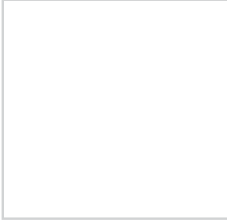
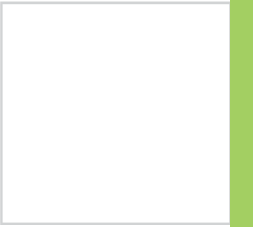
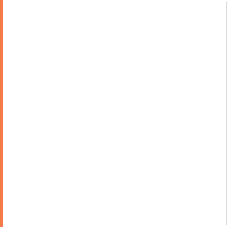
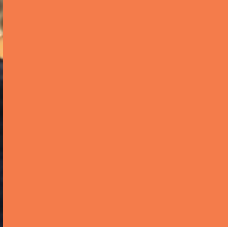
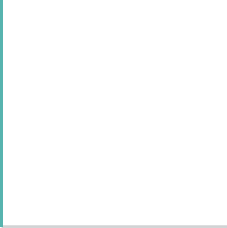
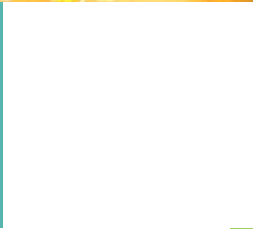
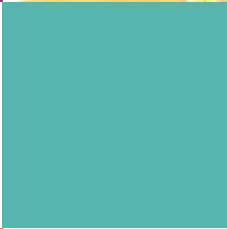
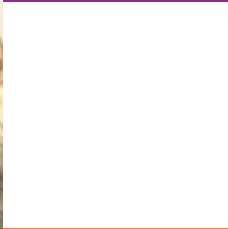
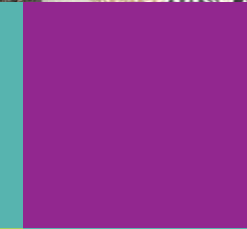
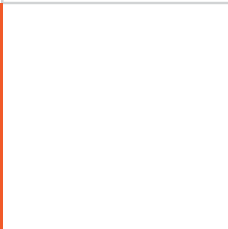


Public Participation Plan

June 2023



Puget Sound Regional Council



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.

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, visit <https://www.psrc.org/title-vi>.

Language Assistance

العربية (Arabic), 中文 (Chinese), Deutsch (German), Français (French), 한국어 (Korean), Русский (Russian), Español (Spanish), Tagalog, Tiếng Việt (Vietnamese)

For language assistance, visit <https://www.psrc.org/contact-center/language-assistance>

Additional copies of this document may be obtained by contacting:

Puget Sound Regional Council, Information Center

1011 Western Avenue, Suite 500

Seattle, Washington 98104-1035

206.464.7532 | info@psrc.org | www.psrc.org

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Acronyms, Abbreviations and Common Terms

- ADA..... Americans with Disabilities Act
- BIL..... Bipartisan Infrastructure Law
- CBO Community-Based Organization
- CFR..... Code of Federal Regulations
- CPSEDDB..... Central Puget Sound Economic Development District Board
- EAC Equity Advisory Committee
- EIS Environmental Impact Statement
- EJ..... Environmental Justice
- FAA..... Federal Aviation Administration
- FHWA Federal Highway Administrations
- FTA Federal Transit Administration
- GMA..... Growth Management Act
- GMPB..... Growth Management Policy Board
- IGR..... Intergovernmental Review
- LEP Limited English Proficiency
- MOA..... Memorandum of Agreement
- MOU..... Memorandum of Understanding
- MPO..... Metropolitan Planning Organization
- NEPA..... National Environmental Policy Act
- PB..... Policy Board
- PPP Public Participation Plan
- RES..... Regional Economic Strategy
- RES..... Regional Equity Strategy
- RHS..... Regional Housing Strategy
- RTP Regional Transportation Plan
- SEPA State Environmental Policy Act
- STIP Statewide Transportation Improvement Plan
- Title VI..... Title VI of the Civil Rights Act of 1964
- TIP..... Transportation Improvement Program
- TPB Transportation Policy Board
- UPWP Unified Planning Work Program
- VISION..... VISION 2050; the regional plan for the central Puget Sound
- WSDOT Washington State Department of Transportation



Introduction

The Puget Sound Regional Council has developed this Public Participation Plan to establish 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.

What is the Puget Sound Regional Council?

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 people of the region through planning for regional transportation, growth and economic development, under authority embodied in state and federal laws.

The region comes together at PSRC to make decisions about transportation, growth management and economic development. PSRC members include King, Kitsap, Pierce and Snohomish counties, the region's cities and towns, Tribes, port districts, and transit agencies.

PSRC is designated under federal law as the Metropolitan Planning Organization (MPO), and under state law as the Regional Transportation Planning Organization (RTPO), for King, Kitsap, Pierce and Snohomish counties. PSRC also serves as the region's Economic Development District (EDD).

What is a Metropolitan Planning Organization?

Metropolitan Planning Organizations are federally mandated and funded transportation policy-making organizations. MPOs were created by the Federal Aid Highway Act of 1962 to foster regional cooperation in transportation planning. The goal of metropolitan planning is to ensure that federal funding for transportation projects is part of a continuing, cooperative and comprehensive planning process. As the MPO, PSRC is responsible for developing a long-range Regional Transportation Plan and near-term Regional Transportation Improvement Program. MPOs are required to have a public participation plan.

What is a Regional Transportation Planning Organization?

