

AGENDA

Thurston Regional Planning Council

Friday, January 8, 2016 – 8:30 a.m. to 11:30 a.m.

2424 Heritage Court SW, Suite A
Conference Room A, 1st Floor
Olympia, WA 98502

Note *DATE & EXTENDED TIME*

OPENING – 8:30 a.m.

- 1. Call to Order**
- 2. Introductions**
- 3. Approval of Agenda** **ACTION**
- 4. Public Comment Period**
- 5. Consent Calendar** **ACTION**
 - a. Approval of Minutes** (Attachment) –December 4, 2015
 - b. Approval of Vouchers** (Attachment) – Jared Burbidge
 - c. Approval of RTIP Amendment 16-01** (Attachment) – Jailyn Brown

OTHER BUSINESS

- | | | |
|---------------------|------------------------------------------------------------------------------------------------------|---------------------|
| 8:40 am
25 mins | 6. Transportation Benefit District (TBD) – Ramiro Chavez, Thurston County Public Works | PRESENTATION |
| 9:05 am
20 min | 7. Transportation Model Update (Attachment) – Veena Tabbutt | PRESENTATION |
| 9:25 am
5 mins | 8. Call for Written Officer Nominations (Attachment) – Chair Virgil Clarkson | INFORMATION |
| 9:30 am
10 mins | 9. South Sound Military & Communities Partnership Participation (Attachment) – Lon Wyrick | ACTION |
| 9:40 am
20 mins | 10. Proposed Organizational Restructure (Attachment) – Lon Wyrick | ACTION |
| 10:00 am
10 mins | 11. 2016 TRPC Operating Budget (Attachments) – Lon Wyrick | ACTION |
| 10:10 am
10 mins | 12. Legislative Priorities (Attachment) – Karen Parkhurst | DISCUSSION |
| 10:20 am
30 mins | 13. The Profile (Attachment) – Veena Tabbutt & Michael Ambrogi | PRESENTATION |
| 10:50 am
10 mins | 14. Report from Outside Committee Assignments (Oral/Written Report) | INFORMATION |
| 11:00 am
15 mins | 15. Member Check In – Chair Virgil Clarkson | DISCUSSION |
| 11:15 am | 16. Executive Director’s Report | INFORMATION |
| 11:30 am | 17. Adjourn | |

Additional Informational Enclosures:

1. TPB Minutes (available upon request)

NEXT MEETING: Friday, February 5, 2016

TRPC ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person based on race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding TRPC's Title VI Program, you may contact the Department's Title VI Coordinator at 360.956.7575.

If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator.
For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.

ThurstonHereoThere.org is an easy-to-navigate website which includes information on carpooling, vanpooling, rail, air, bus, bike, walking, health, telework and flexible schedules, recreation, and school transportation. Please consider using an alternate mode to attend this meeting: bike, walk, bus, carpool, or vanpool. This facility is served by Intercity Transit Routes 43 and 44.

TRPC's mission is to

“Provide Visionary Leadership on Regional Plans, Policies, and Issues.”

To Support this Mission:

- A.** Support **regional transportation** planning consistent with state and federal funding requirements.
- B.** Address **growth management, environmental quality, economic opportunity, and other topics determined by the Council.**
- C.** **Assemble and analyze data** that support local and regional decision making
- D.** Act as a **“convener”**, build regional **consensus** on issues through information and citizen involvement.
- E.** Build **intergovernmental consensus** on regional plans, policies, and issues, and advocate local implementation.

September 2011

**THURSTON REGIONAL PLANNING COUNCIL
MEETING NORMS**

Show up

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

Be prepared

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

Participate

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

Be respectful

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

Report back

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

Feel good

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

MINUTES OF MEETING

THURSTON REGIONAL PLANNING COUNCIL

Friday, December 4, 2015

2424 Heritage Court SW

Conference Room A, 1st Floor

Olympia, WA 98502

Call to Order

Chair Virgil Clarkson called the meeting to order at 8:30 a.m. Everyone present provided self-introduction. Councilmember Miller introduced Olympia School Boardmember-elect Joellen Wilhelm.

Attendance

Members Present:

Thurston County:	Sandra Romero, Commissioner
Town of Bucoda:	Alan Vanell, Councilmember (Secretary)
Intercity Transit:	Karen Messmer, Authority Member
City of Lacey:	Virgil Clarkson, Councilmember (Chair)
LOTT Clean Water Alliance:	Cynthia Pratt, Boardmember
City of Olympia:	Nathaniel Jones, Councilmember
Olympia School District:	Allen Miller, Boardmember
Timberland Regional Library:	Bill Wilson, Staff (Alternate)
City of Tumwater:	Tom Oliva, Councilmember (Vice Chair)
City of Yelm:	Bob Isom, Councilmember
Thurston PUD:	Russ Olsen, Commissioner
Lacey Fire District #3:	Gene Dobry, Commissioner
The Evergreen State College (TESC):	Jeanne Rynne, Staff
Thurston Economic Dev. Council:	Michael Cade, Staff

Members Absent:

Nisqually Indian Tribe:	Heidi Thomas, Staff
North Thurston Public Schools:	Chuck Namit, Boardmember
Port of Olympia:	George Barner, Commissioner
City of Rainier:	Dennis McVey, Councilmember
City of Tenino:	Brett Brodersen, Mayor
Confederated Tribes of the Chehalis Reservation:	Amy Loudermilk, Staff

Staff Present:

Lon Wyrick, Executive Director
Jared Burbidge, Assistant Director
Karen Parkhurst, Senior Planner
Jailyn Brown, Senior Planner
Sarah Selstrom, Administrative Assistant
Veena Tabbutt, Senior Planner
Paul Brewster, Senior Planner
Katrina VanEvery, Associate Planner
Rosalie Bostwick, Office Manager
Bethany Nylander, Intern
Tom Gow, Recording Secretary

Others Present:

Doug DeForest, Transportation Policy Board
Joel Carlson, Citizen
Ann Freeman-Manzanares, Intercity Transit
Joellen Wilhelm Olympia School District
Tom Crawford, TCAT

Approval of Agenda – ACTION ITEM

The agenda was amended to confirm the status of Alan Vanell as a member because of his recent break in service as a Councilmember for the Town of Bucoda. He was recently reappointed to the Council and previously served as TRPC's Secretary. An introduction of a new employee was added to the agenda.

Councilmember Miller moved, seconded by Councilmember Romero, to approve the agenda as amended. Motion carried unanimously.

Public Comment

There were no public comments.

Consent Calendar – ACTION ITEM

- a. Approval of Minutes – November 6, 2015
- b. Approval of Vouchers
- c. Approval of Draft 2016 Work Program

Councilmember Oliva moved, seconded by Councilmember Isom, to approve the consent calendar as published. Motion carried unanimously.

Councilmember Miller left the meeting.

OTHER BUSINESS

Reaffirmation of Secretary Position – ACTION

Executive Director Wyrick requested the Council's consideration to reaffirm Alan Vanell as TRPC's Secretary due to his short absence as a Town of Bucoda Councilmember and recent appointment to the Bucoda Town Council.

Councilmember Oliva moved, seconded by Councilmember Pratt, to reappoint Alan Vanell as Secretary for TRPC.

Councilmember Vanell described the reason for his short absence from the Council.

Motion carried unanimously.

New Employee Introduction – RECOGNITION

Executive Director Wyrick introduced Katrina Van Every as the agency's newest Associate Planner. Ms. Van Every is from Jackson, Wyoming and is currently working with the south county communities of Tenino, Rainier, and Bucoda.

Recognition & Staff Anniversaries – RECOGNITION

Executive Director Wyrick reported that on behalf of TRPC, he and Senior Planner Tabbutt, as well as former Senior Planner Kathy McCormick accepted a Lifetime of GMA Achievement Award by Governor Jay Inslee during a November 13 reception commemorating the 25th anniversary of the state's Growth Management Act. The reception was held at the Tacoma Glass Museum. A special piece crafted by glass artist, Dale Chihuly, was presented to TRPC as recognition for its achievement.

Chair Clarkson recognized Jared Burbidge for five years of service as the Assistant Director. Assistant Director Burbidge was presented with a certificate of appreciation for his five years of service to TRPC.

Chair Clarkson acknowledged Paul Brewster for his 15 years of service. Chair Clarkson presented Mr. Brewster with a certificate.

Chair Clarkson recognized Executive Director Wyrick for his 15 years of service as Executive Director beginning in July 2000. Chair Clarkson presented him with a certificate recognizing his 15 years of service.

Senior Planner Karen Parkhurst was recognized for her 15 years of service to TRPC serving in a number of transportation-related projects and initiatives for rural mobility and commute trip reduction. Chair Clarkson presented a certificate to Ms. Parkhurst recognizing her 15 years of service.

Office Manager Rosalie Bostwick received recognition for her behind-the-scenes work overseeing clerical staff and for accounting, billing, and budget tracking. Ms. Bostwick has served the agency for over 30 years in different capacities and her insights and institutional knowledge are critical to the agency's success. Ms. Bostwick was congratulated for her 30 years of service and presented with a certificate.

TCAT Survey Results - PRESENTATION

Executive Director Wyrick introduced Tom Crawford, Thurston Climate Action Team (TCAT), who provided information on the outcome of TCAT's survey results.

Mr. Crawford reported that in 2010 Thurston County conducted a study of projected local impacts caused by climate change. Some of the effects are evident, such as an increase in average temperature and an increase in fires, flooding, and sea level rise. As the average temperature changes in the region, some animal species are beginning to thrive and are creating problems for the region. Climate change is increasing temperatures, creating more heat waves, and reducing air quality, creating more incidents of asthma, heat stroke, and other heat-related health issues. Those extremes will lead to more moles and other pests creating an environment for more disease.

Other studies indicate increased difficulty in producing electrical energy in terms of supply because of impacts to hydropower caused by weather, as well as damage to transmission lines caused by increases in storms and flooding.

Food supplies are another area of risk caused by climate change because of the inability to grow food in some areas of the nation/world and transportation impacts.

TCAT completed a study on greenhouse gas emissions in Thurston County and the source of emissions centering on building energy (heat/lights) and vehicles. Emissions occurring in 1990 were calculated to establish a baseline to coincide with Sustainable Thurston's baseline target of 1990. The target forecasts a 25% reduction of 1990 emission levels by 2020 and an 80% reduction by 2050. Between 1990 and 2010, the region experienced an increase in emissions. To achieve the target by 2020, more efforts are necessary through partnerships with state agencies, the Legislature, and the federal government. Sound local policies are necessary to encourage energy efficiency and increase the use of renewable energy sources, increase investments and incentives to provide the financial capability, and advocacy at the state and federal levels.

Tremendous opportunities will be created in economic development, new businesses, more jobs, and reducing costs to residents. Savings from transportation expenses - by making transportation less costly and more efficient - in combination with energy efficiency in homes and businesses, could save Thurston County residents billions of dollars.

A number of investments were identified in the Sustainable Thurston Plan. Others were identified through research and studies by other communities across the country. Examples of investments could include

increasing energy efficiency through Thurston Energy, promoting solar, improving the transportation system, and increasing community engagement and education.

Councilmember Wilson arrived.

Funding for the survey was received from Thurston County and LOTT Clean Water Alliance. The funds were leveraged through faculty partnerships with St. Martin's University, South Puget Sound Community College and The Evergreen State College for guidance and assistance in completing the survey. Students were hired to conduct the telephone surveys between June 22 and June 30.

Survey topics included: community and environment, climate change, renewable energy and energy efficiency, and the kinds of projects or activities that would be supported. Other survey questions involved energy usage in homes and in future homes, sources of climate change information, and some demographic questions.

Survey responses to the question about the quality of community life in Thurston County received positive responses with 25% reporting excellent and over half of the respondents rating quality of life as "pretty good."

Councilmember Jones arrived.

Top responses to "community concerns" centered on traffic, population growth, homelessness, and growth management. The number one response to "environmental issues" was water quality.

Approximately 91% of the respondents believe climate change is real and 85% believe that people are mostly or partly responsible for climate change. Approximately 79% believe that climate action is important and 77% believe that inaction will lead to serious problems within Thurston County.

Approximately 75% of the respondents supported action for clean energy. The strongest responses centered on improvements in health, protecting future generations, protecting the environment, creating jobs, and saving money. Survey respondents were supportive of initiatives, actions, or programs with home energy efficiency, walking and biking, clean energy businesses, and ensuring the programs are countywide eliciting the most favorable responses. North county and south county responses didn't generate too many differences. Responses did vary based on age and income level with the most significant difference based on the respondent's political views.

Mr. Crawford reported there were no significant differences by age, income, geography, gender, or education level in terms of agreeing with action to improve transit options or other transportation modes. Approximately 75% of the respondents are willing to pay something to support programs and 69% are willing to pay \$10 or more a year. As the range of the amount increased, the number of responses increased, which speaks to the intensity of interest and willingness to contribute money. Of the respondents willing to pay more, 63% were willing to pay a small increase in sales, utility, or property tax. A majority of respondents admitted not considering energy or energy efficiency in their current homes with 74% indicating a desire to pay attention to future options.

In terms of information sources, most of the respondents receive information about climate change, revealing an increasing awareness.

The survey results demonstrate county residents feel positive about the quality of community life and are very concerned about climate change and its local effects on health. Most favor countywide action in specific areas and actions should be coordinated across the county. Most would support clean energy programs with money with a degree of receptivity for small tax increases.

Mr. Crawford encouraged the Council to consider incorporating similar questions within ongoing work involving transportation systems and possibly reconsider whether particular actions increase or decrease the use of renewable energy and energy efficiency, assess the impact on greenhouse gas emissions, and identify alternatives that might enable the increase use of renewable energy.

TCAT's future tasks include agreeing on greenhouse gas energy usage targets, selection of the top priority actions and projects that would most likely achieve the desired outcomes and greatest benefits at the most reasonable cost, and identification of sustained and dedicated funding sources for moving forward.

One opportunity is joining with Thurston Thrives as that effort is a community partnership promoting collaboration in public health and social services. Thurston Thrives is interested in aligning efforts to make a bigger difference in the health of the community and residents. TCAT submitted a proposal to the Thurston Thrives Coordinating Council, which was approved, to form a Clean Energy Hub. The first meeting is scheduled on December 15 with some recruiting efforts initiated within the housing, development, and transportation sectors. The goal is to develop a clean energy plan and to include an identified source of funding.

Councilmember Pratt asked about the size of the survey. Mr. Crawford said the survey was a random set of phone numbers generating approximately 400 valid statistical responses.

Councilmember Rynne asked whether the Clean Energy Hub has defined "clean energy." Mr. Crawford replied that the definition is broadly defined and includes energy efficiency, conservation, renewable energy, solar, and transportation options.

Councilmember Isom asked whether the respondents' willingness to pay more were categorized by income level. He expressed interest in learning about the income levels of those respondents willing to pay. Mr. Crawford affirmed the survey analysis was cross-tabbed and the information could be provided.

Joel Carlson commented that California has a zero emissions vehicle mandate, while Washington does not, creating many more choices in electrical vehicles and hybrids than afforded in Washington State. Over three-fourths of all solar installations in California are leases, which is prohibited in Washington. It's likely the state could increase the number of solar installations if leasing was allowed. Mr. Crawford reported on potential legislation for improving solar installations in the state. Leasing of solar panels is possible in the state. The major hurdle is the lack of provisions for solar companies to receive incentive banks, which is creating the problem.

