advocacy groups. The groups will be asked how WSDOT can best reach their constituency.

Internal coordination

The outreach strategies and distribution list have been shared with and reviewed by the following WSDOT staff: Bill Bennion (Multimodal Planning Division Communicator), Larry Watkinson (WSDOT’s Title VI/ADA Compliance Manager) and Oscar Cerda (WSDOT Title VI Coordinator). The strategies and list have also been shared with staff from FHWA’s Washington Division and FTA’s Region 10.

Definitions

- **Traditionally underserved** refers to individuals from minority and low-income groups. It is a phrase utilized by FHWA that combines the requirements from:
 - Title VI to not discriminate on the grounds of race, color, or national origin.
 - Presidential Executive Order on Environmental Justice to not disproportionately impact minority or low-income populations.
 - **Minority:**
 - Black
 - Hispanic (Mexican, Puerto Rican, Cuban, Central American, or South American)
 - Asian American (from Far East, Southeast Asia, India, or Pacific Islands)
 - American Indian and Alaskan Native

- **Low-income:** A household income at or below the Department of Health and Human Services poverty guidelines of \$24,250 for a family of four (2015).
- **Low-income population:** Any readily identifiable group of low-income persons who live in geographic proximity, and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who would be similarly affected by a proposed FHWA program, policy, or activity.

Advocacy Groups

E-mail will be the primary contact method due to its widespread availability, and time and funding constraints. In order to reach out to underserved populations within Washington state, the Project Team will contact the following groups and invite them to participate in the Phase 2 development. Those groups who have not responded to the initial outreach effort will be contacted a second time for follow up.

- Minority Bar Associations:
 - Asian Bar Association of Washington
 - Filipino Lawyers of Washington
 - LBT Bar Association
 - Korean American Bar Association
 - Loren Miller Bar Association (LMBA)
 - Middle Eastern Legal Association of Washington (MELAW)
 - Mother Attorneys Mentoring Association of Seattle (MAMAS)
 - Northwest Indian Bar Association (NIBA)
 - Pierce County Minority Bar Association (PCMBA)
 - South Asian Bar Association of Washington (SABAW)
 - The Cardozo Society
 - Vietnamese American Bar Association of Washington (VABAW)
 - Washington Attorneys with Disabilities Association
 - Washington Women Lawyers (WWL)
- African American Chamber of Commerce of the Pacific Northwest
- Brain Injury Alliance of Washington
- Casa Latina, Seattle
- Cascade Bicycle Club
- Children's Alliance Seattle
- Department of Social & Health Services

- Disability Rights Washington
- Disabled American Veterans - Washington State Chapters
- El Centro de la Raza, Seattle
- Federally recognized Indian tribes
- Feet First
- Goodwill Industries - Olympics and Rainier Region
- Governor’s Committee on Disability Issues and Employment
- Hearing Loss Association of America, Washington State
- Hispanic Chambers of Commerce
- Inspire Development Centers
- Latino Civic Alliance
- Lighthouse for the Blind
- National Alliance on Mental Illness - Washington
- Northwest ADA Center
- Northwest Justice Project
- NW Communities Education Center, Granger
- People First of Washington
- People for People, Yakima
- Radio KDNA (91.9 FM)
- Regional Service Centers of the Deaf and Hard of Hearing
- SeaMar Community and Migrant Health Centers
- Seattle Commission for People with Disabilities
- Self Advocates in Leadership (SAIL)
- Spinal Cord Injury Association of Washington
- State Council on Aging
- State Independent Living Council
- Tacoma Area Coalition of Individuals with Disabilities
- Tú Decides (You Decide) a Bilingual Newspaper, Kennewick
- Washington Bikes
- Washington Chapter of the National Federation of the Blind
- Washington Commission on Hispanic Affairs

- Washington Council of the Blind
- Washington State Association of Community and Migrant Health Centers
- Washington State Commission on African American Affairs
- Washington State Commission on Asian Pacific American Affairs
- Washington State Developmental Disabilities Council
- Washington State Independent Living Council's list of Independent Living (IL) Centers
- Washington State School for the Blind
- WA Latino/a Educational Achievement Project
- Yakima Valley Farmworkers Clinic
- Puget Sound Sage
- OneAmerica

The Phase 2 outreach effort will be consistent with WSDOT's Community Engagement Plan (CEP). As part of this outreach effort, the groups listed above will be asked to:

- Forward the information on to their members.
- Suggest the most effective way(s) to reach out to their members.
- Define if there is a preferred format or formats for presenting information to their members.
 - WSDOT will keep a record of all outreach efforts, as well as a record of all feedback provided by individuals and groups contacted and response to feedback.

