

## **AGENDA**

Thurston Regional Planning Council

**Friday, March 4, 2016 – 8:30 a.m. to 10:30 a.m.**

2424 Heritage Court SW, Suite A

Conference Room A, 1<sup>st</sup> Floor

Olympia, WA 98502

### **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) – February 5, 2016
  - b. **Approval of Vouchers** (Attachment) – Jared Burbidge

### **OTHER BUSINESS**

- |                     |   |                     |
|---------------------|---|---------------------|
| 8:40 am<br>40 mins  | <b>6. North Lewis County Industrial Access Study</b> – SCJ Alliance                       | <b>PRESENTATION</b> |
| 9:10 am<br>10 mins  | <b>7. By-laws &amp; Agreement Subcommittee</b> (Attachment) – Chair Virgil Clarkson       | <b>ACTION</b>       |
| 9:20 am<br>20 mins  | <b>8. SFY 2017-18 Transportation Work Program Priorities</b> (Attachment) – Veena Tabbutt | <b>ACTION</b>       |
| 9:40 am<br>15 mins  | <b>9. Legislative Update</b> – Karen Parkhurst  | <b>DISCUSSION</b>   |
| 9:55 am<br>10 mins  | <b>10. Report from Outside Committee Assignments</b><br>(Oral/Written Report)             | <b>INFORMATION</b>  |
| 10:05 am<br>10 mins | <b>11. Member Check In</b> – Chair Virgil Clarkson  | <b>DISCUSSION</b>   |
| 10:15 am            | <b>12. Executive Director’s Report</b>  | <b>INFORMATION</b>  |
| 10:30 am            | <b>13. Adjourn</b>  |                     |

Additional Informational Enclosures:

1. TPB Minutes (available upon request)

**NEXT MEETING: Friday, April 1, 2016**

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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.

[ThurstonHereToThere.org](http://ThurstonHereToThere.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.

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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, February 5, 2016

2424 Heritage Court SW

Conference Room A, 1<sup>st</sup> 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.

#### Attendance

##### Members Present:

City of Olympia	Nathaniel Jones, Board member
City of Lacey	Virgil Clarkson, Chair
City of Tumwater	Tom Oliva, Vice Chair
Thurston County	Sandra Romero, Commissioner
City of Rainier	Everett Gage, Council member
City of Tenino	David Watterson, Council member
Town of Bucoda	Alan Vanell, Council member
LOTT Clean Water Alliance	Cynthia Pratt, Board member
Nisqually Indian Tribe	Heidi Thomas, Staff
North Thurston Public Schools	Chuck Namit, Board member
Intercity Transit	Karen Messmer, Board member
PUD No. 1 of Thurston County	Russell Olsen, Commissioner
Port of Olympia	Bill McGregor, Commissioner
Lacey Fire District #3	Gene Dobry, Board member
The Evergreen State College	Rich Davis, Staff (alternate)
Timberland Regional Library	Bill Wilson, Staff

##### Members Absent:

City of Yelm	Bob Isom, Council member
Confederated Tribes of the Chehalis Reservation	Amy Loudermilk, staff
Olympia School District	pending
Thurston EDC	Michael Cade, Director

##### Staff Present:

Lon Wyrick, Executive Director  
Jared Burbidge, Deputy Director  
Karen Parkhurst, Program & Policy Director  
Jailyn Brown, Senior Planner  
Sarah Selstrom, Administrative Assistant  
Veena Tabbutt, Research & Data Director  
Paul Brewster, Senior Planner  
Michael Ambrogi, Senior GIS Analyst

##### Others Present:

Doug DeForest, Transportation Policy Board  
Chief Scott LaVielle, Tumwater Fire Department  
Chief Steve Brooks, Lacey Fire District #3  
Deputy Chief Greg Wright, Olympia Fire Department  
Steve Romines, Medic One  
Joyce Philips, City of Olympia  
Tomy Mollas, Dept. of Enterprise Services  
Deanna Price, Dept. of Enterprise Services, Parking Services  
Aslan Meade, Thurston EDC

**Agenda Item 3**  
ACTION

**Approval of Agenda**

***Councilmember Messmer moved, seconded by Councilmember Pratt, to approve the agenda. Motion carried unanimously.***

**Agenda Item 4**

**Public Comment**

There were no public comments.