EXECUTIVE SESSION

Executive Director's Evaluation – TRPC Evaluation Subcommittee

Chair Clarkson recessed the meeting to an executive session at 9:25 a.m. to discuss the annual evaluation of the Executive Director. No decisions will be rendered during the executive session. The session affords an opportunity for the Council to discuss and ask questions. The executive session was scheduled for approximately 20 minutes.

Chair Clarkson reconvened the regular meeting from the executive session at 9:50 a.m.

Executive Director's Evaluation – TRPC Evaluation Subcommittee - ACTION

Chair Clarkson recommended a motion to approve the Executive Director's Evaluation Subcommittee's evaluation and a 2.75% merit award recommendation.

Councilmember Oliva moved, seconded by Councilmember Isom, to award a one-time merit increase of 2.75% of the base salary of the Executive Director.

Councilmember Oliva commented that the subcommittee and the Council discussed the evaluation and concluded Executive Director Wyrick is doing a superb job and the Council appreciates his service.

Motion carried unanimously.

Chair Clarkson requested a volunteer to serve as TRPC's representative on the Washington State Capitol Furnishings Preservation Committee to replace Councilmember Miller, who is leaving TRPC next year.

Councilmember Messmer moved, seconded by Councilmember Oliva, to nominate and elect Councilmember Romero to serve as the TRPC representative on the Washington State Capitol Furnishings Preservation Committee. Motion carried unanimously.

2016 Legislative Priorities – DISCUSSION

Planner Parkhurst distributed and reviewed a draft of the 2016 Legislative Priorities for the Thurston region under the major categories of:

- Transportation
- Homelessness & Affordable Housing
- Shared Revenue Options & Local Funding
- Sewer Conversions

Councilmember Romero shared information on recent efforts by a county workgroup to identify funding sources to help rural residents maintain existing septic systems. She recommended the Council consider supporting the effort because most residents cannot afford to convert to sewer. Planner Parkhurst recommended including additional information on the effort within the description.

Planner Parkhurst reviewed how legislative priorities align with Council priorities identified during the last Council retreat. The alignment is an important message to legislators reconfirming how the region's legislative priorities are issues the Council is working on at both a regional and local level.

Executive Director Wyrick reported that Puget Sound Regional Council (PSRC) is not pursuing legislative priorities this year for several reasons. PSRC is pursuing a local transportation initiative and agreed to step back from its legislative priorities during the next legislative session. However, it's important for TRPC to continue to pursue and promote the region's legislative priorities with legislators.

Chair Clarkson shared that he was asked to attend an Association of Washington Cities (AWC) workshop on a homelessness and affordable housing initiative being pursued by the City of Seattle. He offered to share a copy of the data. Thurston County is much further advanced than other counties in combating homelessness and providing more affordable housing. When the initiative was first drafted, it pertained only to larger cities with a population of 50,000 and higher. However, statewide needs called for the inclusion of smaller cities and towns.

Councilmember Olsen shared information on a bill moving forward during the next session for a \$20 million investment for cleanup of historical gas station sites where owners lack the financial ability to clean up sites. The funds would also update existing tanks and install more electrical charging stations. He encouraged the region's support of the bill.

Councilmember Messmer recommended the inclusion of transit and trails within the Transportation Priority for preservation and maintenance of the multimodal system and complete current projects. The Council supported the recommendation.

Councilmember Oliva reported on the City of Tumwater's interest in pursuing the Legislature for extensions and incentives for solar. He suggested considering climate change as a regional legislative priority.

Planner Parkhurst asked for feedback on the suggestion. Councilmember Pratt recommended including a priority of energy efficiency to address climate change. Councilmember Rynne suggested including "renewable energy and energy efficiency." Councilmember Romero recommended reviewing energy efficiency bills sponsored by the Building Code Council.

Councilmember Vanell supported the continuation of the regional trail network from Yelm to Bucoda and connecting to the Lewis County trail system in Centralia and extending to Raymond. Executive Director Wyrick recommended having the Transportation Policy Board work on fine-tuning a description of the route and then pursuing the route/project as a legislative priority.

Councilmember Messmer said local funds are required to complete the work to identify future routes and segments. She suggested contacting Tumwater Mayor Pete Kmet as the City is working on pursuing work on some regional trail segments.

Councilmember Romero reported the county's Capital Facilities Plan includes some funds for completion of a trail segment near Moon Road in the south county area.

Planner Parkhurst recommended providing an update on the status of the regional trail plan and efforts by jurisdictions to support the plan.

Planner Parkhurst asked for feedback on adding the legislative priority recommended by Councilmember Olsen. Chair Clarkson recommended obtaining additional details on the bill for review by the Council. Councilmember Olsen offered to provide the bill package to staff.

Planner Parkhurst reminded the Council of efforts by staff to schedule meetings with legislators. She encouraged the Council to participate in legislative visits and notify staff of planned participation in the event a scheduled meeting is cancelled.

RTIP Amendment 16-01 – 1ST REVIEW

Senior Planner Jailyn Brown requested the Council's consideration of a proposed amendment from Washington State Department of Transportation. Last September, a truck's over height load struck and damaged the I-5/93rd Avenue SW Bridge. WSDOT was able to repair one girder but needs to replace another girder. The proposed amendment adds a new project to the RTIP to repair the bridge.

Councilmember Rynne asked whether an existing project is removed from the list to accommodate the new project. Planner Brown noted that normally, federal funds are available for emergency repairs. The project has utilized some of those funds.

Councilmember Dobry asked whether WSDOT has pursued compensation from private insurance. Executive Director Wyrick affirmed the state's aggressive efforts to seek compensation when infrastructure is damaged by the trucking industry or others.

Councilmember Miller returned to the meeting.

RTP Update – Review of Draft Materials - DISCUSSION

Senior Planner Jailyn Brown presented and asked for feedback on draft materials prepared for the update of the Regional Transportation Plan (RTP). The review included:

- Chapter 6 – Environmental Considerations
- Appendix F – Public Involvement
- Appendix 0 – RTP Update Process

Chapter 6 – Environmental Considerations

The draft is similar to the existing section in the RTP with the addition of noise because of new language included within the Countywide Planning Policies. Another addition is acknowledgment that electric vehicles do not generate noise and can subsequently create a hazard for bicyclists and pedestrians.

Councilmember Romero referred to recent incidents of poor air quality in the region and questioned whether the statement, "While the region now enjoys excellent air quality..." is an accurate assessment of air quality in the region. Planner Brown referred to incidents experienced by region of weather inversion whereby air is trapped at the ground level. In the 1980s, the region experienced air quality issues caused by wood smoke from fireplaces and outdoor burning. During most of the year, the region's air quality is good and the contribution from transportation sources is not creating poor air quality. Councilmember Romero commented that the language might reflect an overstatement as the region generally has clean air rather than excellent air quality.

Councilmember Pratt remarked that as a member of the Olympic Region Clean Air Agency (ORCAA), she is aware that Thurston County often experiences increased air pollution levels that other counties within the jurisdiction of the ORCAA do not. She recommended including a reference to federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding received by the region.

Councilmember Messmer referred to some conflicts in statistics within different sections of the chapter that might benefit from including additional information on the region's carbon emission reduction goals through Sustainable Thurston and how it relates to PM10 and the projected increase in traffic. It's important to reconcile the various statistics by including additional language. The chapter also lacks mention of electric vehicles. The chapter should acknowledge electric vehicles and the location of emissions caused by electrical charging stations. The section under water quality should recognize permeable hard surfaces as it has become emergent in the region since the last plan. Additionally, some instances of terminology should be reexamined, such as alternative transportation because it broadly assumes that everyone prefers single occupancy or motorized vehicles. Another term to reconsider is "non-motorized." More conversation should be included about the efforts and activities of Thurston Thrives in relationship to the RTP. The Thurston County Health Department has programs and activities in addition to Thurston Thrives. She suggested having the Health Department review the draft because of the importance of representing those relationships in terms of personal health in today's environment.

Councilmember Vanell asked for additional information on the regulations by many communities to restrict trains from blowing whistles at night. Planner Brown advised that some communities limit train whistles at night. She offered to provide information on those jurisdictions limiting the activity.

Councilmember Pratt referred to numerous references to PM10 while most of the data centers on PM2.5. Planner Brown said the reference is included because of the region's prior air quality conformity requirement caused by wood smoke rather than from transportation sources. Additionally, provisions in the Clean Act have changed. At one time PM10 was the priority pollutant while today the priority pollutant is PM2.5; however, the Thurston region continues to be regulated for PM10.

Appendix F – Public Involvement

The region has expanded public outreach for transportation through the efforts of the Vision Reality Task Force, Human Services Transportation Forum, Sustainable Thurston Task Force, the Urban Corridors Task Force, and the region's Commute Trip Reduction Program. Over the last 10 years, TRPC expanded public outreach capabilities. A grant afforded the opportunity for TRPC to develop a traveler information website: Here to There. Other efforts include the platform MindMixer as a new way of civic engagement during the Sustainable Thurston planning effort. Staff also developed a series of games to solicit public input and to help communicate some issues to the public.

The RTP's public involvement strategy focuses on discovery and discussions surrounding rail, energy and the environment, and private service providers. A website was created on information of different forms of active transportation options. The region also developed a transportation survey and an investment calculator supporting the survey. Survey results reflected interest in considering predictable alternatives for travel options to central Puget Sound. Respondents expressed interest in rail, bus transit, and HOV lanes. Much of that interest has been reflected in the region's work program.

Survey comments identified a range of personal transportation priorities that often conflicted. Other comments espoused the need for government to be more efficient.

In March, the Council is scheduled to consider releasing the draft RTP for public comment. The release will be advertised in local newspapers, on the website, through local media, and through the Timberland Regional Library. TRPC also relies on email lists and the Council to disseminate information to respective constituents. The plan will be available in alternative formats and languages as requested. During the public comment period from March 9 through April 8, staff can also schedule presentations on the RTP to local boards, commissions, and councils. Planner Brown encouraged those in attendance to contact her to schedule a presentation.

The Council supported moving forward with the current draft of Appendix F.

Appendix O – RTP Update Process:

After adoption of the RTP, Appendix O identifies state, federal, and countywide planning policy requirements for maintaining the plan and articulates the current update process of an annual review and amendment initiated by the Technical Advisory Committee (TAC) and the Transportation Policy Board (TPB). Every five years, the Council reviews whether an update is warranted based on current conditions. The Council previously elected to complete a major update of the plan every 10 years. Additionally, there are review requirements by the state and federal government.

Not included in the plan but clearly articulated by the Council and the TPB is for the plan to be a living document with work program priorities and project lists reviewed regularly. The Council has requested a state of the system report to document progress, issue areas, and options to consider for addressing issues.

The Council supported moving forward with the current draft of Appendix O.

Member Update – UPDATE

Councilmember Vanell reported on the grant from the Chehalis Flood Authority for an elevation change to Bucoda's Main Street. Because of recent elections in Tenino, representation is lacking from both Tenino and the City of Rainier on the Council. Councilmember Vanell said he is seeking assistance from the County Commissioners and TRPC to assign representatives. Executive Director Wyrick shared information on his recent meetings with representatives from both cities to review the appointment process and the Council's bylaws. Both councils plan to appoint representatives to TRPC.

Councilmember Miller commented on Councilmember Romero's appointment to replace him on the Washington State Capitol Furnishings Preservation Committee. Councilmember Romero was responsible for educating him on Wilder and White and the Capitol Campus in 1985/86 when he was a member of the Olympia Planning Commission.

Councilmember Miller reported on the February 23, 2016 Founder's Day fundraiser for the committee at the Governor's Mansion at 5:30 p.m. He invited members to attend the event. He added that he has enjoyed serving as a member of TRPC.

Report from Outside Committee Assignments – INFORMATION

Councilmember Pratt reported the PSRC Growth Management Policy Board cancelled its December meeting.

Doug DeForest shared that Josh Brown, Executive Director, PSRC, recently reported that Tacoma voters approved the first street improvements in 47 years. Mr. Brown is also optimistic about the passage of the federal transportation trust fund.

Executive Director Wyrick reported on the short continuation of MAP -21 recently approved by Congress. The full bill is moving to the Senate. The proposal includes a slight increase in the overall transportation budget.

The proposal is a six-year program with funding identified for three to four years to afford some consistency to states and regions.

Mr. DeForest reported the next PSRC TPB meeting is on Thursday, December 10. The agenda includes a briefing on the success of HOV lanes on I-405.

Councilmember Cade announced Thurston Economic Development Council's annual Regional Economic Forecast & Innovation EXPO on Thursday, December 10 at Great Wolf Lodge beginning at 8 am until 2 p.m. The keynote speaker is Dr. Bill Conerly from Portland. Five breakout sessions run concurrently during the event. Persons interested in attending can register at www.thurstonedc.com.

Executive Director's Report – INFORMATION

Executive Director Wyrick updated members on the North Lewis County Transportation and Economic Development Study for Centralia and the Grand Mound area. Lewis County allocated \$500,000 from distressed county timber funding to examine the west side of I-5 for improving accessibility within commercial and industrial areas. TransAlta, which is phasing out operations, has a significant amount of property that will be marketed for industrial uses. Access to the property is an issue for commercial and industrial development without impacting Bucoda, Tenino, and SR 507. Last year, the Legislature included \$55.5 million to address the economic development issue. Executive Director Wyrick said he's a member of the steering committee along with representatives from Thurston County and the cities to discuss development of the study. A technical committee will include representation from the Thurston region as well. The first year's effort is slated to identify potential concepts and ideas. The Chehalis Tribe has expressed interest in creating another interchange for its commercial and industrial properties near Great Wolf Lodge and the Grand Mound area.

Mr. DeForest commented on recent improvements to the Harrison Avenue I-5 exit in Centralia, which eliminated the Mellen Street exit.

Other Business – DISCUSSION

Administrative Assistant Selstrom reminded members that the January meeting has been rescheduled to January 8 because of the New Year's holiday.

Chair Clarkson acknowledged the service of Councilmembers McVey, Barner, and Brodersen.

Adjournment

With there being no further business, Chair Clarkson adjourned the meeting at 10:57 a.m.

Virgil Clarkson, Chair

Lon Wyrick, Ex-Officio Secretary



MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Jared Burbidge, Assistant Director

DATE: December 31, 2015

SUBJECT: Approval of Vouchers

PURPOSE

Approve the payroll, voucher lists and journal vouchers.

Summary:

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

REQUESTED ACTION

Approve the following vouchers for warrants dated December 3 – 24, 2015 plus journal vouchers for a total of \$316,134.39.