Regional Transportation Planning Organizations were created by Washington State's Growth Management Act in 1990 as a way to coordinate transportation planning with local comprehensive planning within the state. In urbanized areas, MPOs also serve as the RTPO and receive state funding for the increased role. As the RTPO, PSRC assists in implementing the Growth Management Act through the certification of local comprehensive plans and the creation of multicounty planning policies, which are part of VISION 2050. RTPOs also provide with data and analysis to support local and regional decision making, deliver planning and technical services on a contractual basis, address environmental quality issues, and pursue other initiatives determined by the Executive Board. PSRC also develops the Coordinated Mobility Plan in partnership with the Washington State Department of Transportation.

What is an Economic Development District?

Economic Development Districts are designated by and receive funding from the United States Economic Development Administration. The EDD supports a coordinated economic development planning process involving the public, private industry, non-profit organizations, and local governments to create a strategy-driven plan for regional economic development, which PSRC calls the Regional Economic Strategy.

Public Participation in PSRC's Planning and Activities

The Puget Sound Regional Council is committed to transparency and participation by the diversity of interests and people throughout the region. Active public participation improves the quality of plans and policies to better 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.

The Puget Sound Regional Council bylaws declare the agency's strong commitment to public participation and specify that the agency utilize a broad range of engagement opportunities, information campaigns, public meetings after effective notice, open discussion, and consideration of and response to public comments.

This public participation plan serves as PSRC'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 Public Participation Plan:

- ▶ Articulate how the agency approaches public engagement.
- ▶ Increase overall awareness of regional planning activities, paying specific attention to communities that have been adversely impacted by past planning decisions.
- ▶ 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.
- ▶ Seek to conduct PSRC work program and outreach in an equitable and inclusive manner.

Desired Outcomes for PSRC's Public Participation:

- ▶ Gather public input on PSRC's activities and decisions.
- ▶ Share information with a broad and inclusive cross-section of the public.
- ▶ Ensure notification and participation of all resident populations, including Black, Indigenous and people of color, LGBTQIA2S+, low-income, youth, people with disabilities, older people, people with limited English proficiency or veterans.
- ▶ Ensure planning decisions incorporate the concerns, needs, and visions of the region.

Guiding Principles of PSRC's outreach and engagement:

- ▶ Effective public notification and participation takes time, effort, and resources, yet is essential to sound decision-making.
- ▶ Early involvement of stakeholders and the public 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 and more inclusive audience of interested parties.
- ▶ Strong solutions are developed through collaboration.
- ▶ Public policy decisions and transportation projects have significant impacts on people's lives.
- ▶ Even if a project or policy decision is sensible and beneficial, it must be arrived at through an open process.
- ▶ Public processes that are open, objective and consider all viewpoints are more likely to lead to satisfactory outcomes for the public.



Development of the Public Participation Plan

PSRC worked with its membership, boards and committees, local Tribes, Equity Advisory Committee, stakeholder groups, interested parties and the public to develop its public involvement practices. PSRC adopted its first Public Participation Plan in 1993. The plan has been updated in 1994, 2002, 2007, 2012 2016, and 2018. Refinements are derived from inclusive outreach strategies that proved effective in involving the public during plan development as well as new federal and state guidance.

The 2023 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 was released for 45-day public comment period from March 23 to May 8, 2023.

This 45-day public comment period 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.
- ▶ Conducting focus groups with regional professionals in public participation.
- ▶ Posting the DRAFT for comment online at PSRC’s website, psrc.org and opportunity to comment online or via email.
- ▶ Sending a news release to media outlets in the four-county area, including news outlets that serve diverse and Limited English Proficient audiences.
- ▶ Presentations to PSRC boards and an opportunity to provide a public comment in person at PSRC board meetings.
- ▶ Agenda Information Items to PSRC Committees
- ▶ Information on Facebook, Twitter, LinkedIn and Instagram.
- ▶ Public comments received will be summarized along with staff’s recommendations on how to address the substantive changes recommended for Board review before final action is taken.

Laws and Requirements Relevant to PSRC's Public Participation Process

As described in the Introduction, 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

- ▶ Bipartisan Infrastructure Law/ Infrastructure Investment and Jobs Act Public Law No: 117-58, November 15, 2021.
- ▶ 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's Interlocal Agreements and Bylaws



PSRC's Program Areas

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. It 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 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 contain items important and helpful to member jurisdictions. The Executive Board makes a final recommendation on the proposed budget and work program to the General Assembly, which adopts the budget at its annual meeting. [Find out more about PSRC's budget on the website at psrc.org.](https://www.psrc.org)

VISION 2050

VISION 2050 is the region's plan for growth. By 2050, the region's population will reach 5.8 million people. The region's cities, counties, Tribes, ports, agencies, businesses, and communities have worked together to develop VISION 2050 to prepare for this growth and serve as a guide for sustaining a healthy environment, thriving communities and a strong economy. VISION 2050 is a plan for the long-term that can be adjusted as the region changes.

VISION 2050's multicounty planning policies, actions, and regional growth strategy guide how and where the region grows through 2050. The plan informs updates to the Regional

Transportation Plan and Regional Economic Strategy. VISION 2050 also sets the stage for updates to countywide planning policies and local comprehensive plans done by cities and counties.

An extensive two-year public engagement process was conducted during the plan's development. [Find out more about VISION 2050 on PSRC's website at psrc.org.](https://psrc.org)

Regional Transportation Plan

The Regional Transportation Plan (RTP) is the long-range transportation plan for the central Puget Sound region. The RTP is adopted every four years, and is designed to implement the region's growth plan, VISION 2050. The RTP meets all state and federal requirements and is based on the latest data, adopted land use assumptions, and technical tools.