**Agenda Item 5**  
ACTION

**Consent Calendar**

- a. Approval of Minutes – January 8, 2016
- b. Approval of Vouchers
- c. Approval of 2015 Financial Report

Deputy Director Burbidge indicated that a mistake was discovered on page 2 of the staff report for January Vouchers. He handed out the updated page and explained that the table showing “Thurston County Central Services Charges Processed by Journal Entries by Thurston County Financial Services” for December was sent, rather than the table for January. The update makes no change to the total dollar amount reflected on page 1 of the staff report but simply replaces the December table with the January table on page 2..

***Councilmember Oliva moved, seconded by Councilmember Pratt, to approve the consent calendar as presented in the updated Vouchers numbers. Motion carried unanimously.***

**OTHER BUSINESS**

**Agenda Item 6**  
PRESENTATION

**Mobile Integrated Healthcare Programs**

Councilmember Dobry introduced Chief Steve Brooks, Lacey Fire District #3 and Deputy Chief Greg Wright, Olympia Fire Department, who have been working on a pilot project locally, modeled after a program in Mesa, Arizona. Chief Brooks and Deputy Chief Wright explained that the current local EMS system is limited by the growing population, increased calls for service and the inability to meet demand. The intent of the project is not to eliminate the current system, but to add options for basic life support services and services resulting in the diversion of unnecessary emergency department visits. The addition of these options will leave Advanced Life Support services available when needed. Chief Brooks and Deputy Chief Wright explained that discussions with possible partners are happening now - Behavioral Health Services, the new downtown facility of St. Peter Hospital, Thurston County Board of Health, Thurston County Safety Net Council and many others. Interest is high in the project, funding is the next hurdle. Both Chief Brooks and Deputy Chief Wright encouraged members contact them with questions or if they would like to schedule a presentation to their boards and commissions.

**Agenda Item 7**  
ACTION

**TRPC 2016 Meeting Calendar**

Executive Director Wyrick presented the proposed meeting dates for 2016, indicating the need for clarification regarding the July and September dates due to their falling on the Fridays preceding 3-day holiday weekends.

***Councilmember Romero moved, seconded by Councilmember Watterson, to approve the meeting calendar as proposed, with the July and September meetings moved to the 2<sup>nd</sup> Friday due to holiday weekends. Motion carried unanimously.***

**Agenda Item 8**  
ACTION

**Appointment of Executive Director Evaluation Committee**

Chair Clarkson asked for volunteers to serve on the Executive Director Evaluation Committee for 2016. He explained that the committee meets 2-4 times over the course of the year and in December, brings their recommendation to the Council for their consideration.

***Councilmembers Oliva, Vanell, Jones, Pratt, Romero, and Gage volunteered. Also serving on the committee will be the chair for 2016.***

**Agenda Item 9**  
INFORMATION /  
DISCUSSION

**Zero Net Loss of Farmland**

Programs and Policy Director Parkhurst presented information on the Zero Net Loss of Farmland Forum that was held in November 2015. She indicated that Zero Net Loss was both a Sustainable Thurston goal and a Council goal for 2016, as well as a topic of importance for the Food Council in 2016. Director Parkhurst summarized the work accomplished at the Forum, which included a dot exercise to help focus next step efforts. One recurring thought heard that day was the importance of an education piece, regardless of the next steps – for not only policy makers, but for current farmers and those interested in pursuing farming – so people know what all their options are.

**Agenda Item 10**  
DISCUSSION

**Legislative Update**

Programs and Policy Director Parkhurst updated Council on activity of interest with the Legislature. She indicated that meetings with local legislators have gone well so far and encouraged members to attend upcoming meetings if interested and available.

**Agenda Item 11**  
ACTION

**Election of 2016 TRPC Officers**

Executive Director Wyrick reviewed the election process and announced those nominations received in writing – Chair, Virgil Clarkson; Vice-Chair, Tom Oliva; and Secretary, Nathaniel Jones. Chair Clarkson called for nominations from the floor. There were none.