Meetings

WSDOT requested time on the agenda on these regularly-scheduled meetings to discuss Phase 2. The public is invited to these regular meetings. Dates and times are subject to change. The WTP Phase 2 website has updated information.

Media Outreach Details

WSDOT will release a media alert to provide notice of the 45 day public comment period and how comments can be submitted consistent with the agency's [Community Engagement Plan¹](#).

Themes and Issues from Outreach

Key issues we have heard so far include:

- Traffic congestion in suburban and urban areas
- Safety for drivers, pedestrians, and bicyclists on, across, and adjacent to rural two-lane highways
- Preservation, maintenance, transportation options, and funding were concerns for all areas

1 Community Engagement Plan : <http://www.wsdot.wa.gov/sites/default/files/2017/02/28/FinalCEP2016.pdf>

Table 1: Record of Outreach

| Date | Event | Purpose |
|-------------|---|--|
| 1/22/15 | PNW CLRTP Core Team Meeting | Shared information with federal land management agencies and Oregon DOT |
| 2/11/15 | PNW CLRTP Core Team Meeting | Shared information with federal land management agencies and Oregon DOT |
| 3/5/15 | Check-in with WSTC staff | Prepared for Steering Committee and next Commission meeting |
| 3/10/15 | Check-in with FHWA and FTA | Discussed planning requirements |
| 3/12/15 | PNW CLRTP Core Team meeting | Shared information with federal land management agencies and Oregon DOT |
| 3/16/15 | Steering Committee meeting | Approved scope of work |
| 3/16/15 | Presentation to Senate Transportation Committee | Amy Scarton presented WTP Phase 2 and answered questions |
| 3/18/15 | Presentation at Transportation Commission meeting | Kerri Woehler and Richard Warren described transition from Phase 1 to Phase 2 and answered questions |
| 4/2/15 | Check-in with WSTC Staff | Discussed status of WSDOT modal plan |
| 4/9/15 | Public Transportation Plan Advisory Committee | Represented WSDOT statewide planning and ensured integration with Phase 2 |
| 4/27/15 | Meet with WSDOT Tribal Liaison | Discussed Tribal Consultation Protocols for upcoming Highway System Plan |
| 5/7/15 | Check-in with WSTC staff | Discussed WSDOT's use of Voice of Washington State Survey Panel |
| 5/13/15 | Public Transportation Plan Advisory Committee | Represented WSDOT statewide planning and ensured integration with Phase 2 |
| 5/19/15 | Presentation at Transportation Commission meeting | Brian Lagerberg described progress of Public Transportation Plan |
| 6/11-22/15 | Voice of Washington State Survey opens | Asked survey panel what Phase 2 should focus on |
| 7/9/15 | Aviation System Plan Advisory Committee | Represented WSDOT statewide planning and ensured integration with Phase 2 |
| 8/25/15 | Public Transportation Conference and Expo | Richard Warren presented panel discussion of Phase 2 and how it integrates public transportation |
| 9/3/15 | Check-in with WSTC staff | Finalized list of Phase 2 Advisory Group members and discussed presentation at Commission meeting |
| 9/14/15 | Check-in with FHWA and FTA | Discussed strategies for reaching underserved populations |
| 9/24/15 | PNW CLRTP Core Team meeting | Shared Information with federal land management agencies and Oregon DOT |

Table 1: Record of Outreach (continued)