Payroll Voucher December	\$ 139,923.97
Warrant Control List by Voucher (4)	\$ 174,638.84
Journal Entries for December 2015 (Central Services)	\$ 1,571.58

79:rb
Attachments

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



Lon D. Wyrick
Executive Director

2424 Heritage Court SW
Suite A
Olympia, WA 98502-6031
360-956-7575
360-956-7815 Fax
www.trpc.org

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

DECEMBER 2015

Description	\$ Amount
Infrastructure	9.00
Mailroom	100.75
Indirect	1,175.58
Computer Services	286.25
TOTAL	\$1,571.58

THURSTON REGIONAL PLANNING COUNCIL
OLYMPIA, WASHINGTON 98502-6031

PAYROLL
Voucher No.
Dec-15

THURSTON REGIONAL PLANNING COUNCIL

	FUND	ORGN	OBJT	AMOUNT	
1	Salaries	6490	Z100	510000	111,295.16
2	Extra Help	6490	Z100	516000	1,515.00
3	OASI	6490	Z100	521000	8,497.82
4	Health Care Authority	6490	Z100	523000	18,615.99
5	Vacation/Sick Leave Cash Out	6490	Z101	510000	0.00
TOTAL					139,923.97

STATE OF WASHINGTON - COUNTY OF THURSTON

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Thurston Regional Planning Council, and that I am authorized to authenticate and certify to said claim.

SUBSCRIBED THIS 24TH DAY OF DECEMBER 2015:

(SIGNED) *Rosal Boonick*

APPROVED AND AUTHORIZED BY *Jane M. Brubaker*
Assistant Director

TRPC Officer

Rosalie Bostwick

From: counvanell <counvanell@scattercreek.com>
Sent: Thursday, December 24, 2015 9:51 AM
To: Rosalie Bostwick
Subject: Approval of payroll for December 2015

STATE OF WASHINGTON - COUNTY OF THURSTON

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Thurston Regional Planning Council, and that I am authorized to authenticate and certify to said claim.

I approve the voucher payroll for December 2015 in the amount of \$139,923.97.

SUBSCRIBED THIS 24TH DAY OF DECEMBER 2015.

Alan Vanell, Secretary



WARNT-CTL: 120715RP 12/07/2015

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
873998	2194	GARY J GEORGE	48438		INV	11/30/2015	478.46	ACCT NO. 2017
874001	9881	DOUGLAS DEFOREST	982587		INV	11/30/2015	94.30	NOVEMBER 2015
874003	11084	SOFTWAREONE INC	US-PSI-432471		INV	11/30/2015	1,791.20	CUSTOMER NO. US-SCU-12
874005	1567	RICHARDSON BOTTLING CO INC	000294082		INV	11/30/2015	27.00	ACCT NO. 072488
874008	606548	MICHAEL BURNHAM	982594		INV	11/30/2015	92.33	NOVEMBER 2015
874010	8462	PAETEC COMMUNICATIONS INC	58916712		INV	11/30/2015	520.41	ACCT NO. 4445984
874012	1551	VERIZON WIRELESS MESSAGING	9755218897		INV	11/30/2015	130.08	ACCT NO. 442001529-000
874782	1927	DEPT OF RETIREMENT SYSTEMS	NOVEMBER 2015		INV	11/30/2015	11,821.59	ORGANIZATION #1608
876220	7710	US BANK NATIONAL ASSO ND	984808		INV	11/30/2015	8,103.88	ACCT NO. 4730-7710-018
876223	7710	US BANK NATIONAL ASSO ND	984811		INV	11/30/2015	106.16	ACCT NO. 4730-7700-074
876225	7710	US BANK NATIONAL ASSO ND	984813		INV	11/30/2015	13.00	ACCT NO. 4730-7700-052
876226	7710	US BANK NATIONAL ASSO ND	984814		INV	11/30/2015	122.17	ACCT NO. 4730-7700-062
876261	7710	US BANK NATIONAL ASSO ND	984849		INV	11/30/2015	12.97	ACCT NO. 4730-7700-052
876262	7710	US BANK NATIONAL ASSO ND	984850		INV	11/30/2015	33.77	ACCT NO. 4730-7700-052
876263	7710	US BANK NATIONAL ASSO ND	984851		INV	11/30/2015	87.06	ACCT NO. 4730-7700-065
876264	7710	US BANK NATIONAL ASSO ND	984852		INV	11/30/2015	32.93	ACCT NO. 4730-7700-058
876265	7710	US BANK NATIONAL ASSO ND	984853		INV	11/30/2015	103.43	ACCT NO. 4730-7700-085
876266	7710	US BANK NATIONAL ASSO ND	984854		INV	11/30/2015	1,369.76	ACCT NO. 4730-7700-052
876267	7710	US BANK NATIONAL ASSO ND	984855		INV	11/30/2015	198.97	ACCT NO. 4730-7700-052
876268	9389	CENTURYLINK	984856		INV	11/30/2015	65.84	ACCT NO. 360-943-2304
876269	2362	MPH HOLDINGS LLC	2497		INV	11/30/2015	1,232.49	UTILITES 8/21/15 - 10/
876270	11158	TIERPOINT LLC	INV041511		INV	11/30/2015	18,159.36	CUSTOMER NO. THURST01
876271	10944	TECH HEADS INC	1008883		INV	11/30/2015	437.50	TRPC
876272	9784	RODNEY T ICENHOUR	1294		INV	11/30/2015	7,200.00	TRPC
876273	2836	TOGETHER	TRP11042015		INV	11/30/2015	3,937.60	OCTOBER 2015

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WARNT-CTL LIST BY VOUCHER

Thurston County Washington
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WARNT-CTL: 120715RP 12/07/2015

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
876274	9785	CAPITAL ONE NATIONAL FINANC	984862		INV	11/30/2015	227.34	ACCT NO. 7003-7300-000
876276	550	VALERIE GOW	1533		INV	11/30/2015	1,487.68	OCTOBER TRANSCRIPTION
876312	71	CAPITOL ALARM INC	57482		INV	11/30/2015	25.00	ACCT NO. 103024
876314	3901	KPG INC	1011015		INV	11/30/2015	9,520.45	15031 RAINIER AND TENI
					WARNT-CTL TOTAL		67,432.73	

** END OF REPORT - Generated by COREY ARNDT **



WARNT-CTL: 121415RP 12/14/2015

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
878172	7789	BUSINESS TELECOM PRODUCTS I	239258		INV	12/07/2015	374.55	CUSTOMER ID: 12675
878173	1560	COMCAST	986755		INV	12/07/2015	228.99	ACCT NO. 8498 38 005 1
878174	11107	CRITICAL INFORMATICS INC	6017		INV	12/07/2015	850.00	PO NUMBER SOS-2014-716
878175	4600	NORTHWEST CONNECTIONS	257		INV	12/07/2015	37,086.34	OCTOBER 2015
878176	1341	PIONEER FUEL	004936-1533401		INV	12/07/2015	98.71	ACCT NO. 01-004936
WARNT-CTL TOTAL							38,638.59	

** END OF REPORT - Generated by COREY ARNDT **



WARRNT-CTL: 122115RP 12/21/2015

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
881234	9463	DEPARTMENT OF ENTERPRISE SE	73142100		INV	12/14/2015	45.00	ACCT NO. 75307-000
881239	9797	CLYDE R SCOTT	15008		INV	12/14/2015	13,735.00	STP MODEL DEVELOPER CO
881240	5518	CBM SOUTH INC	207594		INV	12/14/2015	178.30	NOVEMBER 2015 SUPPLIES
881241	5518	CBM SOUTH INC	207624		INV	12/14/2015	1,455.00	DECEMBER 2015 JANITORI
881242	606253	MICHAEL AMBROGI	989731		INV	12/14/2015	138.75	DECEMBER 2015
881243	606548	MICHAEL BURNHAM	989732		INV	12/14/2015	350.35	DECEMBER 2015
881245	9463	DEPARTMENT OF ENTERPRISE SE	82131550		INV	12/14/2015	311.38	ACCT NO. 75307-000
881246	9881	DOUGLAS DEFOREST	989735		INV	12/14/2015	94.30	DECEMBER 2015
881248	9662	RICOH USA INC	95952863		INV	12/14/2015	262.89	ACCT NO. 466344-102344
881249	9662	RICOH USA INC	95952867		INV	12/14/2015	1,712.49	ACCT NO. 466344-102344
881252	9090	THE OLYMPIAN	989741		INV	12/14/2015	555.31	LEGAL #5847 AND 5896
881253	8018	SEMAPHORE CORPORATION	037021		INV	12/14/2015	1,691.95	TRPC
881254	2836	TOGETHER	TRP12042015		INV	12/14/2015	3,900.88	RURAL AND TRIBAL NOVEM
881255	11180	MALWAREBYTES CORPORATION	INV00035173		INV	12/14/2015	962.24	ACCT NO. A00001756
WARRNT-CTL TOTAL							25,393.84	

** END OF REPORT - Generated by COREY ARNDT **



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WARNT-CTL: 122815RP 12/28/2015

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
872073	2362 MPH HOLDINGS LLC		980666		INV	11/16/2015	18,475.26	DECEMBER - 2424 HERITA
883891	9595 ACCESS INFORMATION PROTECTE	1216611			INV	12/18/2015	170.95	CUSTOMER #TCT00101
883892	600859 DAVID READ	992332			INV	12/18/2015	820.53	TRAVEL 2015
883893	9784 RODNEY T ICENHOUR	1296			INV	12/18/2015	4,000.00	TRPC
883894	2362 MPH HOLDINGS LLC	2543			INV	12/18/2015	1,184.82	TRPC UTILITIES
883895	2362 MPH HOLDINGS LLC	992335			INV	12/18/2015	18,475.26	JANUARY 2016 - TRPC
883896	1562 AT&T	287235246972X120915			INV	12/18/2015	46.86	ACCT NO.: 28723524697
WARNT-CTL TOTAL							43,173.68	

** END OF REPORT - Generated by COREY ARNDT **



MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Jailyn Brown, Senior Planner

DATE: December 31, 2015

SUBJECT: RTIP Amendment 16-01

PURPOSE

Consider the proposed Regional Transportation Improvement Program (RTIP) amendment.

Summary:

- WSDOT requests a new project be added to the 2016 RTIP, I-5/93rd Avenue SW Bridge – Special Repair. The bridge was damaged when struck by an over height vehicle.
- TPB recommends approval of the amendment request as presented.
- Public comment was sought, but none received.

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

REQUESTED ACTION

Amend the 2016-2019 Regional Transportation Improvement Program to add the I-5/93rd Avenue SW Bridge Repair project as presented.



Lon D. Wyrick
Executive Director

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BACKGROUND

About the RTIP and STIP

The Regional Transportation Improvement Program (RTIP) is a four-year programming document derived from the comprehensive six-year Transportation Improvement Programs (TIPs) that each local agency develops and adopts annually. The RTIP performs three main functions:

1. It identifies projects programmed for implementation within the next four years which 1) secure federal funding, 2) are WSDOT projects, or 3) are regionally significant, regardless of funding source.
2. It identifies proposed transportation projects planned for the next four years which have been adopted in local TIPs but have not secured funding.
3. It demonstrates that projects programmed for the next four years will not cause, aggravate, or contribute to any new or existing air quality violation of the federal PM₁₀ standard.

Transportation projects meeting the requirements listed above must be included in an approved RTIP and Statewide Transportation Improvement Program (STIP) to proceed.

Amendment Request

WSDOT requests the RTIP amendment summarized below.

I-5/93rd Avenue SW Bridge – Special Repair (300504H34) - WSDOT

Describe	Add a new project to the RTIP to replace a damaged bridge girder to restore structural integrity and extend the service life of the bridge.
Amount:	\$625,000 for design and construction.
Action:	Amend the RTIP with a new project.

TPB considered the request at their December meeting and recommend TRPC approve the amendment request as presented.

Public comment was sought, but none received.

The project is consistent with regional air quality conformity requirements.

AGENDA ITEM #7



REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Confederated Tribes of the
Chehalis Reservation
Nisqually Indian Tribe
Town of Bucoda
Thurston County
North Thurston Public Schools
Olympia School District
Intercity Transit
LOTT Clean Water Alliance
Port of Olympia
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ASSOCIATE MEMBERS:

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



Lon D. Wyrick
Executive Director

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www.trpc.org

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Veena Tabbutt, Senior Planner
Aaron Grimes, Transportation Modeler

DATE: December 31, 2015

SUBJECT: Transportation Demand Model Update

PURPOSE

To receive an overview of the updated Transportation Demand Model.

Summary:

- TRPC's transportation demand model has undergone a major update.
- The Technical Advisory Committee (TAC) of TRPC provided extensive input for the model update.
- The model is used by TRPC as a Metropolitan Planning Organization (MPO) to assess current and future transportation conditions when developing the Regional Transportation Plan.
- The model is also used by local jurisdictions for local transportation planning studies.
- The updated model:
 - Contains an enhanced non-motorized network of trails and bicycle lanes
 - Models new or enhanced travel modes, such as carpool and vanpool and trips involving park and ride lots
 - Improves travel demand estimates at key border crossing by adding 177 transportation analysis zones (TAZs) in Pierce, Grays Harbor, Lewis, and Mason Counties
 - Models travel patterns in greater detail within Thurston County, expanding to 778 traffic analysis zones from 588 (in 1995).
 - Is better coordinated with the Puget Sound Regional Council's travel demand model
 - Contains the ability to model household travel behavior based on income
 - Contains a truck module
 - Will allow modeling of more travel demand management factors, including parking prices, or anticipated effects of new policies on telework.

REQUESTED ACTION

None. This is for your information.

Attachment

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

Appendix I

Transportation Modeling Process

All models are wrong, but some are useful.

- George Box

Introduction

Regional transportation planning shapes the transportation policies, strategies, and programs for the region, resulting in an integrated multimodal system that moves people and goods efficiently. As part of the planning process, transportation demand modeling facilitates the evaluation of alternatives for current and future problems, helping to guide long-range transportation infrastructure investment decisions. Modeling also provides information to jurisdictional engineers and planners for localized analysis of short-range transportation issues.

What is a transportation model?

The transportation demand model is a mathematical representation of supply and demand for travel in the region and represents

the choices that people here make to travel. Traffic on the roads results from individual decisions like where, when, and how to travel. The transportation supply is generally represented by roadway, transit, and trail networks. The roadway network represents all major roads in the region, the transit network represents all public transportation service in the region, and the trails network represents major trails. In addition to the transportation networks, the other major input to the model is the land use data for the region. The demand for travel is developed using a series of equations and mathematical models applicable to the region. Land use decisions such as where to live, work, and shop also greatly impact our travel behavior. To account for all these decisions and to assess the impact of such individual choices on our community and transportation system, analysts formulate behavioral equations within the transportation model that are driven by regional surveys applicable to the greater Thurston area.

Availability of detailed data constrains the formulation of such procedures and equations.

Therefore, the modelers use reasonable assumptions for unavailable data regarding travel behavior in the region. The modeler tests these assumptions, procedures, and equations for their ability to replicate the current (base year) state of travel behavior by comparison with actual traffic counts and survey responses. The model is adjusted until it reasonably estimates the present state of travel behavior.

How is the transportation model used in the Regional Transportation Plan (RTP)?

Forecasting occurs after testing the viability of the model's base year equations and assumptions. Typically, models estimate the trips made in a future year – 20 to 25 years from now – for a forecasted future land use and the current transportation infrastructure. This tests the ability of the current system to “hold” future traffic. Such a process reveals the road sections most likely to reach congestion in a future year. Alternative projects or policies are proposed to address the congestion, and the model helps us evaluate their performance.