***Councilmember Wilson moved, seconded by Councilmember Romero, to close nominations. Motion carried unanimously.***

***Councilmember Pratt moved, seconded by Councilmember Romero, to approve all three nominations presented. Motion carried unanimously.***

**Agenda Item 12**  
INFORMATION

**Report from Outside Committee Assignments**

Doug DeForest reported on his attendance at the latest PSRC TPB meeting. Of interest was the award of \$2.8 million of reallocation funds to Intercity Transit due to their providing service in the area that is not provided by Pierce County Transit.

Councilmember Pratt reported on her attendance at the PSRC Growth Management Policy Board. They reviewed and approved nine comprehensive plans, bringing the total so far to 53, leaving just 11 remaining. The cities need this certification in order to apply for funding.

**Agenda Item 13**  
UPDATE

**Member Check In**

Councilmember Watterson shared information about an upcoming Value Added Workshop sponsored by the USDA on February 9<sup>th</sup> at 9:00 a.m. Also, Councilmember Watterson encouraged members to include HB 2346 in their discussions with legislators - it provides incentives for renewable energy projects throughout the state.

Councilmember Vanell announced a public meeting in Bucoda on Feb. 11<sup>th</sup> at 7:00 p.m. regarding the \$3.1 million project changing the elevation of Main Street.

Councilmember Namit reminded everyone of next Tuesday's levy vote. Also, the process for hiring a new Superintendent has begun. For those who are not aware, Superintendent Manhas is retiring.

Chair Clarkson invited members to attend the City of Lacey's Ethnic Celebration on February 13<sup>th</sup> at the Worthington Center.

Councilmember Romero announced that Thurston County will be selling the "Old McLane Fire Station" building, where the WSU Extension office is currently housed. Also, a new WSU Extension Director has been selected, but the position has not been accepted yet so the person cannot be formally announced yet.

**Agenda Item 14**  
INFORMATION

**Executive Director's Report**

Executive Director Wyrick detailed his involvement in the North Lewis County Industrial Lands Study.

Executive Director Wyrick discussed the passage of the FAST (Fixing America's Surface Transportation) Act and what that means locally. Between now and 2020, there will be \$3.6 billion awarded to the state. In the past, the dollar breakdown has been 66% of that money going to state projects and the remaining 34% to local projects. Those numbers are out of balance when compared to the on-the-ground numbers - 86% of roads/streets are local and 14% state. Mr. Wyrick was looking for consensus from the Council to send a letter to the Governor on behalf of the Council urging that he call partners together and discuss this formula to better reflect the miles on the ground.

***Council indicated their approval that a letter be sent..***

**Agenda Item 17**

**Adjournment**

***There being no further business, Chair Clarkson adjourned the meeting at 10:42 a.m.***

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Virgil Clarkson, Chair

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Lon D. 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: February 26, 2016

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 February 4 – 29, 2014 plus journal vouchers for a total of \$257,766.41.

Payroll Voucher February	\$ 145,997.28
Warrant Control List by Voucher (5)	\$ 110,278.55
Journal Entries for February 2016 (Central Services)	\$ 1,490.58

79:rb  
Attachments

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



Lon D. Wyrick  
Executive Director

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www.trpc.org

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

FEBRUARY 2016

<b>Description</b>	<b>\$ Amount</b>
Infrastructure	9.25
Mailroom	136.17
Indirect	1,194.83
Computer Services	150.33
<b>TOTAL</b>	<b>\$1,490.58</b>

THURSTON REGIONAL PLANNING COUNCIL  
OLYMPIA, WASHINGTON 98502-6031

PAYROLL  
Voucher No.  
Feb-16

THURSTON REGIONAL PLANNING COUNCIL

	FUND	ORGN	OBJT	AMOUNT
1. Salaries	6490	Z100	510000	117,520.00
2. Extra Help	6490	Z100	516000	300.00
3. OASI	6490	Z100	521000	8,878.61
4. Health Care Authority	6490	Z100	523000	19,298.67
5. Vacation/Sick Leave Cash Out	6490	Z101	510000	0.00
<b>TOTAL</b>				<b>145,997.28</b>

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 FEBUARY 2016.