| Date | Event | Purpose |
|----------|--|---|
| 9/30/15 | Public Transportation Plan Advisory Committee | Represented WSDOT statewide planning and ensured integration with Phase 2; finalized outreach information |
| 10/7/15 | Meet with Rail Division | Discussed how rail will be integrated into Phase 2 |
| 10/15/15 | Meet with FHWA and Local Programs | Reviewed WSDOT’s draft process for consulting with non-metropolitan local officials |
| 10/20/15 | Steering Committee meeting | Approved Advisory Group members; commented on WSDOT’s next presentation to Transportation Commission |
| 10/21/15 | Presentation at Transportation Commission meeting | Kerri Woehler described Phase 2 and answered questions |
| 11/5/15 | Check-in with WSTC staff | Prepared for Steering Committee meeting |
| 11/9/15 | Check-in with FHWA and FTA | Received comments on draft non-metropolitan, tribal, and federal land management agencies consultation process |
| 11/9/15 | Modal Planners meeting | Discussed how modes will be integrated into Phase 2 |
| 11/20/15 | Public Transportation Plan Advisory Committee | Represented WSDOT statewide planning and ensured integration with Phase 2; finalized outreach information |
| 12/3/15 | Check-in with WSTC staff | Discussed logistics for Advisory Group meetings and webpage |
| 12/10/15 | Aviation System Plan Advisory Committee | Represented WSDOT statewide planning and ensured integration with Phase 2 |
| 12/14/15 | Process out for comment | WSDOT’s document that describes processes for consulting with non-metropolitan local officials, tribes, and federal land management agencies (23 CFR 450.210 b and c) out for 60 day review |
| 1/7/16 | Check-in with WSTC staff | Coordinated upcoming outreach activities |
| 1/11/16 | Check-in with FHWA and FTA | No comments from FHWA or FTA on non-metropolitan process |
| 1/21/16 | PNW CL RTP Core Team meeting | Shared information with federal land management agencies and Oregon DOT |
| 1/26/16 | Washington State Transit Association Board meeting | Kerri Woehler presented Phase 2 and answered questions |
| 1/28/16 | Public Transportation Plan Advisory Committee | Represented WSDOT statewide planning and ensured integration with Phase 2; finalized outreach information |

Table 1: Record of Outreach (continued)

| Date | Event | Purpose |
|------------|--|---|
| 2/4/16 | Check-in with WSTC staff | Commented on draft Public Transportation Plan |
| 2/4/16 | Public Transportation Plan Early Action Workshop | Refined early actions for guardianship goal |
| 2/8/16 | Check-in with FHWA and FTA | Discussed comments on non-metropolitan process (none were received) and NPRM progress |
| 2/17/16 | Presentation at Transportation Commission meeting | Kerri Woehler gave Phase 2 status update and answered questions. Comments were that it wasn't clear this was a multimodal plan that includes waterborne transportation. |
| 2/19/16 | Final process for consulting with non-metropolitan local officials, tribes, and federal land management agencies e-mailed to MPOs, RTPOs, Regions, FHWA, FTA, and WSDOT Tribal Liaison | Information sharing and compliance with 23 CFR 450.210. |
| 2/22/16 | Final process for consulting with non-metropolitan local officials, tribes, and federal land management agencies posted to website | Information sharing |
| 2/23/16 | Aviation System Plan Modal meeting | Discussed how to describe modal connections in Aviation System Plan |
| 2/23/16 | Steering Committee meeting | Received feedback on work products |
| 2/24/16 | Public Transportation Plan Advisory Committee | Reviewed comments on draft public transportation plan |
| 3/3/16 | Check-in with WSTC staff | Discussed modal plans and next commission meeting topics |
| 3/10/16 | PNW CL RTP Core Team meeting | Reviewed draft work products |
| 3/23/16 | Aviation System Plan Advisory Committee | Reviewed draft recommendations |
| 2/34/16 | Public Transportation Plan Advisory Committee | Finalized comments on draft public transportation plan |
| 4/7/16 | Check-in with WSTC staff | Discussed comments on public transportation plan |
| 4/19-20/16 | CL RTP Core Team Meeting Workshop | Reviewed and commented on draft plan. Shared information on WSDOT plans |
| 5/2/16 | Washington State Ridesharing Organization Conference | Richard Warren presented and Justin Resnick tested Phase 2 focus area activity to prepare for Advisory Group |

Table 1: Record of Outreach (continued)