The plan was developed over the last two years with extensive engagement with board members, technical committees, member jurisdictions, and the public. The plan implements the policies and goals in VISION 2050, outlining investments the region is making in transit, rail, ferry, streets and highways, freight, bicycle and pedestrian facilities, and other systems to ensure the safe and efficient movement of people and goods. [Find out more about the Regional Transportation Plan on PSRC's website at psrc.org.](https://psrc.org)

Regional Economic Strategy

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. [Find out more about the Regional Economic Strategy on PSRC's website at psrc.org.](https://psrc.org)

Equity

PSRC's goal is to advance racial equity to ensure that the region's vision for a prosperous and healthy future is possible for all people in the region. Recognizing that this is not available to everyone, PSRC set out to change this with its new Equity Program.

The Equity Program is multifaceted, looking at both internal and external functions of the agency through an equity lens. It seeks to guide change from within the agency, inform the regional conversation about equity, and assist our members to advance equity in local communities. The program includes the development of a Regional Equity Strategy, Equity Advisory Committee, and an internal Racial Equity Action Plan. [Find out more about our equity program on PSRC's website at psrc.org.](https://psrc.org)

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 Equity Pilot Program or Rural Town Centers and Corridors 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 as part of the Regional Transportation Improvement Program. [Find out more about funding on PSRC's website at psrc.org.](#)

Regional Transportation Improvement Program

The Transportation Improvement Program (TIP) provides a summary of current transportation projects underway within King, Pierce, Snohomish, and Kitsap counties. These projects are funded with federal, state and local funds, including the most recent federal grants awarded through PSRC. The TIP is required under federal and state legislation. It ensures that transportation projects in the region are consistent with adopted regional policy and state and federal rules. A new TIP is created every two 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 about the Regional TIP on PSRC's website at psrc.org.](#)

Regional Housing Strategy

PSRC adopted its first ever Regional Housing Strategy in 2022. The Regional Housing Strategy is a "playbook" of regional and local actions to preserve, improve, and expand housing stock in the region. The aim is to make a range of affordable, accessible, healthy, and safe housing choices available to every resident and to promote fair and equal access to housing for all people.

The Regional Housing Strategy will help guide and support the 2024 local comprehensive plan updates. By providing data, guidance, and technical assistance, PSRC supports jurisdictions in their efforts to adopt best housing practices and establish coordinated local housing and affordable housing targets. [Find out more about our housing work on PSRC's website at psrc.org.](#)

Plan Review

PSRC works with local governments and agencies to coordinate long-range planning efforts. Long-range plans and policies are developed by the region's local jurisdictions, countywide planning groups, and transit agencies to help shape communities and plan for growth. PSRC

reviews local plans for consistency with [VISION 2050](#) and the [Regional Transportation Plan](#).

State law requires PSRC to review and certify countywide planning policies, local comprehensive plans, and Sound Transit's long-range plans. All transit agencies are encouraged to participate in PSRC's plan review process under the 2017 MOU for transit planning. VISION 2050 calls for the review and certification of regional center plans. [Find out more about plan review on PSRC's website at psrc.org.](#)

Coordinated Mobility Plan

The Coordinated Mobility Plan outlines how transit agencies, human service agencies, school districts, and other transportation providers can work together to improve regional mobility for individuals with mobility challenges throughout King, Kitsap, Pierce, and Snohomish counties. The plan identifies transportation needs of people with mobility challenges and prioritized strategies as part of the Regional Transportation Plan.

People with special transportation needs are defined in state law as people, including their attendants, who because of physical or mental disability, income status, or age, are unable to transport themselves or purchase transportation (RCW 81.66.010).

Updated every four years, the Coordinated Mobility Plan is the region's blueprint for planning, funding, and coordinating prioritized strategies to improve transportation for people with mobility challenges. [Find out more about the Coordinated Mobility Plan on PSRC's website 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. PSRC recently launched a new data portal on the website to help give people better access to this data. [Find more information about Data on PSRC's website at psrc.org.](#)