(SIGNED)

Rose Bostrom

APPROVED AND  
AUTHORIZED BY

Jared M. Bivily  
Deputy Director

\_\_\_\_\_  
TRPC Officer

**Rosalie Bostwick**

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**From:** Nathaniel Jones <njones@ci.olympia.wa.us>  
**Sent:** Wednesday, February 24, 2016 10:13 PM  
**To:** Rosalie Bostwick  
**Subject:** RE: February 2016 Payroll

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 February 2016 in the amount of \$145,997.28.

SUBSCRIBED THIS 24TH DAY OF FEBRUARY 2016.

Nathaniel Jones, Secretary



02/25/2016 12:22 | Thurston County Washington  
ashes | WARRANT-CTL LIST BY VOUCHER

WARRANT-CTL: 02291GRP 02/29/2016

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
903594	9881	DOUGLAS DEFOREST	1011778		INV	02/22/2016	88.56	FEBRUARY 2016
903595	8462	PAETEC COMMUNICATIONS INC	59160021		INV	02/22/2016	184.90	ACCT NO. 4445984
903596	11084	SOFTWAREONE INC	2499		INV	02/22/2016	58.75	CUSTOMER NO. US-SCU-12
903597	1567	RICHARDSON BOTTLING CO INC	000462744		INV	02/22/2016	14.50	ACCT NO. 072488
903598	1562	AT&T	287235246972X020916		INV	02/22/2016	46.86	ACCT NO. 287235246972
903599	1551	VERIZON WIRELESS MESSAGING	9760124925		INV	02/22/2016	130.29	ACCT NO. 442001529-000
903600	2836	TOGETHER	2052016TRP		INV	02/22/2016	4,194.62	JANUARY 2016
903740	1927	DEPT OF RETIREMENT SYSTEMS	FEBRUARY 2016		INV	02/19/2016	13,138.74	ORGANIZATION #1608
						WARRANT-CTL TOTAL	17,857.22	

\*\* END OF REPORT - Generated by STACI ASHE \*\*



02/18/2016 12:33 | Thurston County Washington  
ashes | WARRANT-CTL LIST BY VOUCHER

WARRANT-CTL: 022216RP 02/22/2016

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
901936	5518	CBM SOUTH INC	207734		INV	02/12/2016	281.76	JANUARY 2016 SUPPLIES
901937	5518	CBM SOUTH INC	207764		INV	02/12/2016	1,455.00	JANITORIAL FEBRUARY 20
901938	2362	MPH HOLDINGS LLC	MARCH 2016		INV	02/12/2016	18,475.26	2424 HERITAGE CT SW
901939	9784	RODNEY T ICENHOUR	1301		INV	02/12/2016	3,200.00	JANUARY-FEBRUARY 2016
901940	9463	DEPARTMENT OF ENTERPRISE SE	82131807		INV	02/12/2016	245.14	ACCT NO. 75307-000
901942	9463	DEPARTMENT OF ENTERPRISE SE	73144317		INV	02/12/2016	45.00	ACCT NO. 75307-000
901943	6098	FIRST CHOICE HEALTH NETWORK	71443		INV	02/12/2016	224.40	JAN-JUNE 2016
901944	3745	DELL MARKETING LP	XJWCN58M9		INV	02/12/2016	2,692.68	ACCT NO. 0042-6136-20
901945	9595	ACCESS INFORMATION PROTECTE	1296666		INV	02/12/2016	170.95	CUSTOMER #TCT00101
901946	370	ALPHAGRAPHS	1010134		INV	02/12/2016	21.76	ACCT NO. 233-1
901947	9662	RICOH USA INC	96291320		INV	02/12/2016	252.30	ACCT NO. 466344-102344
901949	9662	RICOH USA INC	96291322		INV	02/12/2016	1,946.27	ACCT NO. 466344-102344
901950	9090	THE OLYMPIAN	JBLM TDM VIDEO		INV	02/12/2016	775.41	ACCT NO. 258669
WARRANT-CTL TOTAL							29,785.93	

\*\* END OF REPORT - Generated by STACI ASHE \*\*



02/17/2016 09:43 | Thurston County Washington  
arndtc | WARNT-CTL LIST BY VOUCHER