Why is transportation modeling needed?

In addition to the federal requirement for using transportation models to develop regional plans, such modeling provides a platform to assess future problems, potential solutions, and the outcome of employing such solutions.

Policy makers can compare these alternatives and either select the most promising option, or propose measures and policies to alleviate the problem. To provide data to inform decision making, the model generates a variety of outputs: vehicle volume to capacity ratios, travel delay, vehicle miles traveled, and mode split.

Transportation models help to build high quality multimodal transportation systems, reducing environmental impacts, minimizing traffic congestion, and avoiding dangerous travel patterns and undesirable land use patterns.

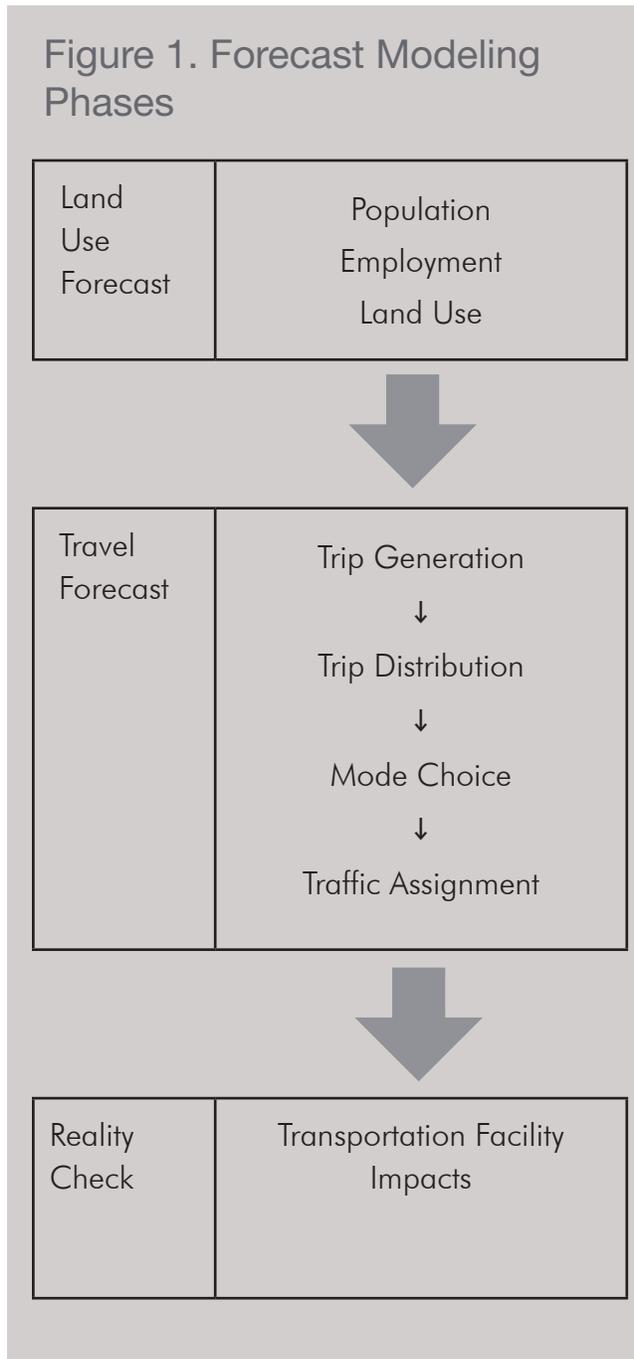
Forecast Modeling Phases ¹

Models use a sequence of phases to answer questions about future travel patterns:

1. Land Use Forecast: What might our community look like?
2. Travel Forecast: What are the travel patterns in the future?
3. Transportation Impacts: What will the effects of this travel be?

¹Much of the description of transportation modeling is based on *Inside the Blackbox: Making Transportation Models Work for Livable Communities*, by Beimborn, and Kennedy (1996). *Citizens for a Better Environment and the Environmental Defense Fund*.

Figure 1. Forecast Modeling Phases



Land Use Forecast

Land use forecasts provide information for the transportation demand model:

- Population Forecasts: How many households and of what size?
- Employment Forecasts: Where will people work, shop, or go to school?
- Land Use Development Patterns: Where will people live and what activities will take place?

Land use forecasts can articulate a single trend based on a set of assumptions and adopted plans, or a series of alternative futures. Alternative future visions, policies, and investment strategies will lead to alternative land use development patterns. In the Thurston region, there are two land use forecasts:

- Baseline Forecast: The region’s adopted population and employment forecast based on actual trends and adopted policy.
- Preferred Alternative: The *Sustainable Thurston Plan* preferred alternative based on a more compact development style of growth.

Regional Transportation Issues that Influence Thurston Regional Planning Council's (TRPC's) Model Development

TRPC is the Metropolitan Planning Organization (MPO) serving the Lacey/Olympia/Tumwater urban area, with Olympia being the state capital (Map I-1). The MPO area had a population of 186,710 people in 2015 while its full planning area—Thurston County—had a population of 267,400. The County had approximately 134,000 jobs in 2014 and is one of the fastest-growing counties in Washington State. Seattle and Tacoma, the two largest cities of the Puget Sound Regional Council (PSRC) MPO planning area, lie respectively 30 and 60 miles to the north, while Portland, Oregon lies 100 miles to the south.

Interstate 5 (I-5) carries local, regional, state, and interstate traffic through the area. US 101 is another major highway which carries significant amounts of traffic to and from Washington's Olympic Peninsula on Thurston County's west and northwest. Pierce County to the northeast contains the main part of Joint Base Lewis-McChord (JBLM), a portion of which lies within Thurston County. JBLM and Pierce County generate large amounts of travel to and from the Thurston region.

I-5 crosses the Thurston/Pierce County border at the Nisqually River, an environmentally sensitive area. This section of highway is heavily congested during much of each weekday and also on the weekends during the summer and holidays. Widening is constrained here due to environmental and cost considerations. In 2015, the Washington State Legislature included funding for corridor improvements to the north of the Nisqually River in Pierce County, from Mounts

Road to the Thorne Lane interchange. However, they did not fund a solution for congestion at the Nisqually bridge. Commuters' ability to travel between Pierce and Thurston Counties has tremendous influence on Thurston County's travel patterns.

Numerous geographic barriers complicate the region's goal of creating a multimodal, interconnected transportation network. Glacial patterns created a series of north-south oriented inlets and lakes allowing only a few, heavily used east-west roads. A large amount of public forest and military land constrained the routing of freeways and highways. The region's rapid growth, much of it prior to Washington's Growth Management Act, saw the creation of cul-de-sac subdivisions connected by auto-oriented arterials. Overcoming these barriers will require creative solutions.

The region is primarily rural outside the MPO boundary, where state highways serve as main street through many cities and communities. Downtown Olympia is home to the Port of Olympia's marine terminal, primarily a hub for log exports. Distribution centers locating along I-5 in Lacey, Tumwater, and to the south in Lewis County serve retailers in the greater Puget Sound region.

Within this context, TRPC and its members developed and sustained a strong transportation policy framework focused on preserving the region's environmental quality and livability. The region is committed to a vision of a fully multimodal transportation system, integrating land use policy with transportation planning, using system and demand management as a means of creating efficiencies that forestall the need for traditional roadway capacity expansion, and ultimately creating good accessibility for all the region's residents and businesses.

Travel Forecast

The transportation modeling process involves a step-by-step evaluation of travelers' choices. Since it is impractical to obtain information regarding every traveler in the region, a certain level of aggregation and generalization is required. Modelers perform such tasks in a way that makes them statistically significant. To facilitate the aggregation, the whole region is divided into small, manageable geographic locations called Transportation Analysis Zones or TAZs (Map I-2). Four transportation decisions are used to simulate travel choices:

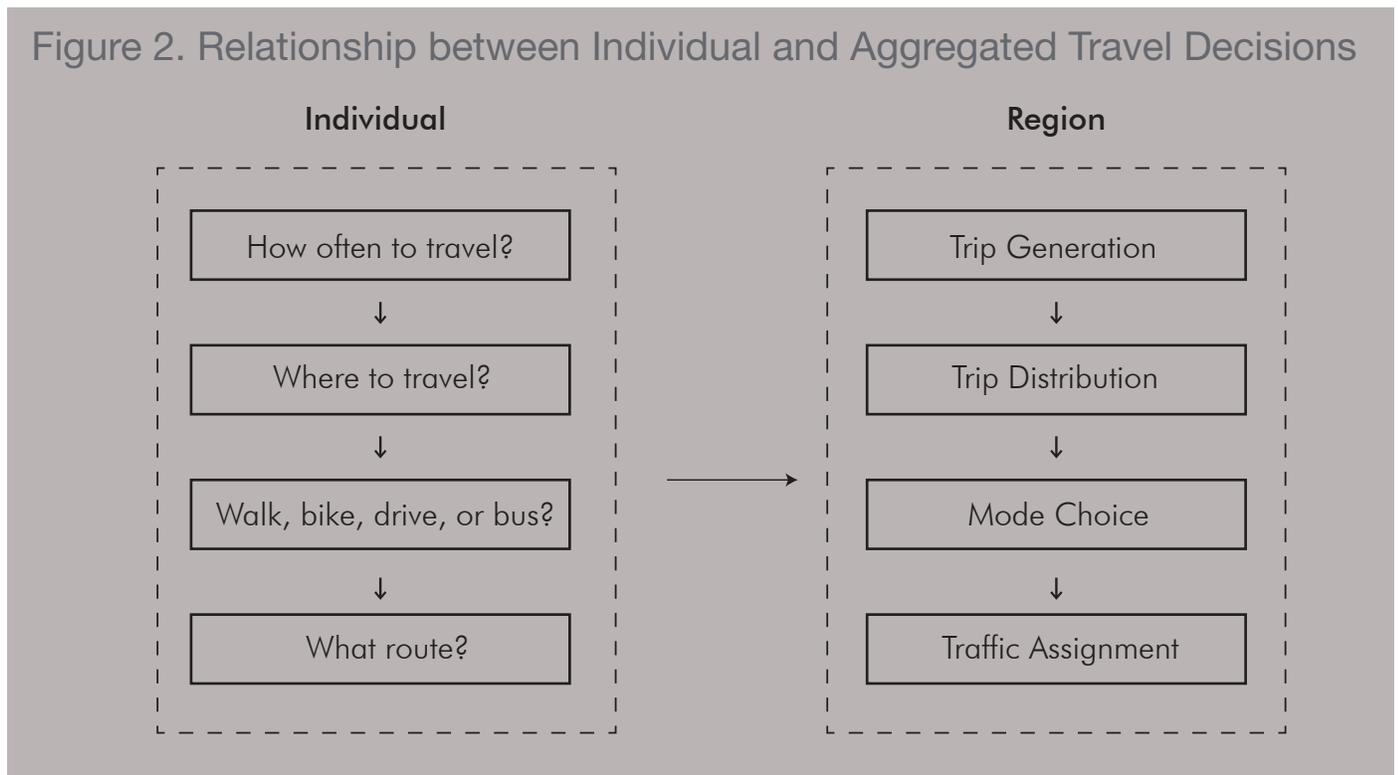
- How often to travel - Trip Generation
- Where to travel - Trip Distribution
- Which mode of transportation to use - Mode Choice
- What route to take - Trip Assignment

These decisions are aggregated for everyone in a TAZ. The relationship between individual decisions and their aggregated form is shown in Figure I-2. "When to travel?" is not considered here, but the entire travel demand model process can be performed after deciding the time of the day of the analysis.

Trip Generation: How often to travel?

This step estimates the total number of person-trips from each TAZ by aggregating all travelers' decisions of how often to travel. If homes are present in a TAZ, trip production will include home-based trips, with characteristics such as household size and income influencing the number of trips. If the TAZ contains commercial/office locations, then the total

Figure 2. Relationship between Individual and Aggregated Travel Decisions



In developing the RTP, TRPC uses what is referred to as a “four-step” model, due to the four main steps: trip generation, trip distribution, mode choice and trip assignment.

The majority of Metropolitan Planning Organizations (MPOs) that perform regional transportation demand modeling use some form of a trip-based four-step model. Modelers use the first three steps to estimate the demand for travel. In the fourth step – trip assignment – the modelers balance the travel demand with the travel supply, as trips are loaded onto one or more transportation networks.

number of person-trips also includes how often people travel to these locations. This step of the model employs land use, population, and employment forecasts. It also uses the estimated values of how frequently people travel to different types of land uses like manufacturing, retail, or education. The *2013 Household Travel Survey for Thurston County* forms the basis for calculating trip frequency by land use.

Since each trip has two ends, the model distinguishes trips produced and trips attracted for each TAZ. “Trips produced” originate in the TAZ, and “trips attracted” end at the TAZ. The modeler categorizes person-trips according to their purpose, such as home-based work trips, home-based shopping trips, or non-home-based trips, depending on the requirement of the analysis.

Trip Distribution: Where to travel?

The previous step provides the total number of trips produced (originating) and attracted (ending) for a given TAZ. However, it does not answer the question of where the originating trips end or where the ending trips begin. This step of travel demand modeling – trip distribution – answers the question: How many trips from a given TAZ, downtown Olympia for example, are going to other TAZs, such as Capital Mall or Yelm. From a different perspective, this step can also be viewed as an aggregated form of individual travelers’ decisions of where to travel because it calculates the number of trips between pairs of TAZs.

TRPC uses the most popular method used for trip distribution, the gravity model. In this method, a destination TAZ with more activity (measured in terms of trips attracted and trips produced) attracts more trips from any given origin TAZ than a destination TAZ with less activity, and a destination TAZ that is closer to the origin TAZ attracts more trips than a destination TAZ that is farther away. The “farther” measure reflects not just the geographical distance, but also the travel time and cost between the TAZs.

If a sufficiently long time period is selected – a day – the total number of trips produced in this time-period in the whole region is exactly equal to the total number of trips attracted to the region. However, the results from the gravity model might not represent this balance. Therefore, the whole step is repeated until a balance between trips produced and attracted is achieved.

Mode Choice: Which mode of transportation to use?

Once the “how often” and “where to travel” questions are answered, the next step is to choose a transportation mode. This step primarily categorizes the trips between a given origin TAZ and destination TAZ according to the transportation modes: drive alone, carpool, vanpool, transit, bike, or walk.

The analysis of the choice of mode considers many factors, including:

- The characteristics of the household, such as income and number of vehicles;
- The characteristics of the mode that influence mode choice, such as bus frequency, bike lanes, in-vehicle travel time, and parking costs.

Analysts most commonly employ logit models for this step. These highly mathematical models predict the probability that a given traveler chooses a particular mode. For the current model we calibrated mode choice to the *2013 Household Travel Survey*.

Traffic Assignment: What route to take?

Next, the model estimates the specific roads or transit routes taken by travelers. Known as traffic assignment, this step assigns trips between a given origin and destination TAZ pair to a calculated route. When trips between all origin and destination pairs are assigned to their respective routes, the traffic builds on the transportation system, estimating traffic

volumes on each road. Usually auto assignment (assigning cars to their route) is done separately from transit assignment (assigning ridership to fixed bus routes).