| Date | Event | Purpose |
|------------|---|--|
| 5/9/16 | Check-in with FHWA and FTA | Discussed proposed rules for statewide planning |
| 5/16/16 | Check-in with WSTC staff | Prepared for Advisory Group meeting |
| 6/2/16 | Check-in with WSTC staff | Information sharing |
| 6/7/16 | Walkable Washington | Justin Resnick attended to learn about pedestrian issues |
| 6/13/16 | Check-in with FHWA and FTA | Discussed new planning rule and that since we don't have all rules for performance measure, Phase 2 will still comply with SAFETEA-LU |
| 6/16/16 | PNW CL RTP Core Team meeting | Discussed place-based collaboration chapter |
| 6/22/16 | Advisory Group meeting | Kick-off meeting discussed roles and responsibilities, voted on focus areas |
| 6/23/16 | PNW CL RTP Core Team Meeting follow-up phone call | Provided detailed information on Place-based collaboration chapter |
| 7/19/16 | Steering Committee meeting | Discussed focus areas from Advisory Group meeting, approved topics for next Advisory Group meeting. |
| 8/1/16 | Examine GreenSTEP tool | PSG and Tolling discussed sketch planning tools |
| 8/10/16 | Phone call with Nick Roach, Department of Ecology | Richard Warren, Kathy Murray, and Justin Resnick discussed information about near road air pollution and health |
| 8/11/16 | Advisory Group Meeting debrief | PSG met with Washington Roundtable to discuss the advisory group and focus areas. Roundtable agreed with group on focus areas. |
| 8/15-17/16 | TRB Scenario Planning Training/Conference | MMPD attended this training and learned how to conduct and use scenarios. |
| 8/17/16 | Meeting at RTC | Richard Warren and Kathy Murray met with Lynda David and Matt Ransom to discuss WTP. Items included how we can help each other with our plan updates and what information is needed for the WTP. |
| 8/18/16 | PNW CL RTP Core Team conference call meeting | Received input on the PowerPoint for August MPO/RTPO/WSDOT Coordinating Committee meeting. Discuss next Word product. |

Table 1: Record of Outreach (continued)

| Date | Event | Purpose |
|----------|--|---|
| 8/22/16 | Internal meeting/conference call to discuss how WTP will look as a webpage | Discussed look and content of WTP webpage with Communicators (Jeremy Bertrand, Shirley Weisberg, Gayla Reese Walsh, Bill Bennion), GIS (Alan Smith and Julie Jackson), modes (Evan Olsen and Stan Suchan), and PSG. |
| 8/23/16 | MPO/RTPO/WSDOT Coordinating Committee meeting | PSG arranged for Roxanne Bash (FHWA) to present CL RTP. MPOs have since requested meeting invites. |
| 8/24/16 | External meeting | MMPD and Fehr & Peers staff discussed use of Trendlab for WTP. Decided against use of it at this time. |
| 8/30/16 | Internal meeting/conference call with modes and CPDM | Preparation for Tribal State Transportation Conference |
| 9/7/16 | Phone call with Faris Al-Memar, Jeremy Jewkes, Michael Williams, Ken Burgstahler, Roxanne Bash, Erica Simmons, and Kathy Murray | Preparation for Corridor Sketch update at next CL RTP Core Team meeting |
| 9/9/16 | Internal meeting/conference call with Seth Stark, Mark Finch, Todd Lamphere, Richard Warren, Justin Resnick, Kathy Murray, and Karin Landsberg | Feedback: Discussed how the WTP should describe GHG and VMT reductions |
| 9/15/16 | Internal Practical Solutions Working Group | Status update of WTP Phase 2 and received feedback on process |
| 9/20/16 | 2016 Public Transportation Conference | Inform: Presentation on how WTP Phase 2 will engage communities |
| 9/22/16 | CL RTP Core Team meeting | Inform: Faris Al-Memar presented update on the Corridor Sketch Initiative. |
| 9/22/16 | Scenario planning with Internal Working Group | Feedback: Refined the uncertainties for the Advisory Group scenario planning exercise |
| 9/29/16 | 2016 Tribal State Conference | Inform and feedback: Panel of WSDOT planners from modes, Asset Management, and WTP to discuss tribal planners' key issues |
| 10/6/16 | Steering Committee meeting | Feedback: Agree on Focus Areas and uncertainties for Advisory Group Scenario planning exercise |
| 10/6/16 | Check-in with WSTC staff | Information sharing |
| 10/11/16 | Washington State Aviation System Plan Advisory Committee meeting | Comment on Aviation System Plan and make connections for Phase 2 outreach |