WARNT-CTL: 021716RP 02/17/2016

VOUCHER	VENDOR VENDOR NAME	INVOICE	PO	TYPE DUE DATE	AMOUNT COMMENT
902567	1927 DEPT OF RETIREMENT SYSTEMS	JANUARY 2016		INV 02/12/2016	13,138.74 ORGANIZATION #1608
				WARNT-CTL TOTAL	13,138.74

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



02/11/2016 12:16 | Thurston County Washington  
arndtc | WARRANT-CTL LIST BY VOUCHER

WARRANT-CTL: 021616RP 02/16/2016

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
899551	607113	KATRINA VAN EVERY	1007754		INV	02/08/2016	46.44	JANUARY 2016
899552	10883	COMFORT INN CONFERENCE CENT	28919889		INV	02/08/2016	353.39	PORT OF OLYMPIA PLANNI
899553	8018	SEMAPHORE CORPORATION	037205		INV	02/08/2016	723.35	PO NUMBER: 2495
899554	11107	CRITICAL INFORMATICS INC	6036		INV	02/08/2016	850.00	SOS NO. 2013-702
899555	264	SEATTLE DAILY JOURNAL OF CO	3309098		INV	02/08/2016	241.80	332671
899556	1560	COMCAST	1007759		INV	02/08/2016	231.17	ACCT NO. 8498 38 005 1
899557	1341	PIONEER FUEL	004936-1603101		INV	02/08/2016	42.53	ACCT NO. 01-004936
899558	8018	SEMAPHORE CORPORATION	037235		INV	02/08/2016	1,709.06	CONTRACT TRPC
899559	4600	NORTHWEST CONNECTIONS	259		INV	02/08/2016	39,973.20	DECEMBER 2015 RURAL AN
WARRANT-CTL TOTAL							44,170.94	

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



WARNT-CTL: 020816RP 02/08/2016

VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT
896156	7710 US BANK NATIONAL ASSO ND	1004367		INV	02/01/2016	1,886.33	ACCT NO. 4730-7710-018	
896160	7710 US BANK NATIONAL ASSO ND	1004371		INV	02/01/2016	128.10	ACCT NO. 4730-7700-062	
896163	7710 US BANK NATIONAL ASSO ND	1004374		INV	02/01/2016	12.54	ACCT NO. 4730-7700-085	
896167	7710 US BANK NATIONAL ASSO ND	1004378		INV	02/01/2016	13.00	ACCT NO. 4730-7700-052	
896168	7710 US BANK NATIONAL ASSO ND	1004379		INV	02/01/2016	115.03	ACCT NO. 4730-7700-058	
896169	7710 US BANK NATIONAL ASSO ND	1004380		INV	02/01/2016	247.15	ACCT NO. 4730-7700-052	
896170	7710 US BANK NATIONAL ASSO ND	1004381		INV	02/01/2016	40.42	ACCT NO. 4730-7700-052	
896731	370 ALPHAGRAPHS	85357		INV	02/01/2016	21.76	ACCT NO. 233	
896733	2362 MPH HOLDINGS LLC	2599		INV	02/01/2016	1,377.46	UTILITIES 10/16/15 - 1	
896734	550 VALERIE GOW	1539		INV	02/01/2016	550.48	JANUARY TRANSCRIPTION	
896737	2973 TAGS THE WILLIAMS GROUP	177245		INV	02/01/2016	11.42	TRPC	
896738	211 ASSOC OF WA CITIES	40772		INV	02/01/2016	500.00	2016 ASSOCIATE MEMBER	
896739	9785 CAPITAL ONE NATIONAL FINANC	1004949		INV	02/01/2016	30.78	ACCT ENDING IN 5628	
896741	71 CAPITOL ALARM INC	58485		INV	02/01/2016	25.00	ACCT NO. 103024	
896742	9881 DOUGLAS DEFOREST	1004952		INV	02/01/2016	88.56	JANUARY 2016	
896745	4820 APEX MAILING SERVICES INC	38423		INV	02/01/2016	277.69	#3 PORT OF OLYMPIA FLY	
WARNT-CTL TOTAL							5,325.72	

\*\* 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
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**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: Lon Wyrick, Executive Director

DATE: February 26, 2016

SUBJECT: By-Laws and Agency Agreement Update

**PURPOSE**

Appoint a sub-committee to oversee the update of the TRPC bylaws and agreement as part of the two-year cycle specified in those documents.