The simple way of estimating a route between TAZs is to compute the path that takes the least travel time. In the case of auto assignment, if congestion and its effects are also included in calculating the travel time of the routes, this process needs to be performed repeatedly until a solution is obtained.

Transportation Impacts

TRPC’s vision is to create a model that both addresses its fundamental planning mandates (long range plan update analysis, air quality conformity determination, etc.) and helps to answer the following major planning questions:

- What is the future travel demand between the Thurston region and the central Puget Sound region to the north, and what are the resultant impacts both on the Thurston region as a whole and on key facilities such as I-5? A corollary question: How will the presence and growth of JBLM affect these travel patterns?
- How can the Thurston region absorb its projected future growth and provide good transport services while achieving its environmental and land use goals?
- What specific strategies for managing demand and maximizing system efficiency (e.g. congestion pricing, managed lanes, increased vanpooling, etc.) would be effective for the Thurston region given our goals and values?

- What are likely daily congestion patterns across all modes as the region grows?
- How can the region's transit services best respond to future growth in light of regional goals and values?
- Where and how will freight be moving within, into, and out of the Thurston region?

- Contains a truck module.
- Will allow modeling of more travel demand management factors, including parking prices, or anticipated effects of new policies on telework.

This model replaces an earlier version of the EMME model, developed in the early 2000s and used for the 2025 RTP. The previous model represented a large step forward for the region's technical capabilities, allowing for multimodal transportation demand modeling for the first time. The previous model was also the first TRPC model to be developed using local household travel data, obtained from the 1998/9 TRPC Household Travel Survey and the 1997 I-5/US 101 origin-destination survey.

TRPC's first transportation demand model was T-Model2, a model that estimated only vehicle trips based on national average travel data rather than a region-specific survey.

History of TRPC's Transportation Models

TRPC's latest travel demand model (EMME) was completed in 2015. The 2015 model development effort is a significant milestone for TRPC and is based on guidelines received from a FHWA-sponsored national review by experts in the field called the Travel Model Improvement Program modeling peer review. The new model:

- Contains an enhanced non-motorized network of trails and bicycle lanes.
- Models new or enhanced travel modes such as carpool, vanpool, and trips involving park and rides.
- Improves travel demand estimates at key border crossings by expanding into Pierce, Grays Harbor, Lewis, and Mason Counties.
- Models travel patterns in greater detail within Thurston County.
- Is better coordinated with the Puget Sound Regional Council's travel demand model.
- Contains the ability to model household travel behavior based on income groups.

Limitations of Transportation Models

We can use transportation demand modeling for a variety of applications - within certain limitations. A modeler and model users must carefully decide how the capability of the model matches a specific analysis purpose.

Generally the data used for formulation of transportation models is large enough to produce a statistically significant model. However, due to the inherent complexity of travel behavior, specific aspects of that behavior,

such as transit ridership by elders, might not be captured. Alternative methods, such as surveys, are often recommended for analysis of such aspects.

Since transportation models are used for regional forecasts, they typically focus on weekday peak travel times during the morning and evening rush hours, when the system is busiest. Traditionally, the model does not include travel behavior on weekends.

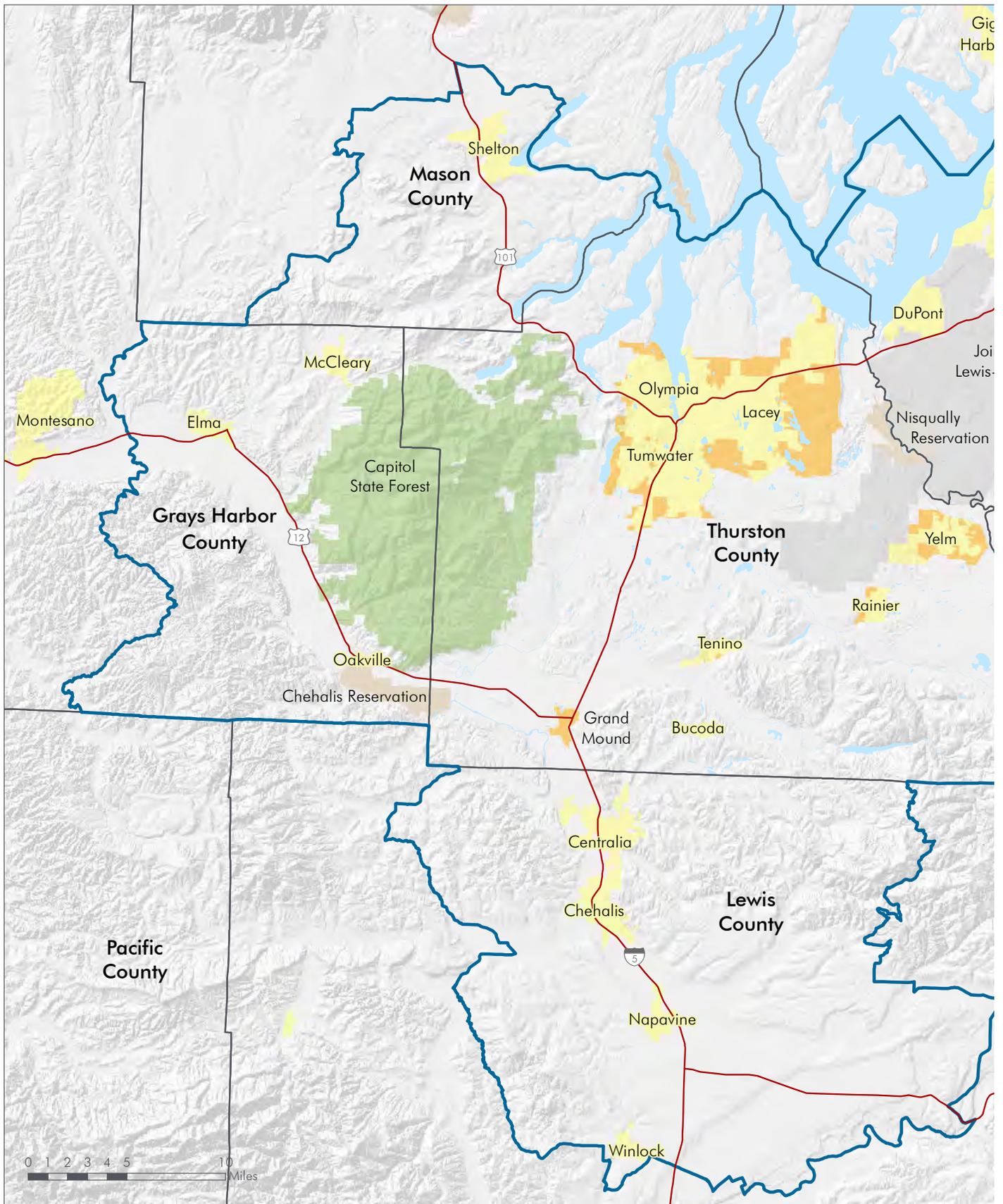
Other limitations are inherent in the model. They are:

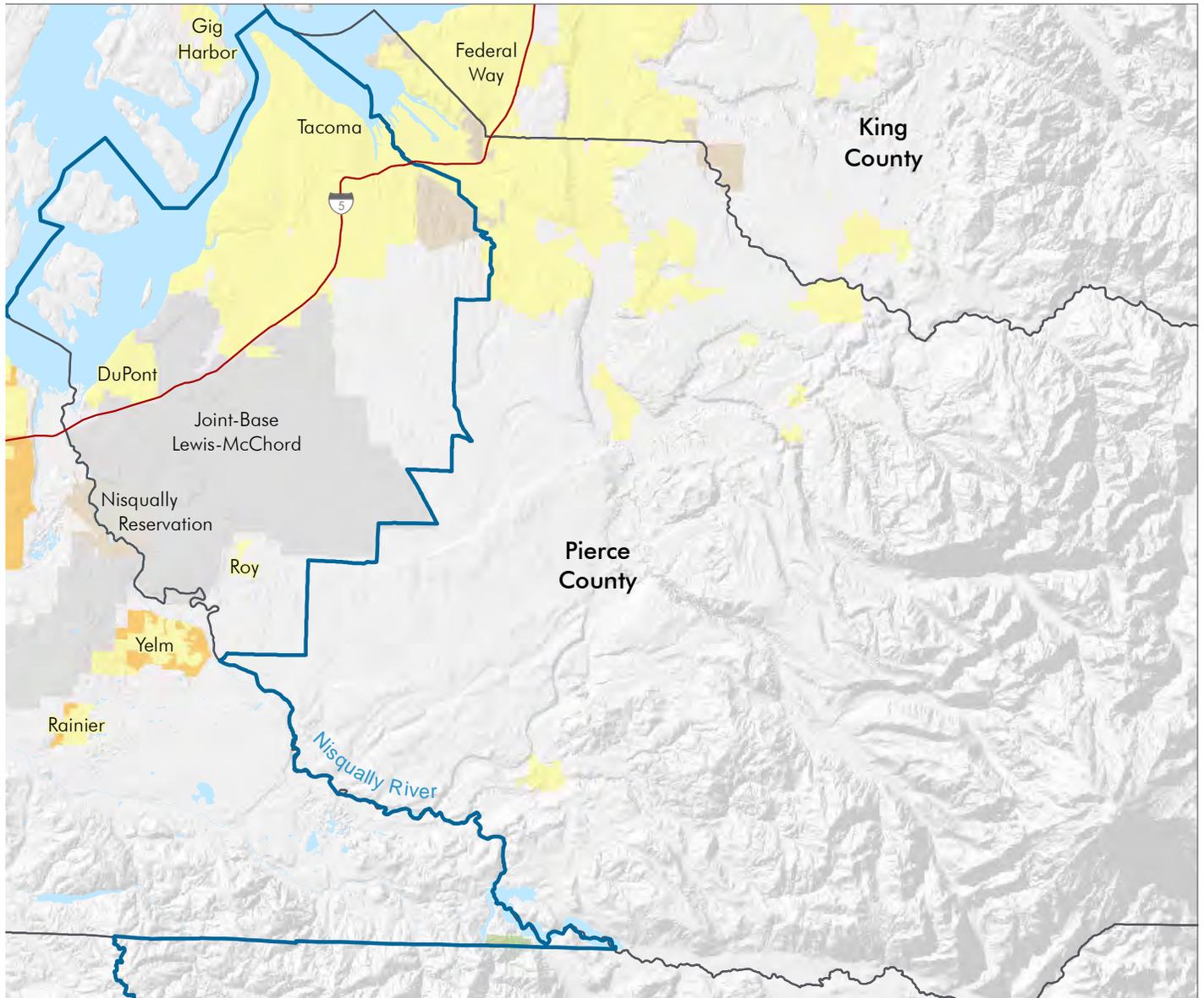
- Unable to directly model some policies and programs. For example, the model does not predict telework or flex work days, and is not sensitive to employer travel demand programs and incentives. We can adjust for those behaviors, but would require external data support (such as the Commute Trip Reduction Survey).
- Unable to model certain behaviors. Trip-chaining, a travel behavior that involves traveling to different activities before returning to the starting point (Home – Coffee – Work – Shop – Home), is treated differently. People often consider this example to be one trip, while the model requires information on each segment as if it is a separate trip. Surveys seldom provide the level of detail that modelers would ideally want.
- Unable to consider the inter-relationship between transportation investment and land use, because land use is a constant. However, we can use scenario analysis

to examine how transportation patterns change under alternative land use futures.

Travel demand modeling is a generalized way of looking at travel behavior with application more in planning than in operations and maintenance. Detailed and location-specific traffic simulation models are more appropriate for evaluating localized operations. Demand modeling deals with navigational issues and traffic simulation deals with maneuvering issues. Due to this basic distinction, travel demand models cannot resolve all issues and are inappropriate for certain purposes. For example, queue lengths and waiting time at an intersection need alternative models, not transportation demand models. Similarly, we cannot use the transportation demand model to estimate the increase in pedestrian and bike traffic if the community provides better pedestrian facilities.

When looking at regional traffic flows, the travel demand model is a valuable resource for transportation planners in the Thurston Region.