Table 1: Record of Outreach (continued)

| Date | Event | Purpose |
|----------|--|--|
| 10/13/16 | Check-in with FHWA and FTA staff | Information sharing and invite to Advisory Group scenario planning exercise |
| 10/17/16 | Briefing to WSDOT Deputy Secretary | Inform and feedback., |
| 10/18/16 | Washington State Transportation Commission meeting | Update on Phase 2 |
| 10/26/16 | Advisory Group meeting | Scenario Planning exercise to develop four scenarios to frame recommendations and action items |
| 10/27/16 | Washington State Community Airports Association Conference | Update on Phase 2 |
| 11/15/16 | MPO/RTPO/WSDOT Coordinating Committee | Matt Ransom presented WTP and process to get involved to the group |
| 11/22/16 | CL RTP Core Team meeting | Reviewed action items and performance metrics |
| 11/29/16 | Steering Committee meeting | Discussed scenario planning results |
| 12/3/16 | Modal Planners meeting | Proposed recommendations and action items |
| 12/12/16 | FHWA/FTA Conference Call | Discussed scenario planning exercise |
| 1/18/17 | WSDOT Internal Experts Workshop | Selected recommendations for proposed action items |
| 1/24/17 | Check-in with WSTC Staff | Discussed recommendations for action items |
| 1/26/17 | CL RTP Core Team meeting | Presented safety chapter edits |
| 1/27/17 | Washington State Aviation System Plan Advisory Committee meeting | Reviewed draft public review |
| 1/31/17 | CL RTP Safety Chapter discussion | Phone call with WSDOT (planner and traffic) and ODOT (planner) to discuss safety edits to CL RTP |
| 2/2/17 | WTP Overview to New OEO staff | Kathy Murray presented overview of WSDOT Planning and WTP to new OEO staff |
| 2/3/17 | Steering Committee meeting | Reviewed materials for 2/28 Coordinating Committee meeting and approved Adv. Group Agenda |
| 2/6/17 | Phone call with Freight staff | Technical Memo #3 |
| 2/14/17 | Advisory Group meeting | Endorsed action item process |
| 2/14/17 | Phone call with Freight staff | Discussed Freight Plan and WTP |
| 2/21/17 | Planning Managers meeting | WTP update |
| 2/28/17 | MPO/RTPO/WSDOT Coordinating Committee | Richard Warren discussed how WTP will address GHG and how the team used Scenario Planning |
| 3/2/17 | Meeting with ESO | Discuss how WTP will address EJ |

Table 1: Record of Outreach (continued)

| Date | Event | Purpose |
|-------------|-----------------------------------|--|
| 3/2/17 | Meeting with Freight staff | Review comments on Tech Memo #3 |
| 3/3/17 | Steering Committee meeting | Endorse action item process |
| 3/8/17 | Practical Solutions Working Group | WTP update and review action item process |
| 3/14/17 | Advisory Group meeting | Recommended action items |
| 4/6/17 | Advisory Group meeting | Reviewed action items |
| 4/17/17 | Steering Committee phone call | Debrief members unable to attend Adv. Group meeting |
| 4/18/17 | Freight Working Group | WTP update and how freight is integrated |
| 4/20/17 | PNW CL RTP Core Team | Comment on resource chapter and preview action items |
| 4/20/17 | Planning Managers | WTP update and outreach strategies |
| 4/27/17 | Steering Committee | Recommended changes to Focus Area and Action Item language |
| 5/4/17 | Check-in with WSTC staff | Reviewed presentation key points for May WSTC meeting |
| 5/10/17 | WITPAC | Present update and action items |
| 5/16/17 | WSTC meeting | Present update and action items |

Table 2: Outreach to Planning Organizations

| Date | Location | Host |
|---------|---------------|--|
| June 1 | Ephrata | Quad-County Regional Transportation Planning Organization |
| June 7 | Toppenish | Yakama Nation: Tribal Transportation Planning Organization |
| July 12 | Bellingham | Whatcom Council of Governments |
| July 13 | Pasco | Benton-Franklin Council of Governments |
| July 13 | Spokane | Spokane Regional Transportation Council |
| July 17 | Yakima | Yakima Valley Conference of Governments |
| July 19 | Burlington | Skagit Council of Governments |
| July 26 | Coupeville | Island Regional Transportation Planning Organization |
| July 26 | Colville | Northeast Washington Regional Transportation Planning Organization |
| July 27 | Kelso | Cowlitz-Wahkiakum Council of Governments |
| Aug 2 | Walla Walla | Walla Walla Valley Metropolitan Planning Organization |
| Aug 10 | Wenatchee | Chelan-Douglas Transportation Council |
| Aug 18 | Vancouver | Southwest Washington Regional Transportation Council |
| Sept 5 | Vancouver | Southwest Washington Regional Transportation Council |
| Sept 7 | Bremerton | Kitsap Regional Coordinating Council |
| Sept 14 | Seattle | Puget Sound Regional Council |
| Sept 22 | Port Townsend | Peninsula Regional Planning Organization |