**Summary:**

- TRPC's by-laws state that they shall be reviewed at least every two years, which was last performed in April of 2014. Any amendments to the by-laws may be approved by a two thirds majority of voting members present. Proposed changes shall be presented one meeting prior to the meeting at which action by the Council will be taken.
- The TRPC Agreement was executed on April 4, 2014 and has a term of two years from that date. The By-laws Subcommittee will also review the agreement and bring any revisions to the Council for adoption.
- The subcommittee will review the documents, discuss any needed changes (if any), and bring any recommendations to the Council in April. Per the existing bylaws, the final vote on the recommendations would occur at the following meeting.

**REQUESTED ACTION**

Appoint a sub-committee of TRPC members to review the agency by-laws and agreement and present any recommended changes at the April TPRC meeting.

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



**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
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- 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:** Veena Tabbutt, Research and Data Director  
Karen Parkhurst, Policy and Programs Director

**DATE:** February 26, 2016

**SUBJECT:** SFY 2017-18 Transportation Work Program Priorities

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

**PURPOSE**

The purpose of this agenda item is to review and take action on the work program priorities recommended by the Transportation Policy Board for inclusion in the state fiscal year (SFY) 2017-18 Unified Planning Work Program.

**Summary:**

- TRPC's regional transportation work program operates on a state fiscal year basis. Efforts get underway in February to develop the new work program for state and federal review and approval.
- Federal requirements of Metropolitan Planning Organizations and state requirements of Regional Transportation Planning Organizations govern much of the transportation work program. TRPC also incorporates regional emphasis areas as work program priorities into the work program.
- The Transportation Policy Board considered work program priorities at its February meeting, and forwarded a recommendation to TRPC for Council consideration and action.
- TRPC action in March will trigger development of a draft Unified Planning Work Program (UPWP) for state and federal review before TRPC adoption in May.

**REQUESTED ACTION**

Approve the Transportation Policy Board recommendation of regional work program priorities on which to base a SFY 2017-18 Unified Planning Work Program.



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## BACKGROUND

As the Metropolitan Planning Organization (MPO, federal) and the Regional Transportation Planning Organization (RTPO, state), TRPC must carry out a regional transportation program that complies with federal and state requirements. These rules govern much of the transportation work undertaken by the agency. TRPC receives funding from the federal and state governments to do this work which is augmented with local and regional funds.

The Unified Planning Work Program (UPWP) describes that regional transportation work program in a manner compliant with state and federal requirements. It operates on state fiscal years (July 1 – June 30). The agency is almost three-quarters through state fiscal year 2016 and so it must begin developing an updated work program. TRPC adopts a two-year work program as authorized under federal law, so this next UPWP will be for state fiscal years 2017 and 2018 (SFY 2017-18).

### Mandatory Elements

Mandatory work program elements in the UPWP are those activities needed to meet state and federal requirements. These mandatory requirements fall within two major areas of activity: **MPO/RTPO Program Compliance** such as the long-range regional transportation plan, the Regional Transportation Improvement Program, Growth Management Act compliance, and other activities; and **Program Administration** including administrative support functions, accounting and audits, core technical support, management, and certain other federal / state compliance activities. These mandatory elements are the activities that state and federal agencies review and monitor for compliance with minimum established state and federal requirements. How these activities are conducted and what they address is heavily influenced by these requirements and monitoring. The [annual report](#) documents those mandatory activities for the recently completed SFY 2015 time period.