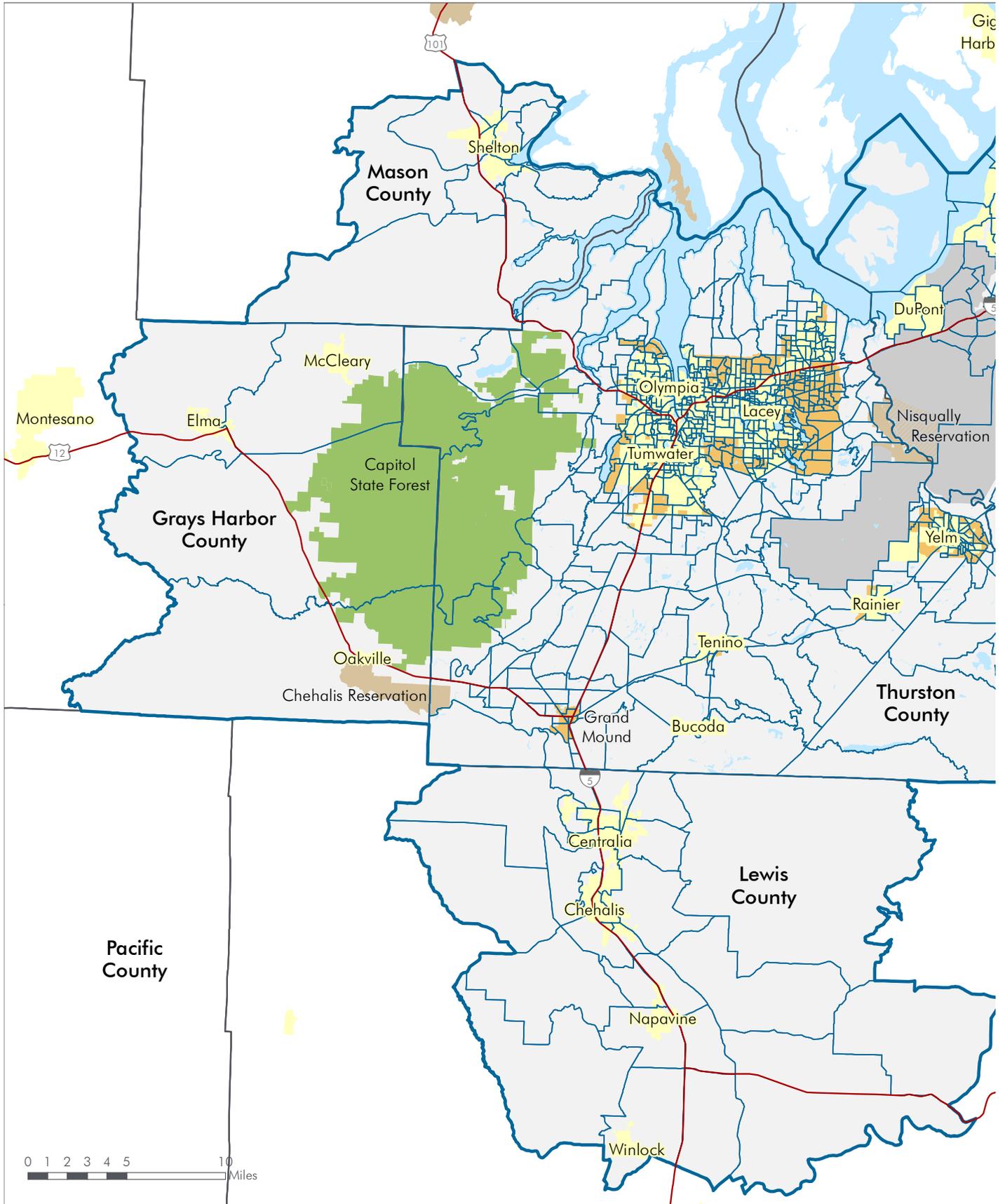


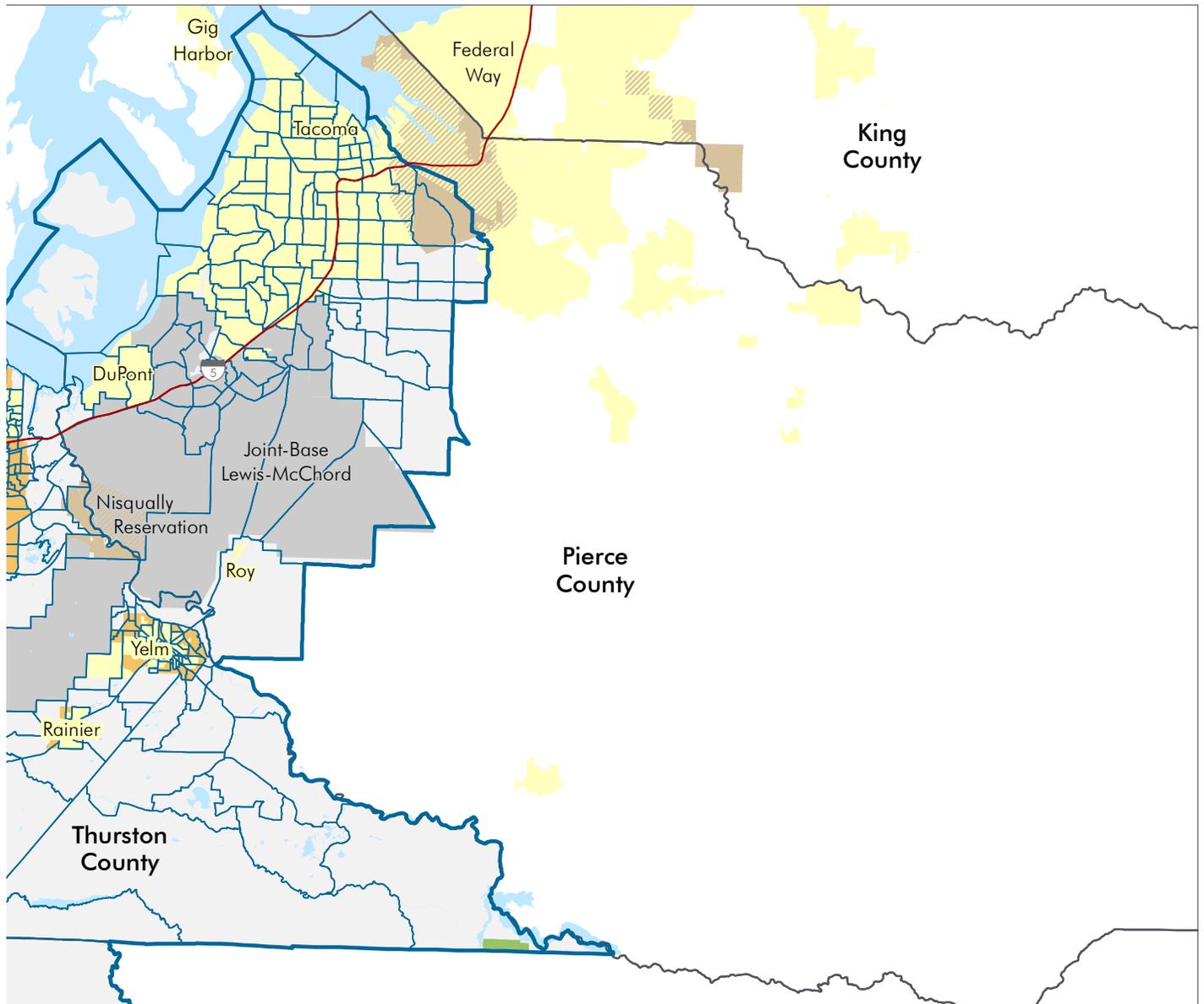
Map I-1: Greater Thurston County Transportation Model Extent

-  Greater Thurston County
-  County Border
-  City Limits
-  Urban Growth Area
-  Reservation
-  Joint Base Lewis-McChord
-  State or National Forest



DISCLAIMER: This map is for general planning purposes only. Thurston Regional Planning Council makes no representations as to the accuracy or fitness of the information for a particular purpose.





Map I-2: Greater Thurston County Transportation Analysis Zones

- Transportation Analysis Zone (TAZ)
- County Border
- City Limits
- Reservation
- Joint Base Lewis-McChord
- State or National Forest
- Urban Growth Area



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MEMBERS:

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

ASSOCIATE MEMBERS:

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



Lon D. Wyrick
Executive Director

2424 Heritage Court SW
Suite A
Olympia, WA 98502-6031
360-956-7575
360-956-7815 Fax
www.trpc.org

MEMORANDUM

TO: Thurston Regional Planning Council
FROM: Virgil Clarkson, Chair
DATE: December 31, 2015
SUBJECT: Call for Written Officer Nominations

PURPOSE

The purpose of this agenda item is to solicit nominations for officer positions for 2016.

Summary:

- The officers of the Council are Chair, Vice Chair, and Secretary. Officers may function as an executive committee in making recommendations to the full Council on budget, work program, or other policy issues as requested by the full Council.
- Officers are elected at the February Council meeting from among the representatives of the voting members and officers may serve no more than two consecutive one-year terms in the same office.
- Prior to the February meeting, the presiding Chair will solicit nominations for office in writing from all voting member representatives. At the February meeting, as part of the election process, the Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor. The newly elected officers take office at the close of the meeting at which they were elected.
 - ▶ The Chair presides at all meetings, prepares the agenda for the meetings, signs vouchers, calls special meetings, and sets the time and place of meetings in consultation with the membership. In addition, the Chair establishes committees and their membership for the purpose of making recommendations on the budget, performing the annual performance review of the Executive Director, and/or making recommendations to the full Council on other policy issues. The Chair officially represents the Council before other groups and agencies and carries out other duties as designated by the Council.
 - ▶ The Vice Chair serves in the Chair's absence and is authorized to approve vouchers.
 - ▶ The Secretary is the fiscal officer for the purpose of approving appropriate vouchers for the conduct of the Council affairs and may also serve in the absence of the Chair and Vice-Chair.

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

REQUESTED ACTION

Submit nominations for officer positions for 2016, in writing, no later than January 28, 2016.

72:ss



MEMBERS:

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
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- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Lon Wyrick, Executive Director

DATE: December 31, 2015

SUBJECT: 2016 Participation in the SSMCP

PURPOSE

The purpose of this agenda item is to request approval from the Council to continue to participate in and to authorize TRPC's 2016 membership assessment to the SSMCP.

Summary:

- As the Council is aware, TRPC has been an active member of the SSMCP organization since its inception four years ago. The SSMCP is an organization of jurisdictions, service groups and school districts. This committee meets regularly with representatives of Joint Base Lewis McCord (JBLM) to work together to address the many growth issues and challenges related to our region and the Base's development.
- The SSMCP has been an important part of the many recent planning programs and many other developments that have been undertaken along the I-5 corridor over the in the past few years.
- The first year, SSMCP focused all its efforts in the development of the Comprehensive Regional Coordination Plan. These early efforts were fully funded by the Department of Defense (DoD). These DoD funds, like all federal funds, have been reduced, requiring the regional partners to assess themselves to continue this effort.

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

REQUESTED ACTION

Approve the continued membership and involvement in the South Sound Military and Communities Partnership and authorize 2016 assessment payment of \$6,500.00.

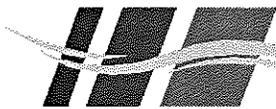
72:ss

Attachment:



Lon D. Wyrick
Executive Director

2424 Heritage Court SW
Suite A
Olympia, WA 98502-6031
360-956-7575
360-956-7815 Fax
www.trpc.org



SOUTH SOUND MILITARY & COMMUNITIES PARTNERSHIP

6000 Main St SW, Lakewood, WA 98499 | www.ssmcp.org

T.R.P.C.

NOV 30 2015

November 16, 2015

Lon Wyrick, Executive Director
Thurston Regional Planning Council
2424 Heritage Ct. SW, Suite A
Olympia, WA 98502

Dear Mr. Wyrick:

On behalf of the South Sound Military & Communities Partnership (SSMCP), we would like to thank the Thurston Regional Planning Council for its participation and financial support in 2015.

This year, the SSMCP conducted the first JBLM Business & Community Survey and distributed those results in November. In addition, SSMCP coordinated the completion of the 2015 JBLM Joint Land Use Study. Both work products can be viewed at www.ssmcp.org

SSMCP and its membership were also instrumental in the success in securing \$494 million for improvements to the I-5/JBLM transportation corridor by the State Legislature.

The SSMCP's 2016-2017 Work Plan has been adopted. Planned activities include:

- Task 1** – Implement 2015 JBLM Joint Land Use Study
- Task 2** – Conduct Periodic JBLM Needs & Preferences Survey, Circulate Results
- Task 3** – Engage with Subject Matter Experts and Community Partners to Update and Address SSMCP Priorities
- Task 4** – Educate Leaders and Advocate at State and Federal Levels
- Task 5** – Enhance and Expand Regional SSMCP Membership, Participation and Collaboration
- Task 6** – Seek additional mid and long term funding for SSMCP's staffing and operations

In order for these and other SSMCP priorities to be achieved, the Partnership needs (and appreciates!) your continued leadership and financial support. Attached please find the invoice for 2016 membership fees. These are due by January 31, 2016. Please feel to contact SSMCP at 253.983.7772 with any questions.

Sincerely,

Tiffany Speir
Program Manager

SSMCP Steering Committee

City of DuPont

City of Lacey

City of Lakewood

Town of Steilacoom

City of Tacoma

City of University Place

City of Yelm

Pierce County

Thurston County

Thurston Regional Planning Council

Nisqually Tribe

Joint Base Lewis-McChord

Tacoma-Pierce County Health Department

Tacoma-Pierce County Chamber of Commerce

United Way-Pierce County

Washington State Department of Transportation

Washington State Military Department

Accounts Receivable
Invoice



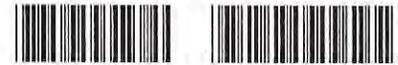
AR Account No.

0736

6000 Main Street SW Lakewood, WA 98499-5027 (253) 512-2269

THURSTON REGIONAL PLNG COUNCIL
LON WYRICK, EXECUTIVE DIRECTOR
2424 HERITAGE COURT SW
SUITE A
OLYMPIA, WA 98501

Invoice No	CD -00290
Date	11/10/2015
Amount Due	6,500.00
Due Date	01/31/2016
Amount Enclosed	



-----When paying by check, detach and return the above with payment-----

CITY OF LAKEWOOD

DESCRIPTION	AMOUNT
2016 SOUTH SOUND MILITARY AND COMMUNITIES PARTNERSHIP PARTICIPATION. STEERING COMMITTEE	6,500.00
PRJ# SSMCP.LSS16 ACCT# 192.0000.07.345.89.00.000	
Total Amount Due:	6,500.00
<p>T.R.P.C. NOV 30 2015</p>	
ACCOUNT NO. 0736	6,500.00

TO AVOID INTEREST AND/OR PENALTY CHARGES

PLEASE REMIT PAYMENT BY: Jan-31-2016

Please Remit to: CITY OF LAKEWOOD
6000 MAIN STREET SW
LAKEWOOD, WA 98499-5027



MEMBERS:

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- City of Rainier
- City of Tenino
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www.trpc.org

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Lon Wyrick, Executive Director

DATE: December 31, 2015

SUBJECT: 2016 Agency re-organization and staffing

PURPOSE

Brief Council regarding changes to the organizational structure of TRPC and related changes to the pay and classification plan. Per agency personnel policies, changes to the plan require Council approval. Budget impacts will be presented here and will be included in the 2016 budget proposal – which is a separate agenda item.

Summary:

- The agency’s current organizational structure has been in place at least 15 years and is outdated. Early feedback from staff and management led to further discussions about agency structure changes to gain efficiencies, enhance project management, and strengthen retention within the organization.
- Working with input from staff members, management developed a staffing structure to meet those goals. The proposed organizational structure includes the formulation of two new mid-level management positions within the agency to provide project and program management oversight, track project and program budgets, and participate as members of the Executive Management Team.
- The proposed re-organization was presented to Council leadership for input prior to moving forward. Budget impacts are minimal since the new positions will be filled with existing staff who have the skills, abilities, and expertise to perform the duties therein.
- A new job description is proposed for the Division Directors that will be created as part of the re-organization, and the Assistant Director job description is proposed to be modified to Deputy Director. In order to accommodate the new positions, the agency’s pay and classification system must be modified to add seven new ranges, based on comparable salaries in the current job market.
- If approved by Council, the changes to the organization will take effect retroactive to January 1, 2016. All supporting documentation, including job descriptions, salary ranges, and pay scale changes are included in the background section of this staff report. Impacts to the budget are reflected in the proposed 2016 budget.

REQUESTED ACTIONS:

Approve the creation of two Division Director positions in Range 38 effective January 1, 2016 and incorporate them into the 2016 budget.

Approve changing the existing Assistant Director job description to Deputy Director, and moving the position from Range 33 to Range 40 effective January 1, 2016 and incorporate it into the 2016 budget.

Approve adding seven ranges (34-40) to the pay and classification plan in order to accommodate the new positions created and/or modified as part of the re-organization.

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

BACKGROUND

A multitude of factors have led to the proposal to reorganize the Agency structure. Discussions between staff and management related to gaining efficiencies and enhancing project management began at the staff retreat in July, 2015 and continued throughout the rest of the year. Concurrently – retirements and resignations of long-tenured staff led to the re-distribution of job duties and agency functions. It was felt that the organizational structure that has existed for more than 15 years needed modification to accommodate the shifting roles and responsibilities, bring depth to the agency, and encourage staff retention.

Management engaged staff in a series of meetings and discussions and developed a plan to institute an Executive Management Team (EMT) consisting of the Executive Director and Deputy Director as well as two new mid-management level positions – a Programs and Policy Director, and a Data and Research Director. This will require re-classifying the Assistant Director to a Deputy Director who continues to have direct oversight of internal operations (finance, accounting, information technology, human resources, and contracts). It also affirms the Deputy Director's role as backup authority in the absence of the Executive Director and brings the position in line with the comparable salaries of similar positions in similar sized agencies.

The proposed restructure includes the creation of two mid-level management positions: Programs and Policy Director, and Data and Research Director. The directors will be responsible for the day-to-day supervision and monitoring of staff and programs in each division. They will be required to perform employee evaluations, identify professional development opportunities, and allocate resources. They will work as part of the Executive Management Team to balance departmental needs with agency-wide priorities. They will also be expected to work on projects and programs within their areas of expertise.