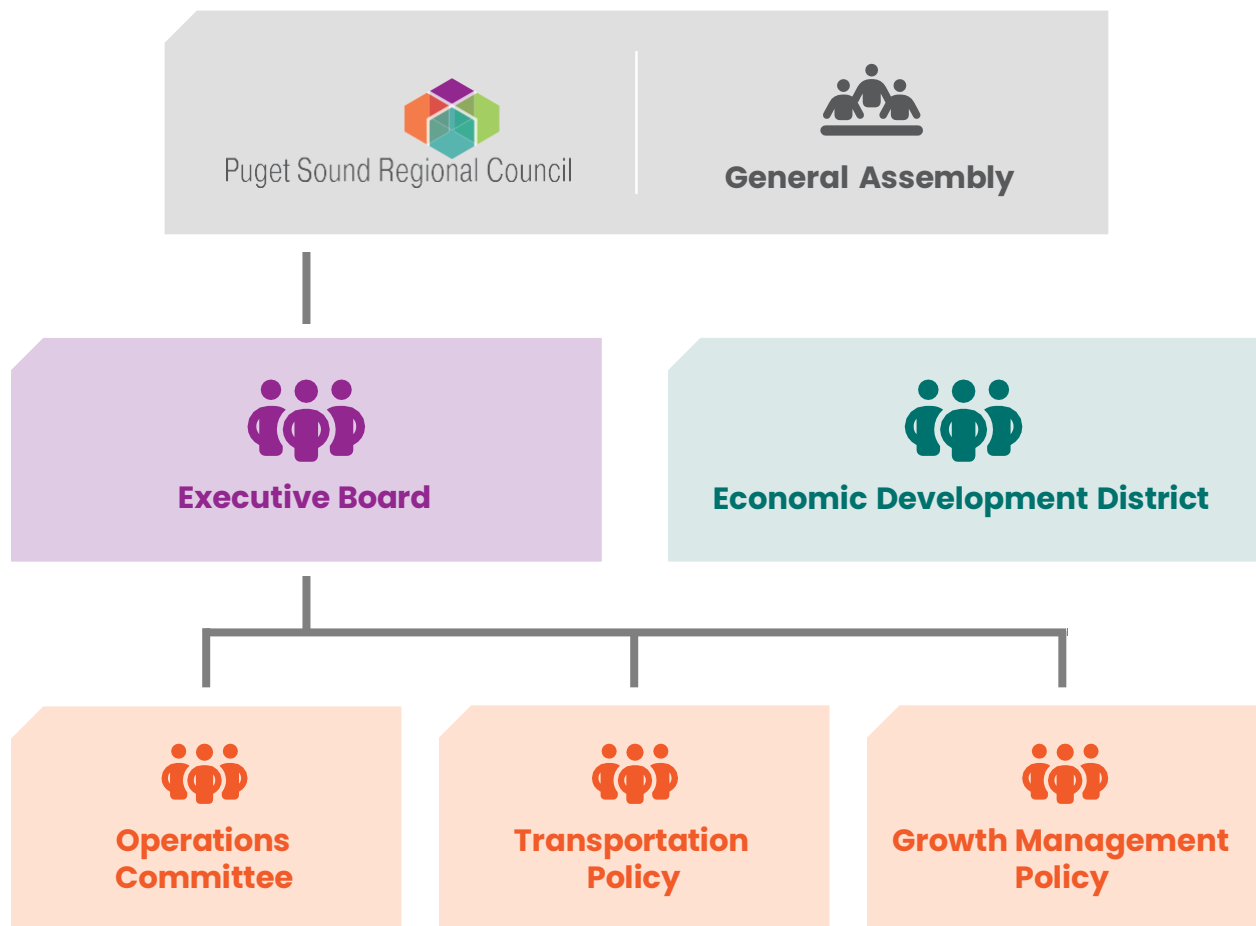
Title VI

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 and includes a Language Assistance Plan and Demographic Profile. 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. [Find out more information about PSRC's commitment to Title VI on psrc.org.](#)



PSRC's Governing Structure

PSRC uses its governing structure and board meeting cycle to conduct agency business in an open and transparent manner and coordinate with other local governments and PSRC Members.



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.

Executive Board

The Executive Board is chaired by the PSRC President, meets most months on the fourth Thursday at 10am, 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, meets on Executive Board meeting days, and is 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.

Central Puget Sound 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. The board meets quarterly on the first Wednesday from 10 am to 12 pm.

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. The board meets most months on the second Thursday at 9:30am but does not meet in August.

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. The board meets most months on the first Thursday at 10 am but does not meet in August.

Basis of PSRC's 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. | <ul style="list-style-type: none"> • PSRC Bylaws • Interlocal Agreement RCW 47.80.060 • 23 USC 134(d)(2) |

| Central Puget Sound Economic Development District Board of Directors | | |
|---|---|--|
| 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. | <ul style="list-style-type: none"> • EDD Bylaws • Public Works and Economic Development Act of 1965 • Economic Development Administration Reform Act of 1998 • Economic Development Administration Reauthorization Act of 2004 |

Transportation Policy Board

| Purpose | Composition and Appointment Process | Legal Basis |
|---|---|--|
| <p>Makes recommendations on key transportation topics to the Executive Board.</p> | <p>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 nonvoting 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.</p> | <ul style="list-style-type: none"> • Interlocal Agreement PSRC Bylaws Transportation Policy Board Bylaws • Non-Voting Membership Guidelines • RCW 47.80.040 |

Growth Management Policy Board

| Purpose | Composition and Appointment Process | Legal Basis |
|--|---|--|
| <p>Makes recommendations on key growth management topics to the Executive Board.</p> | <p>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.</p> | <ul style="list-style-type: none"> • 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, 10–11:30 a.m. (Except Aug, Nov, Dec)

Scope: Routine Business, Funding Decisions, Plan Certifications

Role: Serves as Governing Board, advises General Assembly

Operations Committee

Meets: Monthly on 4th Thursday, 9–9:50 a.m. (Except Aug, Nov, Dec)

Scope: Routine Business, Funding Decisions, Plan Certifications

Role: Advises the Executive Board on finance, human resources and administrative matters

Growth Management Policy Board

Meets: Monthly on the 1st Thursday from 10 a.m.–12 p.m. (Except Aug and Dec)

Scope: Plan Review, Planning Policies, Centers, VISION 2050

Role: Advises Executive Board on Growth Management

Transportation Policy Board

Meets: Monthly on the 2nd Thursday from 9:30–11:30 a.m. (Except Aug)

Scope: Transportation Funding, Regional Transportation Plan, TIP

Role: Advises Executive Board on Transportation

Central Puget Sound Economic Development District Board of Directors

Meets: Quarterly on 1st Wednesday from 10 a.m.–12 p.m., (occasional additional meetings)

Scope: Economic Development Planning, Operations, Regional Economic Strategy

Role: Governing Board of Economic Development District



About 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. 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, see section on Special Meetings.

Agendas 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

Public comment 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 via e-mail, or U.S. mail can be sent prior to meetings for distribution to board members at the meeting. Public comment must be in reference to a specific action or discussion item on the agenda. At the Chair's Discretion, public comment may be limited to written comment only. Changes to the public comment period will be noted on the meeting's published agenda.

Members of the public who engage in disorderly, disruptive, disturbing, delaying or boisterous conduct, such as, but not limited to, handclapping, stomping of feet, whistling, making noise, use of profane language or obscene gestures, yelling or similar demonstrations, and which conduct substantially interrupts, delays, or disturbs the peace and good order of the board or committee, may be precluded from giving further public comment and/or removed from the meeting.