Some federal emphasis areas in the coming biennium include:

- Implementing the **FAST Act**. Fixing America's Surface Transportation Act – or the FAST Act – was signed into law on December 4<sup>th</sup> 2015. This five-year transportation legislation replaces Moving Ahead for Progress in the 21st Century Act (MAP-21), which took effect on October 1, 2012.
- **Performance Measures**. Work on performance measures continues to move forward, as some federal measures move into rule making. The State Department of Transportation is working with MPOs to identify performance targets. As these role out, they will be integrated into TRPC's planning efforts.
- **Ladders of Opportunity**. Ladders of opportunity is a new federal emphasis areas to identify transportation connectivity gaps in access to essential services. Essential services include housing, employment, health care, schools/education, and recreation.
- **Models of Regional Planning Cooperation**. This emphasis area encourages cooperation and coordination across MPO boundaries and across state boundaries where appropriate to ensure a regional approach to transportation planning.
- Updating the region's **Intelligent Transportation System (ITS) Architecture**. ITS projects make use of electronics, communications, or information processing to improve the efficiency or safety of a surface transportation system. Because information technology is generally most effective when systems are integrated and interoperable, MPOs are required to have a regional ITS Architecture for federally-funded transportation projects. TRPC's ITS Architecture was last updated in 2004.

### Regional Planning Priorities

In addition to minimum state and federal requirements, TRPC also funds work program priorities that specifically support this region's values and needs. The current UPWP refers to these as "Regional Planning Priorities." They derive in large measure from work program priorities first identified in the Regional Transportation Plan in 2004, and the maturation of that work over the years.

The intent of these work program priorities is to promote an integrated and holistic approach to regional transportation planning that is multi-modal by nature, consistent with adopted Comprehensive Plans, and which facilitates local, regional, and state implementation efforts in ways that are compatible with this region's philosophies about transportation and planning. A partial list of efforts over the years include activities supporting: Urban Corridors Task Force and now the resulting Urban Corridor Communities process; Healthy Kids / Safe Streets and the successful "Walk N Roll" school based programs; coordination with disaster response and preparedness agencies; commute trip reduction; I-5 and Joint Base Lewis-McChord coordination activities; household travel survey data collection and analysis; update of the Regional Transportation Model; Rural / Tribal Transportation; coordination with South Thurston Economic Development Initiative, district and corridor planning processes, and support for other local planning initiatives; development of a Regional Trails Plan and subsequent deployment efforts; the Passenger Rail Work Group; expanded public outreach efforts and deployment of new techniques; and Sustainable Thurston. These regional work program priorities are the transportation planning activities over which TRPC has historically had the most discretion in defining and shaping to reflect this region's values.

The overarching aim of regional transportation policies, investments and decisions is to:

- Keep life-cycle costs as low as possible
- Make efficient use of existing infrastructure and services
- Align transportation and land use decisions
- Increase viable travel choices
- Minimize environmental impacts
- Make the transportation system safe for all users

The work program is the framework within which much of this happens at the regional level.

The total current SFY 2015-16 UPWP – including mandatory tasks as well as the discretionary work program priorities - represents about 8.2 FTE, of which 17% is attributed to the program administration functions described above. We anticipate that the SFY 2017-18 UPWP will maintain roughly this same staffing capacity.

Complete details of the existing SFY 2015-16 UPWP under which we are currently working, as well as recent Annual Reports, can be found [online](#) on TRPC's website ([www.trpc.org](http://www.trpc.org)).

### Identifying Regional Planning Priorities

The SFY 2015-16 transportation work program included the following on-going transportation programs. They derive in large measure from work program priorities first identified in the Regional Transportation Plan in 2004, and the maturation of that work over subsequent years. We propose that they continue in the SFY 2017-18 transportation work program.

#### *On-going Transportation Programs*

- **Local Agency Support**, which includes participation on numerous local study efforts, technical analysis and on-call data support, and other activities that support the planning and implementation efforts of TRPC's local partners. This could include participation in I-5 mobility and access studies, or district, neighborhood, and corridor studies. This also includes participation in efforts such as the South County Economic Development Initiative (STEDI) and Thurston Thrives. This also includes monitoring, evaluating, and responding to state transportation legislation and its potential implications for the region
- **Multi-modal and Demand Management** activities including Healthy Kids / Safe Streets, the Walk N Roll program, update of the Regional Bike Map; trails planning and coordination efforts; Thurston County Human Services Transportation Forum activities supporting non-emergency special needs transportation; and administrative support for the Rural / Tribal Transportation Program.
- **Inter-regional Coordination** with partners outside the region, such as the South Sound Military and Communities Partnership, Joint Base Lewis-McChord, the Regional Catastrophic Planning Team, and the Puget Sound Regional Council, as well as statewide organizations like the Washington State Rideshare Organization, the Agency Council on Coordinated Transportation, and the Commute Trip Reduction Board. Activities may range from general communication and coordination to active involvement in relevant plans and processes.