The Programs and Policy Division includes legislative coordination, support to the Transportation Policy Board and Urban Growth Management subcommittees, the Rural & Tribal Transit program, South Thurston Economic Development Initiative (STEDI), Commute Trip Reduction programs, maintaining the Regional Transportation Plan, transportation funding programming & monitoring, and the South County Planning Contracts. The Research and Data Division includes regional benchmarks and performance measures, modeling (population, employment, transportation), Geographic Information Systems (GIS) and mapping, environmental research (climate adaptation, watershed studies, Low Impact Development (LID)), the agency Profile, data requests, and data maintenance.

Implementation of the EMT will increase communication throughout the agency, provide better oversight for projects and programs, bring multiple viewpoints into decision-making, enable the Agency to be more nimble to respond to emerging issues, and lead to more strategic allocation of resources for current and new opportunities. It will also lead to staff retention through greater potential advancement opportunities within the agency.

The proposed organizational structure is flexible enough to enable project team members to work across Divisions. It is expected that the Division Directors will still work on, and lead, project teams and that those teams will be comprised of members from the three divisions (Policy, Data, and Administration).

BUDGET IMPACT

The estimated impact to the 2016 budget is an increase of approximately \$21,000 in salaries for the Division Directors and Deputy Director. This dollar amount represents less than .5% of the total proposed 2016 budget. The budget impact is minimized by utilizing existing senior level staff to fill the newly created Division Director positions. The Deputy Director position will be filled by the incumbent Assistant Director.

MEMORANDUM
Page 3
December 31, 2015

RECOMMENDATIONS

Approve the creation of two Division Director positions in Range 38 effective January 1, 2016 and incorporate them into the 2016 budget.

Approve changing the existing Assistant Director job description to Deputy Director, and moving the position from Range 33 to Range 40 effective January 1, 2016 and incorporate it into the 2016 budget.

Approve adding seven ranges (34-40) to the pay and classification plan in order to accommodate the new positions created and/or modified as part of the reorganization.

Approve the re-organization as presented in the attachments and supporting documentation.

79:ss

Attachments:

Organizational Chart
Deputy Director Job Description
Division Director Job Description
Salary Chart
Salary Ranges

EXECUTIVE MANAGEMENT TEAM

Thurston Regional Planning Council

Executive Director

Deputy Director

Administrative Assistant

Programs & Policy Director

Research & Data Director

Senior Planner

Senior Planner

Senior Planner

Graphics & Digital Outreach Coord.

Associate Planner

IT Manager

Office Manager

Office Specialist IV

Office Specialist II

GIS Coordinator

Trans. Modeler

Sr. GIS Analyst

Planner (vacant)

Associate Planner

Position Description
DEPUTY DIRECTOR

Date Prepared: January 2002

*Date Revised: February 2010,
December 2015*

FLSA Status: Exempt

GENERAL DESCRIPTION

This is a key management position to plan, implement, and manage agency administrative support and information technology functions. The Deputy Director works closely with the Executive Director and other members of the Executive Management Team (EMT), in the overall management of the agency. This position acts on behalf of the Executive Director as needed. Responsibilities include employee supervision, leadership, and evaluation as well as strategic planning and project management. The position is also responsible for key areas of agency operations including budget planning, preparation, and reporting; human resources management; as well as contract and grant administration.

ESSENTIAL JOB FUNCTIONS

Plans, supervises and evaluates the activities and performance of administrative and information technology staff. Conducts performance appraisals, coaches, and develops plans for employee development. Establishes and maintains processes for prioritizing and scheduling administrative and information technology projects. Performs analysis of complex administrative and managerial issues, examining alternatives and recommending actions.

Works in a team setting with the EMT and other staff to perform the following:

- Develop, prepare and manage the agency's work program and budget, including calculating member assessments and projecting overhead rates.
- Provide staff training on budget development and work program cost estimating when necessary.
- Analyze revenue as well as approved work programs to determine appropriate staffing levels.
- Throughout year, in coordination with EMT, monitors over-all status of agency projects and budget levels. Provides reports and updates on the status of agency accounts for contracts and work programs to the EMT on a monthly basis.
- Maintains project budget tracking system and oversees monthly project report processing.

Prepares agency-wide financial reports, budget, and audit documents. Manages annual agency audit and is responsible for audit compliance.

Supervises agency accounting functions including accounts payable/receivable and payroll preparation. Ensures compliance with generally accepted accounting and auditing procedures, and county, state, and federal requirements.

Coordinates with the EMT to administer agency contracts and grants; oversees contract and grant preparation and reviews all contract language; works with contractors to negotiate contract elements and values; manages grant documents and ensures proper and timely procedures for reporting and billing according to contract agreement and audit requirements.

In consultation with EMT, coordinates agency human resources functions including recruitment, selection, and orientation of new employees. Periodically re-evaluates agency classification and compensation system. Defines and recommends annual benefits levels.

Supervises agency information technology functions. Oversees the provision of information to agency clients and customers. Provides budget oversight to information technology funds and coordinates activities within the

program. In conjunction with information technology manager, plans and carries out agency technology plan. Deputy Director is knowledgeable about agency technology infrastructure and oversees expenditures in this area.

Serves as key member of agency website team. Manages overall website content to ensure that it is high quality and current. Acts as primary content reviewer and elicits content from staff when necessary.

Coordinates staff development programs and develops and maintains administrative policies and procedures including personnel policies.

Acts as agency purchasing officer overseeing agency purchases. Generates purchase authorizations for major and minor purchases. Oversees recording, tagging, and surplus of fixed assets. Manages coordination of office space and supporting elements such as telecommunications and electrical. Oversees building or equipment modification, repairs and maintenance. Establishes and oversees agency records management including long and short term storage, records retention, and database record of archived records.

OTHER JOB FUNCTIONS

Performs other administrative duties and management tasks as assigned.

DISTINGUISHING FEATURES

Positions assigned to the classification of Deputy Director are distinguished by the agency-wide level of responsibility for financial management, human resources, information technology, audit compliance, contracts and grant administration, employee leadership, and supervision. A comprehensive knowledge of financial management and systems, information technology, human resources management and employee supervision is required.

This position is designated as an exempt executive under the Fair Labor Standards Act for the following reasons:

- The position is compensated on a salary basis of not less than \$455 per week.
- The position regularly supervises at least two employees.
- The position's primary duties are primarily managerial or supervisory in nature.
- The position has the authority to recommend the hiring, termination, advancement, promotion or any other change of status of employees.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Occasional lifting of boxes up to 40 pounds may be required.

EDUCATION AND EXPERIENCE

Thorough knowledge and demonstrated competence in the principles and practices of public and business administration.

Experience - Minimum: Five years of progressively responsible public sector administrative experience including supervision.

Education – Minimum: Bachelor's Degree in Public or Business Administration or a closely related field.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Current approaches to public agency financial management, budgeting, and accounting including generally accepted accounting and auditing procedures.
- Human resources management including state and federal laws pertaining to public employment.
- Records management systems and techniques.
- Information systems and computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Microsoft Office software for document and spreadsheet preparation.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Prioritize work, organize tasks, set and meet deadlines, as well as manage numerous projects simultaneously.
- Ability to communicate effectively both in writing and orally.
- Establish and maintain effective working relationships.

Position Description
DIVISION DIRECTOR

Date Prepared: December 2015

Date Revised:

FLSA Status: Exempt

GENERAL DESCRIPTION

This is a key management position to establish, implement, and manage Agency planning, programs, projects, policy, research, and data functions. Division Directors work under the direct supervision of the Executive Director and the Deputy Director, and in cooperation with other Division Directors as part of the Executive Management Team in the overall management of the agency.

Division level responsibilities include employee supervision, leadership, evaluation, strategic planning, and project management. The position will also establish and track budget, project timelines, and other resources for their Division.

ESSENTIAL JOB FUNCTIONS

Plans, supervises and evaluates the activities and performance of Division staff members, interns, and consultants. Conducts performance appraisals, coaches, and develops plans for employee development. Participates in the recruitment and hiring of Agency staff.

Establishes and maintains processes for prioritizing and scheduling projects. Performs analysis of complex administrative and managerial issues, examining alternatives, and recommending actions.

Works within the Executive Management Team to develop, prepare, and manage the Agency's work program and budget. Analyzes revenue as well as approved work programs to determine appropriate staffing levels. Throughout each year, in coordination with the Executive Management Team, monitors Division projects and budget levels in relation to the Agency budget.

Serves as the two-way communication link between Division staff members and the Executive Management Team. Ensures issues – including those related to staffing, resources, work flow, and timelines – are brought to the attention of the Team and addressed as needed, and that Management Team information flows to Division staff.

Works with other Division Directors and the Executive Management Team to break down silos and encourage collaborative participation across the Agency on projects and programs.

Prepares Division financial reports, budget and project tracking documents.

Coordinates with the Deputy Director to administer contracts and grants, including development of scopes of work, budget estimates, and staffing levels. Ensures that proper and timely reporting and billing information is provided to Agency finance staff according to contract agreements and audit requirements.

Identifies and reports on technology and information services needs of the Division. Ensures that appropriate, high quality, and current project information is represented on the Agency website and social media outlets.

Monitors emerging State and Federal legislation affecting transportation, land use, environment, and economic development, as well as other areas of interest to the Council and its member jurisdictions.

Ensures that planning programs, including transportation, adhere to all relevant rules and regulations, including public participation and environmental justice. Coordinates the preparation and submittal of the bi-annual Unified Planning Work Program (UPWP).

Oversees transportation funding and monitoring for programs such as Surface Transportation Program (STP).

OTHER JOB FUNCTIONS

Performs other administrative duties and management tasks as assigned.

DISTINGUISHING FEATURES

Positions assigned to the classification of Division Director are distinguished by the level of responsibility for project management, leadership, and supervision. A comprehensive knowledge of effective communication styles, work flow management, and employee supervision is required.

This position is designated as an exempt executive under the Fair Labor Standards Act for the following reasons:

- The position is compensated on a salary basis of not less than \$455 per week.
- The position regularly supervises at least two employees.
- The position's primary duties are primarily managerial or supervisory in nature.
- The position has the authority to recommend the hiring, termination, advancement, promotion or any other change of status of employees.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Occasional lifting of up to 40 pounds may be required.

EDUCATION AND EXPERIENCE

Thorough knowledge and demonstrated competence in the principles and practices of public and business administration.

Experience - Minimum: Five years of progressively responsible public sector administrative experience including supervision and/or project management.

Education – Minimum: Bachelor's Degree in Public or Business Administration or a closely related field.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Budgeting principles and practices;
- Project Management principles and practices;
- Information systems and computer applications such as financial and accounting systems, spreadsheets, databases, and word processing systems and their application in Agency operations;
- Microsoft Office software for document and spreadsheet preparation;
- Planning concepts, including transportation, land use, environmental, and economic development. .

Ability to:

- Effectively manage and supervise a variety of positions throughout the Agency.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Prioritize work, organize tasks, set and meet deadlines, as well as manage numerous projects simultaneously.
- Ability to communicate effectively (oral and written).
- Establish and maintain effective working relationships.

THURSTON REGIONAL PLANNING COUNCIL--SALARY STRUCTURE
 DRAFT Salary Chart 12-29-15

Range	Longevity Steps															Range
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	LS13	LS14	LS15	
1	2,534	2,600	2,665	2,731	2,801	2,869	2,945	3,018	3,091	3,170	3,247	3,333	3,373	3,413	3,453	1
2	2,598	2,665	2,731	2,801	2,869	2,945	3,018	3,091	3,170	3,247	3,333	3,411	3,451	3,491	3,531	2
3	2,660	2,731	2,801	2,869	2,945	3,018	3,091	3,170	3,247	3,333	3,411	3,498	3,538	3,578	3,618	3
4	2,727	2,801	2,869	2,945	3,018	3,091	3,170	3,247	3,333	3,411	3,498	3,585	3,625	3,665	3,705	4
5	2,796	2,869	2,945	3,018	3,091	3,170	3,247	3,333	3,411	3,498	3,585	3,674	3,714	3,754	3,794	5
6	2,862	2,945	3,018	3,091	3,170	3,247	3,333	3,411	3,498	3,585	3,674	3,767	3,807	3,847	3,887	6
7	2,930	3,018	3,091	3,170	3,247	3,333	3,411	3,498	3,585	3,674	3,767	3,862	3,902	3,942	3,982	7
8	3,008	3,091	3,170	3,247	3,333	3,411	3,498	3,585	3,674	3,767	3,862	3,956	3,996	4,036	4,076	8
9	3,081	3,170	3,247	3,333	3,411	3,498	3,585	3,674	3,767	3,862	3,956	4,057	4,097	4,137	4,177	9
10	3,156	3,247	3,333	3,411	3,498	3,585	3,674	3,767	3,862	3,956	4,057	4,159	4,199	4,239	4,279	10
11	3,234	3,333	3,411	3,498	3,585	3,674	3,767	3,862	3,956	4,057	4,159	4,264	4,304	4,344	4,384	11
12	3,314	3,411	3,498	3,585	3,674	3,767	3,862	3,956	4,057	4,159	4,264	4,369	4,409	4,449	4,489	12
13	3,398	3,498	3,585	3,674	3,767	3,862	3,956	4,057	4,159	4,264	4,369	4,478	4,518	4,558	4,598	13
14	3,483	3,585	3,674	3,767	3,862	3,956	4,057	4,159	4,264	4,369	4,478	4,590	4,630	4,670	4,710	14
15	3,562	3,674	3,767	3,862	3,956	4,057	4,159	4,264	4,369	4,478	4,590	4,704	4,744	4,784	4,824	15
16	3,655	3,767	3,862	3,956	4,057	4,159	4,264	4,369	4,478	4,590	4,704	4,824	4,864	4,904	4,944	16
17	3,741	3,862	3,956	4,057	4,159	4,264	4,369	4,478	4,590	4,704	4,824	4,943	4,983	5,023	5,063	17
18	3,834	3,956	4,057	4,159	4,264	4,369	4,478	4,590	4,704	4,824	4,943	5,066	5,106	5,146	5,186	18
19	3,933	4,057	4,159	4,264	4,369	4,478	4,590	4,704	4,824	4,943	5,066	5,193	5,233	5,273	5,313	19
20	4,029	4,159	4,264	4,369	4,478	4,590	4,704	4,824	4,943	5,066	5,193	5,324	5,364	5,404	5,444	20
21	4,129	4,264	4,369	4,478	4,590	4,704	4,824	4,943	5,066	5,193	5,324	5,455	5,495	5,535	5,575	21
22	4,230	4,369	4,478	4,590	4,704	4,824	4,943	5,066	5,193	5,324	5,455	5,595	5,635	5,675	5,715	22
23	4,335	4,478	4,590	4,704	4,824	4,943	5,066	5,193	5,324	5,455	5,595	5,735	5,775	5,815	5,855	23
24	4,443	4,590	4,704	4,824	4,943	5,066	5,193	5,324	5,455	5,595	5,735	5,875	5,915	5,955	5,995	24
25	4,550	4,704	4,824	4,943	5,066	5,193	5,324	5,455	5,595	5,735	5,875	6,023	6,063	6,103	6,143	25
26	4,665	4,824	4,943	5,066	5,193	5,324	5,455	5,595	5,735	5,875	6,023	6,174	6,214	6,254	6,294	26
27	4,779	4,943	5,066	5,193	5,324	5,455	5,595	5,735	5,875	6,023	6,174	6,327	6,367	6,407	6,447	27
28	4,899	5,066	5,193	5,324	5,455	5,595	5,735	5,875	6,023	6,174	6,327	6,486	6,526	6,566	6,606	28
29	5,017	5,193	5,324	5,455	5,595	5,735	5,875	6,023	6,174	6,327	6,486	6,647	6,687	6,727	6,767	29
30	5,141	5,324	5,455	5,595	5,735	5,875	6,023	6,174	6,327	6,486	6,647	6,812	6,852	6,892	6,932	30
31	5,267	5,455	5,595	5,735	5,875	6,023	6,174	6,327	6,486	6,647	6,812	6,984	7,024	7,064	7,104	31
32	5,401	5,595	5,735	5,875	6,023	6,174	6,327	6,486	6,647	6,812	6,984	7,163	7,203	7,243	7,283	32
33	5,535	5,735	5,875	6,023	6,174	6,327	6,486	6,647	6,812	6,984	7,163	7,336	7,376	7,416	7,456	33
34	5,668	5,875	6,023	6,174	6,327	6,486	6,647	6,812	6,984	7,163	7,336	7,511	7,551	7,591	7,631	34
35	5,803	6,023	6,174	6,327	6,486	6,647	6,812	6,984	7,163	7,336	7,511	7,690	7,730	7,770	7,810	35
36	5,940	6,174	6,327	6,486	6,647	6,812	6,984	7,163	7,336	7,511	7,690	7,871	7,911	7,951	7,991	36
37	6,081	6,327	6,486	6,647	6,812	6,984	7,163	7,336	7,511	7,690	7,871	8,054	8,094	8,134	8,174	37
38	6,225	6,486	6,647	6,812	6,984	7,163	7,336	7,511	7,690	7,871	8,054	8,241	8,281	8,321	8,361	38
39	6,373	6,647	6,812	6,984	7,163	7,336	7,511	7,690	7,871	8,054	8,241	8,436	8,476	8,516	8,556	39
40	6,525	6,812	6,984	7,163	7,336	7,511	7,690	7,871	8,054	8,241	8,436	8,635	8,675	8,715	8,755	40