Watch Meetings Online

PSRC provides live and archived web-streaming of its Executive Board, Transportation Policy Board, Growth Management Policy Board and the Economic Development District Board on psrc.org. Visual and audio footage is available during board meetings in addition to being stored in an archive online. Please note this service occasionally has technical problems beyond the control of PSRC staff. A call-in number is provided on the meeting agenda cover to continue listening to the meeting.

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 Executive Board agenda packets.

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 have elevators and are on public transit. Regularly scheduled meeting times are determined by the board/committee itself. Board meetings currently have a hybrid meeting format, with both in-person and remote attendance options available for board members. The public may watch the meeting at psrc.org or attend in-person. Hybrid meetings are typically held at PSRC offices per PSRC bylaws. Please check committee agendas for meeting format options as they are predominately remote, though some may offer an in-person option.

Visualization Techniques

PSRC uses visualization techniques such as maps, charts, graphs, illustrations, presentations and videos at 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 technology 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.



Working with Local Governments and Other Agencies

In addition to our governing structure and regularly scheduled board meetings, PSRC uses the following approaches to coordinate and consult with affected agencies in the development of VISION 2050, the Regional Transportation Plan, the Transportation Improvement Program and the Regional Economic Strategy. Consultation is based on the agencies needs and interests. At a minimum, all agencies will be provided an opportunity to comment on plan updates.

Committees

In addition to its boards, PSRC has created several 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.

Committees are formed as needed or on an ad hoc basis. The current list is always available online at <https://www.psrc.org/boards-committees/advisory-committees>. Information about meetings and agendas are available at psrc.org or from the Information Center, 206-464-7532.

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.

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.

Membership

PSRC is formed through an interlocal agreement signed by its full and statutory members. All counties, cities, Tribes, ports, transit agencies, and related organizations are eligible for membership. Entities can join as associate members without signing the interlocal agreement. Full and statutory members can vote at General Assembly, have seats on the two policy boards and pay dues.

PSRC Members as of January 2023

Counties

King County
Kitsap County
Pierce County
Snohomish County

Cities

Algona
Arlington
Auburn
Bainbridge Island
Beaux Arts Village
Bellevue
Black Diamond
Bonney Lake
Bothell
Bremerton
Buckley
Burien
Carnation
Clyde Hill
Covington
Darrington
Des Moines
DuPont
Duvall
Eatonville
Edgewood
Edmonds
Enumclaw
Everett
Federal Way
Fife
Fircrest

Gig Harbor
Granite Falls
Hunts Point
Issaquah
Kenmore
Kent
Kirkland
Lake Forest Park
Lake Stevens
Lakewood
Lynnwood
Maple Valley
Marysville
Medina
Mercer Island
Mill Creek
Milton
Monroe
Mountlake Terrace
Mukilteo
Newcastle
Normandy Park
North Bend
Orting
Pacific
Port Orchard
Poulsbo

Puyallup
Redmond
Renton
Ruston
Sammamish
SeaTac
Seattle
Shoreline
Skykomish
Snohomish
Snoqualmie
Stanwood
Steilacoom
Sultan
Sumner
Tacoma
Tukwila
University Place
Wilkeson
Woodinville
Woodway
Yarrow Point

Tribes

Muckleshoot Indian Tribe
Puyallup Tribe of Indians
The Suquamish Tribe
Tulalip Tribes

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
Cascade Water Alliance
Port of Edmonds
Island County
Puget Sound Partnership
Snoqualmie Indian Tribe
Thurston Regional Planning Council
University of Washington
Washington State University

Transit Agencies

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

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.

State Environmental Policy Act (SEPA)

PSRC uses Washington's State Environmental Policy Act (SEPA) as a framework to consult, as appropriate, in the development of the VISION 2050 or the Regional Transportation Plan 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. PSRC considers the issues raised during the scoping period during its preparation of the EIS.

During the development of the Draft EIS, PSRC consults with affected agencies on resource maps and inventories for use in the EIS analysis.

When 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 on the Draft EIS [WAC 197-11- 460]. PSRC may take action on the proposal seven days after the Final EIS has been issued.

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.

A 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 and comment period is not required by SEPA, PSRC would distribute the plan update and addendum.

Note that while VISION 2050 and the Regional Transportation Plan are 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. PSRC also continues to follow all federal laws its planning efforts are subject to including the Bipartisan Infrastructure Law, the Civil Rights Act, Americans with Disabilities Act, Clean Air Act, Public Works and Economic Development Act, and Executive Orders.

Transportation Improvement Program Coordination

The development and routine maintenance of the Transportation Improvement Program (TIP) creates a significant process for coordinating amongst local governments in the central Puget Sound region.

The TIP provides a summary of current transportation projects underway within King, Pierce, Snohomish, and Kitsap counties. These projects are funded with federal, state and local funds, including the most recent federal grants awarded through PSRC. 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.

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 Coordination

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.

In addition, the group meets on an ad hoc 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.

PSRC recently partnered with the Puget Sound Clean Air Agency to debut a new Regional Electric Vehicle Collaborative Clearinghouse. The clearinghouse offers a searchable website that collates relevant information, tools, and funding opportunities intended to help local planners and decisionmakers find the resources they need to prepare for electric vehicles and charging infrastructure.



Tribes in the Central Puget Sound Region

The central Puget Sound region is home to nine federally recognized Tribes: 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'kllallam Tribe, The Snoqualmie Indian Tribe, The Stillaguamish Tribe of Indians, and The Suquamish Tribe.