Thurston Regional Planning Council Salary Ranges
As of 12/29/2015
(Does not include Longevity Steps)

POSITION	POSITION RANGE	SALARY RANGE
Deputy Director	40	6525 - 8635
Assistant Director	33	5413 - 7175
Division Director	38	6225 - 8241
Information Technology Manager	31	5267 - 6984
Principal Transportation Modeler	31	5267 - 6984
Senior Planner	31	5267 - 6984
GIS Coordinator	30	5028 - 6662
Transportation Modeler	30	5028 - 6662
Senior GIS Analyst	28	4899 - 6486
Associate Planner	27	4779 - 6327
Office Manager	26	4665 - 6174
GIS Analyst	25	4550 - 6023
Assistant Planner	21	4129 - 5455
Accountant	19	3933 - 5193
Graphic & Digital Outreach Coordinator	19	3933 - 5193
GIS Technician	18	3834 - 5066
Administrative Assistant	17	3741 - 4943
Graphics Technician I	15	3562 - 4704
Project Assistant	15	3562 - 4704
Office Specialist IV	14	3483 - 4590
Office Specialist III	9	3081 - 4057
Office Specialist II	6	2862 - 3767
Office Specialist I	1	2534 - 3333

AGENDA ITEM #11



REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

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

ASSOCIATE MEMBERS:

Lacey Fire District #3
Puget Sound Regional Council
TCOMM9-1-1
The Evergreen State College
Thurston Economic
Development Council
Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council
FROM: Lon D. Wyrick, Executive Director
DATE: December 31, 2015
SUBJECT: Thurston Regional Planning Council's Operating Budget for 2016

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

PURPOSE

To consider the 2016 consolidated agency operating budget for Thurston Regional Planning Council.

Summary:

- Each January, TRPC adopts a consolidated agency operating budget (Attachment A). This budget is based on the 2016 Work Program and Funding document that was developed under the direction of a Council subcommittee during the fall of 2015. The work program was presented to the Council in November, and then adopted at the December 4, 2015 meeting.
- Revenues for 2016 are estimated from a variety of sources including the regional assessments, various planning contracts and state/federal grants.
- This budget projects revenues and expenditures balanced at a total of \$4,232,030. It reflects 1% decrease from the amended 2015 budget.
- This budget provides a 2.4% cost of living adjustment for salaries. According to the personnel practices that were approved by Council in 2001, staff performed a survey of targeted jurisdictions and organizations (Attachment C), which indicates that a cost of living is warranted at this time.
- This budget reflects no change in staffing levels. It takes into account the implementation of the agency re-organization and the establishment of two Division Director positions and the re-classification of the Assistant Director to Deputy Director. Budget impacts are minimal due to filling the positions with existing staff.

REQUESTED ACTION

Approve Resolution 2016-01 (Attachment B), adopting the 2016 Thurston Regional Planning Council budget in the amount of \$4,232,030.

79:ss

Attachments



Lon D. Wyrick
Executive Director

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www.trpc.org

THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016

Attachment A
1/8/2016

<u>EXPENDITURES</u>		<u>Budgeted</u>
PERSONNEL		
510000 Z100	Salaries and Wages	1,392,000
510000 Z101	Accrued Vacation	50,000
515000 Z100	Overtime	500
516000 Z100	Extra Help	16,000
		<hr/>
		1,458,500
PERSONNEL BENEFITS		
521000 Z100	Social Security	112,000
522000 Z100	Retirement	163,000
523000 Z100	Medical/Dental/Life/Vision	250,500
524000 Z100	Industrial Insurance	5,650
525000 Z100	Unemployment Compensation	5,200
		<hr/>
		536,350
SUBTOTAL SALARIES, WAGES & BENEFITS		1,994,850
SUPPLIES		
531000 Z100	Office Supplies	29,587
535000 Z102	Minor Equipment	50,000
		<hr/>
SUBTOTAL SUPPLIES		79,587

**THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016**

**Attachment A
1/8/2016**

OTHER SERVICES AND CHARGES

	Budgeted
541000 Z103 Professional Services (Non-specified)	275,000
541000 Z104 Prof. Services - Temporary/Recording	15,000
541000 Z112 Professional Services - Rural and Tribal Transportation	550,000
541000 Z114 Professional Services - Transportation	175,000
541000 Z119 Professional Services - CTR Program Coordination	10,000
541000 Z128 Professional Services - Main Street 507	4,250
541000 Z129 Professional Services - Climate Adaptation Plan	30,000
541007 Z103 Legal Services	10,000
542000 Z100 Communications / Postage	35,000
543000 Z100 Travel	20,000
541000 Z100 Advertising	15,000
545000 Z150 Office Rental	290,000
545000 Z151 Equipment Rental	5,000
545000 Z152 Copier Lease	20,000
546000 Z100 Insurance	20,855
548000 Z100 Repairs and Maintenance	125,000
549000 Z160 Dues	15,000
549000 Z161 State Audit	15,000
549000 Z162 Conference/Training	20,000
549000 Z163 Printing	15,000
549000 Z164 Subscriptions	5,000

SUBTOTAL OTHER SERVICES AND CHARGES

1,670,105

INTERGOVERNMENTAL SERVICES

551000 Z170 Thurston County Central Services	3,549
551000 Z173 Thurston County Auditor	14,338

SUBTOTAL INTERGOVERNMENTAL SERVICES

17,887

CAPITAL OUTLAY

564000 Z100 Machinery and Equipment/Software	60,000
SUBTOTAL CAPITAL OUTLAY	60,000
531000 Z130 Vehicle Supplies	100
532000 Z130 Vehicle Fuel	1,000
548000 Z130 Vehicle Repairs/Maintenance	500
564000 Z130 Vehicle ER&R Machinery & Equipment	40,000
	41,600

RESERVE (ESTIMATE)

368,001

TOTAL EXPENDITURES

4,232,030

**THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016**

**Attachment A
1/8/2016**

REVENUE

	<u>Budgeted</u>
BEGINNING FUND BALANCE (ESTIMATE)	892,832
386000 Z116 FEDERAL & STATE GRANT REVENUE	
DOT RTPO - Regional Transportation Planning	80,600
FHWA PL - Regional Transportation Planning	383,000
FTA - Regional Transportation Planning	121,000
FHWA STP-Planning - Regional Transportation Planning	673,650
FTA Rural/Tribal Non-Traditional Transportation	676,500
DOT-CTR Program Coordination	191,987
Main Street 507 (FHWA Grant)	10,000
Department of Commerce - Climate Adaptation Plan	125,000
JBLM/I-5 Congestion	65,000
TOTAL FEDERAL AND STATE GRANT REVENUE	2,326,737
338580 Z198 CHARGES FOR SERVICES	
City of Olympia (Historic Database)	1,000
City of Olympia (GIS)	10,000
Capitol Way Dynamic Modeling	40,000
Olympia Public Works Concurrency	27,000
Rainier Planning	32,600
Tenino Planning	26,672
Thurston County HCP AA	14,200
Thurston County LID Planning	102,575
Thurston County Hazard Mitigation Plan	17,200
Thurston County Medic One	13,300
Thurston County Transportation Comp Plan	25,000
Thurston County Dynamic Modeling	20,000
EDC Web Mapping	3,000
Deschutes Land Use Planning	58,450
Port of Olympia Real Estate Plan - Tumwater	23,500
TOTAL SERVICES	414,497

THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016

Attachment A
1/8/2016

	<u>Budgeted</u>
338580 Z199 INTERGOVERNMENTAL ASSESSMENTS	
Thurston County	201,812
City of Olympia	104,700
City of Lacey	94,439
City of Tumwater	39,196
City of Tenino	1,775
City of Yelm	16,756
City of Rainier	1,929
Town of Bucoda	700
North Thurston Public Schools	7,350
Olympia School District	4,768
Intercity Transit	37,489
LOTT Alliance	37,489
Confederated Tribes Chehalis Reservation	938
Nisqually Indian Tribe	805
Timberland Regional Library	1,000
Thurston PUD	1,829
Puget Sound Regional Council	1,000
The Evergreen State College	1,000
Lacey Fire District #3	1,000
Economic Development Council Thurston County	1,000
Port of Olympia	37,489
	<hr/>
TOTAL ASSESSMENTS	594,464
369900 MISCELLANEOUS REVENUE	3,500
TOTAL REVENUE	4,232,030

January 8, 2016

THURSTON REGIONAL PLANNING COUNCIL

RESOLUTION NO. 2016-01

Relating to the adoption of the 2016 Budget for Thurston Regional Planning Council;

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

That the 2016 Budget in the amount of \$4,232,030 be adopted.

BE IT FURTHER RESOLVED:

That this resolution is necessary in the best interest of good government, and shall take effect immediately upon its passage.

Adopted this 8th day of January 2016.

Chairman

Vice Chairman

Secretary

ATTEST:

Executive Director and Recording Secretary

Thurston Regional Planning Council – 2016 COLA Survey

Intercity Transit	3	
Lacey, City of	2	To be approved 12/17
Olympia, City of	3	Will have at the end of the month. Based on sales tax so no COLA's are announced until later. Letter from Steve Hall after first of the year. Call back first week of Jan.
Port of Olympia	NA	3% merit pool – awarded based on the performance Not a COLA
Thurston County	2	Not adopted but announced in paper. Adoption 12/11
Tumwater, City of	2.1*	1% COLA plus 1.1% increase in retirement contribution
Washington, State of	2	Avg of 3% (15-16) & 1% (16-17) 15-17 budget
Average Local	2.4	

For non-represented employees



MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Karen M. Parkhurst, Senior Planner

DATE: December 31, 2015

SUBJECT: 2016 State Legislative Session

PURPOSE

To update Council on 2016 State Legislative Session preparation.

Summary:

- In December, the Council finalized their legislative priorities for the 2016 State Legislative Session, recognizing that new issues will likely arise that impact the Region.
- Session begins on January 11, 2016. The Governor released his Supplemental Budget <http://www.ofm.wa.gov/budget16/highlights/default.asp> and the list of pre-filed bills is growing <http://app.leg.wa.gov/billinfo/prefiled.aspx?year=2015>
- Please consider visiting Legislators this session.

REQUESTED ACTION:

Discussion only.

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



Lon D. Wyrick
Executive Director

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AGENDA ITEM #13



REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Michael Ambrogi, Senior GIS Analyst
Veena Tabbutt, Senior Planner

DATE: December 31, 2015

SUBJECT: *The Profile: Data, Trends, and Analyses for Thurston County*

PURPOSE

To receive an overview of information from the new online version of *The Profile*.

Summary:

- *The Profile* is the single-most comprehensive and reliable source of information about jurisdictions within Thurston County.
- TRPC has published *The Profile* annually since 1982
- A summary of the type of data found in each of *The Profile*'s chapters is provided.
- Preview the document at <http://www.trpc.org/TheProfile>

REQUESTED ACTION

None. This is for your information.

	Program Area	Mission Statement
	MPO/RTPO	
x	Core Services	C
	Contract Services	
	Grant Services	



Lon D. Wyrick
Executive Director

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BACKGROUND

The Profile is an annual compilation of data, trends, and analyses for Thurston County and the cities and towns within. The document, originally published in 1982, serves a wide variety of users needing current, accurate data for the region. Indeed, *The Profile* has developed a reputation as the single-most comprehensive and reliable source of information about Thurston County.

ISSUES

The 2015 edition of *The Profile* is the second version of the document with an online-only release. The document can be found at www.trpc.org/TheProfile. *The Profile* contains information on the following topics:

- **Statistical Profiles:** One-page statistical profiles for the county, cities, and tribes.
- **History and Geography:** Jurisdiction acreage, annexations, and history.
- **Population:** Population estimates and projections, and components of population growth.
- **Demographics:** Household size and type, race and ethnicity, language spoken at home, and disability.
- **Housing and Real Estate:** Housing estimates and projections, subdivision activity, building permits, home sales, housing affordability, ownership and tenancy, apartment rents and vacancy, and homelessness.
- **Transportation:** Vehicle ownership, commuting trends, including inbound and outbound travel, mode split, travel time, transit service, and freight data.
- **Employment:** Employment estimates and projections by economic sector, wages, and unemployment rates.
- **Economics:** Income and poverty statistics, taxable retail sales, agricultural activity, and cost of living.
- **Education:** Public and private primary and secondary education, higher education, and educational attainment.
- **Environment:** Land cover, land in tax protection programs, urbanization trends by watershed, parks and public lands, solid waste, wastewater management, and water and air quality.

The 2015 edition of *The Profile* also includes two new tables on self-sufficiency wages and greenhouse gas emissions. Additional enhancements include improved organization and accessibility of the data tables.

CONCLUSION

Please take a look at the 2015 edition version of *The Profile* and help us to spread the word. Additionally, please help us understand how you utilize information within the document and whether it meets your needs. Individuals may contact Michael Ambrogi at 360-956-7575 or ambrogim@trpc.org with comments and questions.