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 PSRC's General Assembly. As of 2022, The Muckleshoot Indian Tribe, the Puyallup Tribe of Indians, The Suquamish Tribe, and The Tulalip Tribes are members of PSRC. The Snoqualmie Tribe selected associate membership, which includes active membership, but no seats on boards or voting at General Assembly. PSRC sends letters inviting all federally recognized Tribes in the region to become members or renew membership annually.

PSRC encourages full involvement of Tribes in all its activities, including the development of VISION 2050, the Regional Transportation Plan and the Transportation Improvement Program. PSRC notifies Tribes of opportunities to participate through several 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. This statewide planning forum is a good venue to present and get feedback from Tribes.

PSRC encourages members to coordinate with Tribes. PSRC worked with Tribes and the Washington State Department of Transportation to create a best practices guide for Tribal consultation. Information on Tribes in the region are on [PSRC's Tribes webpage](#). PSRC worked with Tribes to develop a [guidance document on coordination with Tribes in comprehensive planning](#) and has included information on new Washington State law that requires local governments to coordinate on comprehensive planning with a Tribe when requested by the Tribe. PSRC has educated staff internally on Tribal issues such as Tribal treaty rights and Land Acknowledgement.

PSRC has established a Land Acknowledgement that can be used to open meetings or be included in print materials. The Land Acknowledgement has an accompanying usage guide to help staff better understand how to use the acknowledgement.

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, 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.



PSRC's Communications Program

PSRC uses its communications program to notify and engage the public about its planning activities and upcoming comment opportunities.

PSRC's Website — psrc.org

PSRC maintains a website explaining our role, purpose and programs. The website has a news section that features current activities, including opportunities for public comment. The news section is updated regularly. The website also features information about upcoming meetings, events, data, publications and more. The website may also feature meeting videos or webinars, surveys, dashboards or other interactive or visual displays. PSRC follows a privacy policy that describes the privacy protections offered to users of the agency's website. PSRC's follows the Web Content Accessibility Guidelines for its website and is striving towards making all of its online publications accessible for screenreaders.

Social Media

PSRC currently participates on five social media channels: [Facebook](#), [Twitter](#), [LinkedIn](#), [Instagram](#) and [YouTube](#). News and other information are shared regularly on the first four social media channels. Video content and webinars are made available on the YouTube channel. PSRC will also occasionally advertise on Facebook and Instagram.

Newsletters

PSRC uses electronic newsletters to notify and inform a variety of audiences about planning and PSRC activities including upcoming meetings and events, public comment periods, or new publications.

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.

Mailing Lists

PSRC continuously updates its mailing lists and contact database to maintain and initiate contact with interested parties. PSRC mailing lists include tribes, community groups, Title VI and environmental justice populations, businesses, PSRC members, and local governments. To join PSRC's mailing list use the [online form at psrc.org](#).

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 information. PSRC uses style guides for data presentation and powerpoint presentations to present a consistent, streamlined, and easy to understand visual message.

News Releases and Media Relations

PSRC distributes news releases and/or media advisories 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, detailing how to get more information or to make a comment. 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 the Information Center at info@psrc.org.

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.

Information Center

The Information Center is a clearinghouse for PSRC's regional data and publications on population, housing, economy, and transportation. Services include:

- ▶ Answering your [requests for information](#).
- ▶ Helping you find PSRC publications.
- ▶ Directing you to PSRC staff who have expertise in the area of your request.

- ▶ Delivering information about PSRC publications via email.
- ▶ Fulfilling [public records requests](#).

Reference assistance is available by telephone at 206-464-7532 or email at info@psrc.org.

Other Publications

PSRC produces publications about its activities, 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.

Local Libraries

PSRC may notify these libraries about its new publications: 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.

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 to members and on psrc.org.

VISION 2050 Awards

To raise awareness about regional planning and highlight best practices, the annual VISION 2050 awards recognize the superb work being done by public and private organizations to achieve the region's growth, economic, and transportation strategy, VISION 2050. The awards recognize innovative projects and programs that help ensure a sustainable future as the region grows.

Additional Meetings, Webinars or Events

PSRC continuously strives to improve access to information for all. PSRC may hold additional public meetings, open houses or events to explore topics in depth or gather feedback from the public. PSRC may also host online webinars or online open houses to offer more flexibility to the public and stakeholders.



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.

PSRC staff, in conjunction with the Equity Advisory Committee, have established the following desired outcomes for Public Participation at the agency:

Desired Outcomes for its Public Participation:

- ▶ Gather public input on PSRC’s activities and decisions.
- ▶ Share information with a broad and inclusive cross-section of the public.
- ▶ Ensure notification and participation of all resident populations, including Black, Indigenous and people of color, LGBTQIA2S+, low-income, people with disabilities, older people, people with limited English proficiency or veterans.
- ▶ Ensure planning decisions incorporate the concerns, needs, and visions of the region.

Best Practices for Equitable Engagement:

As part of the initial Regional Equity Strategy development process in 2022, staff created an internal toolkit for Equitable Engagement across agency departments. Though PSRC has many options for engagement techniques, the toolkit focuses on the most frequently used techniques for engagement, which include:

- ▶ Post Cards
- ▶ Social Media Posts
- ▶ Project Web Pages
- ▶ Flyers and Handouts

- ▶ Open Houses
- ▶ Community Events
- ▶ Online Surveys
- ▶ Stakeholder Interviews
- ▶ Focus Groups

Traditional outreach methods may often only reach a subset of community members. These community members are typically those who are already familiar with the local planning process and have the time to stay up to date with what is happening. As a result, many planning processes fail to adequately consider the perspectives of marginalized communities most impacted by planning decisions. This can lead to additional burdens on impacted communities, exacerbating disparities in the region.

In an effort to conduct more equitable engagement, PSRC staff have developed the following best practices:

Content Creation

- ▶ Utilize multiple social media channels to approach different communities, paying attention to how different communities utilize different platforms such as Facebook, Instagram, and others.
- ▶ Create a variety of outreach materials to appeal to a broader, more diverse range of community members.
- ▶ Translate materials into common languages in most impacted communities.
- ▶ Consider creating summary videos for various planning projects in multiple languages to disseminate information to a wide range of community members, including those who have barriers to reading written material.
- ▶ Keep text brief and use simple or appropriate language. Avoid acronyms and planner language, and do not make assumptions about a community's awareness with planning or the public process.
- ▶ Tailor material text to focus on impacts to impacted individuals, households, and communities.
- ▶ Create responsive content for multiple devices.
- ▶ Collaborate with internal staff to create/strategize/review content and messages.
- ▶ Ensure inclusive and representative messaging.

Distribution

- ▶ Facilitate partnerships with CBOs that serve impacted communities to help reach community members through outreach and information distribution.

- ▶ Address mailings for postcards in specifically impacted communities.
- ▶ Seek out specific community events attended by intended audiences such as cultural events and street festivals.
- ▶ Establish relationships with local jurisdictions' communications staff for assistance in targeted distribution.
- ▶ Conduct pre-emptive outreach to diverse audiences to ensure recipients are representative of intended audiences.
- ▶ Events
 - ▶ Feature diverse presenters that are representative of the community the engagement process is taking place in.
 - ▶ Provide compensation for a community interpreter to translate at events. This should be a trusted source from the community.
 - ▶ Including American Sign Language.
- ▶ Allow for audience feedback or responses to be collected in confidential methods.
- ▶ Hold flexible meeting times to accommodate stakeholders.

Visuals

- ▶ Post QR codes at popular locations of intended audiences.
- ▶ Use photos and visuals that are representative of communities.
- ▶ Use visualizations following the accessibility guide.
- ▶ Use icons and infographics to support audience members who have difficulties reading or language barriers.
- ▶ Consult Graphics for best practices to create flyers that are more easily read by people with vision difficulties.

Other

- ▶ Develop authentic and consistent relationships with local CBOs that understand the needs of their community. Regularly maintain these relationships to keep two-way communication ongoing. Utilize PSRC compensation policies to reimburse CBOs for their time, and consider utilizing these groups in lieu of consultants for engagement processes.
- ▶ Be flexible about how interviews are held to accommodate stakeholders, including for individuals with limited sight or other accessibility needs.
- ▶ Include opportunities for virtual participation to allow people to take less time out of their day and continue personal responsibilities.
- ▶ Utilize compensation policies where applicable.

Compensation for Engagement:

PSRC utilizes certain policies and procedures for outreach compensation to gather more thorough input from community members and better honor the time and effort it requires to engage with government agencies. These policies are designed to compensate individuals while they are not being compensated by their employers.

PSRC's compensation policies and procedures cover the following engagement activities:

- ▶ Focus Group & Community Meeting: Individuals are eligible for compensation for contributing to focus group conversations or active participation in Community Meetings.
- ▶ Committee and Working Group: Committee or working group members are eligible for compensation for the attendance of, and preparation for, committees or working groups. A regular-standing example is the [Equity Advisory Committee](#).
- ▶ Surveys & Interviews: Individuals are eligible for compensation for completing surveys and interviews.
- ▶ Community-Based Organization: Community-Based Organizations may be compensated directly to consult, provide expertise and insights to aid PSRC's planning work or to encourage responses to PSRC outreach efforts.

Public Comment Periods for Key Decisions

Feedback 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, including the length and dates of the public comment period. 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

Written public comments received during official public comment and review periods are analyzed by staff and are used as input for potential revisions to operations, plans, and programs. PSRC staff will 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 on PSRC's website.

Written comments received during formal public comment periods may also be compiled and distributed to PSRC boards or made publicly available on PSRC's website. To protect individuals' privacy on the web, personal information, such as address, phone number and e-mail, is redacted from the online version.

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.

Summary of Public Engagement Activities

PSRC provides a summary document that records all of the public involvement activities related to a key decision, including lists of presentations offered, events, or related publications. Here are some examples from past planning processes:

- ▶ [Regional Transportation Plan Appendix E: Public Outreach and Engagement](#)
- ▶ [VISION 2050 Outreach and Engagement Summary](#)



Public Participation in PSRC's Mandated Plans

Equity

Under federal guidance on Environmental Justice and Title VI, metropolitan planning organizations as part of the planning process must:

- ▶ Enhance analytical capabilities to ensure that the long-range plans 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, including an environmental justice analysis.
- ▶ 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 a growing population and 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 strategy for the Regional Transportation Plan covers a variety of projects and programs. These are identified both programmatically and as individual projects on the Regional Capacity Project list. This list includes a constrained list of 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 Regional Transportation Plan

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:

Regional Transportation Plan: Four-Year Update Cycle

Updating the RTP 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 via existing and ad hoc forums.

Public Participation Process will include:

- ▶ 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 on the website.
- ▶ 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 postings.
- ▶ 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. 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

A major amendment is a revision to the long-range plan that requires additional plan-level SEPA review and potentially has a noticeable impact on the regional air quality conformity determination. Major amendments require the approval of PSRC's General Assembly, which meets annually.

RTP Major Amendment Public Participation Process will include:

- ▶ 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.
- ▶ Approval at a public board meeting by General Assembly.
- ▶ Post approved RTP major amendment on the PSRC website.

RTP Minor Amendment

A major amendment is a revision to the long-range plan that requires additional plan-level SEPA review and potentially has a noticeable impact on the regional air quality conformity determination. Major amendments require the approval of PSRC's General Assembly, which meets annually.

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 project information that does not impact the regional analysis, 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.

Transportation Improvement Program

The Transportation Improvement Program (TIP) implements the policy and investment priorities expressed by the public and adopted by PSRC in VISION 2050 and the Regional Transportation Plan (RTP). 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 request a printed copy of the project listings from 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 up-date of the TIP, which is available on the web with the rest of the documentation. This analysis typically is included as an Equity Analysis or Environmental Justice appendix to the TIP document.

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 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 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.

Public Participation Process will include:

- ▶ Prior to developing a new TIP, PSRC conducts a competitive process to distribute regionally managed federal funds. This process begins with development of a policy framework with advisory committees for approval by PSRC boards at their public board meetings streamed live over the Internet. Recommendations of funding to projects are similarly presented for approval to PSRC boards. Public notice of these board actions may be made via the PSRC website, agenda packets, email newsletters or print newsletters.
- ▶ Notify public of opportunities to participate via news releases, email newsletters, and PSRC website.
- ▶ Release Draft TIP for 30-day public review and comment period. The Draft TIP includes a detailed listing of projects and additional documentation such as the regional air quality conformity analysis, equity analysis, financial plan, web map and other information.
- ▶ Draft TIP available from the Information Center.
- ▶ Post 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

A Routine Amendment includes 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.

Administrative Amendments

Administrative amendments can be approved by PSRC staff. These include existing projects requesting minor modifications such as updating a program year or a minor adjustment to the project description. Additionally, PSRC staff is authorized to approve new projects and modifications to existing projects that are not regionally significant with a total estimated project cost of \$3 million or less.

Federal Transit Administration Program of Projects Public Participation Requirements

Federal planning regulations governing the metropolitan planning process require MPOs to include the public and solicit comment when developing the long-range transportation plan and the TIP. The Federal Transit Administration (FTA) has determined that when a recipient of FTA funds follows the procedures of the public involvement process outlined in the planning regulations, the recipient satisfies the public participation requirements associated with development of the Program of Projects (POP). This Public Participation Plan follows the procedures for public involvement associated with TIP development and therefore satisfies public participation requirements 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 FTA's POP requirements.

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.

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.

VISION 2050

VISION 2050 is updated about every 10 years in preparation for new local comprehensive planning cycles. The process to update VISION involves 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 Growth Management Policy Board and many stakeholder advocacy groups play key roles in providing feedback on the policy and 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 a VISION update via existing and ad hoc forums.

VISION 2050 Update Public Participation Process will include:

- ▶ Notify the public of SEPA action, as applicable.
- ▶ VISION update reviewed at the public board meetings of the Growth Management 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 on the website.
- ▶ 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 postings.
- ▶ Conduct intergovernmental consultation, as appropriate.
- ▶ Release Draft Plan for at least a 45-day public review period.
- ▶ Public hearing for updated multicounty planning policies.
- ▶ Respond to significant comments.
- ▶ Adoption process through public board meeting cycle beginning with the Growth Management 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. Growth Management Policy and Executive Board meetings are streamed live on psrc.org.

Regional Economic Strategy

The Regional Economic Strategy is updated every five years. A well-led, broadly inclusive process is vital to the creation of a relevant and effective document. It also serves to build leadership, enhance cooperation, and foster public ownership and enthusiasm. The process to update the Regional Economic Strategy involves extensive public consultation and participation involving hundreds of Puget Sound residents, public agency officials and stakeholder groups over many months. PSRC's Economic Development District Board and many stakeholder advocacy groups play key roles in providing feedback on the policy and 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 a Regional Economic Strategy update via existing and ad hoc forums.

Regional Economic Strategy Update Public Participation Process will include:

- ▶ Strategy update reviewed at the public board meetings of the Economic Development District Board, 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.
- ▶ Documents available for viewing on the website.
- ▶ 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 postings.
- ▶ Conduct intergovernmental consultation, as appropriate.
- ▶ Release Draft Plan for at least a 30-day public review period.
- ▶ Adoption process through public board meeting of the Economic Development District Board, which is streamed live over the internet.



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

Website/Blog/Social Media

Information collected:

- ▶ 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.

Webstreaming

Information collected:

- ▶ Number of people watching the webstream
- ▶ Comments made by people watching the webstream
- ▶ 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

Information collected:

- ▶ Attendance
- ▶ Comments made at and after meetings
- ▶ Discussed by staff after meetings
- ▶ 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

Information collected:

- ▶ 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 webstream views.

Social Media

Information collected:

- ▶ Facebook statistics
- ▶ Blog statistics

- ▶ Twitter statistics
- ▶ LinkedIn Statistics
- ▶ YouTube Statistics
- ▶ Comments

This information shows the effectiveness of engaging through social media.

News Releases/Media Advisories

Information collected:

- ▶ 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

Information collected:

- ▶ 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

Information collected:

- ▶ Number of comments received

- ▶ Number of click throughs on online 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

- ▶ 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, Environmental Justice

- ▶ Number of requests for alternate formats
- ▶ Number of participants in meetings

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 on PSRC’s website. Any major updates will include 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.



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

Bipartisan Infrastructure Law/Infrastructure Investment and Jobs Act

The IIJA was signed into law on November 15, 2021. The Act reauthorized the federal-aid highway program through fiscal year 2026.

The IIJA 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 IIJA 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 nonattainment 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 nonsignificance (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 a 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 addended. 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 implications of the 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 public 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(8)] and prohibiting using lists of persons to promote election of persons or for promotion or opposition of ballot measures [RCW42.17.130]). PSRC’s Public Records Officer may be reached via PSRC’s website (psrc.org), phone (206-464-7532) or email (publicrecords@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.