- **Technical Capacity** to develop and maintain the ability to support policy, programs, and project development with robust models, and the reliable data on which they rely. This includes maintaining and updating the Regional Transportation Model, development of Population and Employment forecasts, and maintaining and updating Geographic Information System (GIS) data layers. TRPC also anticipates updating the Dynameq traffic simulation and dynamic traffic assignment (DTA) model.
- Communication and Outreach that includes web-based applications, surveys, social media, and other tools tailored to specific needs of individual project areas, and briefings as requested on various transportation subjects to community groups and the media.
- **Response to Emerging Issues** accommodates those issues that we cannot anticipate at this time, as well as response to specific inquiries from policy makers and legislators. This category accommodates pop-up needs that don't fit neatly into the categories above. Often this provides grant-writing support for regional and local grant acquisition efforts.

In 2011-13, as directed by policy makers, we focused significant effort in the regional transportation work program on participation in Sustainable Thurston activities. Much of Sustainable Thurston's core values and philosophy embody established regional transportation policies and priorities. In addition to the on-going program items, regional work program priorities for SFY 2017-18 reflect the implementation of the Sustainable Thurston Plan, Thurston Thrives, efforts to reduce our region's greenhouse gas emissions, and other priorities identified by the Regional Planning Council and Transportation Policy Board during the update of the Regional Transportation Plan (RTP) in 2015. The RTP Work Program Priority list represents a ten plus year list of potential projects.

The Transportation Policy Board reviewed work program priorities at its February meeting, and forwarded a recommendation to TRPC for Council consideration and action.

Proposed work program items are arranged in topic categories.

#### *Sustainable Thurston Plan and Leadership*

- **Monitor Progress of the Sustainable Thurston Plan Implementation** including reporting on benchmarks to monitor progress the region's progress in achieving Sustainable Thurston Plan goals and targets, and creating an annual report on Sustainable Thurston implementation.

#### *Transportation System Maintenance*

- Create an annual "**state of the transportation infrastructure**" report. This will involve gathering data from local and state partners to compile into a report to the Regional Planning Council.

#### *Transportation and Health and Human Services*

- Continue to work with efforts such as **Thurston Thrives** that link health outcomes to transportation and land use.
- Monitor and evaluate **changing demographics**, mobility needs, and affordability (housing + transportation). Examine such issues as income, age, and linguistic isolation.

#### *Transportation and Local Food Systems*

- Identify methods for **creating and financing farmers' transportation co-operatives** for taking goods to market and to central distribution points.

#### *Transportation, Energy, and Climate Change*

- **Develop a Climate Adaptation Plan**, focusing on the transportation element. Assess and prioritizing vulnerabilities. (Note: Development of a Climate Action Plan is listed in the unfunded needs section.)
- Develop a **greenhouse gas emissions framework** for integrating emissions analysis into traffic impact analysis and other transportation decision-making. (Example: look at the tradeoff between investment decisions in increasing transit versus adding vehicle lane capacity.)

#### *Transportation and Land Use*

- **Gather and evaluate data relating to transportation and land use.** For example: Evaluate how street connectivity affects traffic patterns; and evaluate how changes in land use patterns over time can trigger new or increased transit service.
- Update the “Vision Reality” report. Using the baseline regional forecast, analyze the capacity of the current transportation network to accommodate the growth as projected; identify problem areas, possible solutions, and estimated costs to maintain a fully functional network. Compare this to the vision of the Sustainable Thurston Plan, including analyzing what actions and investments it will take to reach our regional vehicle miles traveled and greenhouse gas emission goals.
- Reconvene the Urban Corridors Task Force to report on progress to date, re-engage with the private sector, and refine the tools available to encourage development along these corridors.
- Develop and advocate for policies related to the siting of public facilities to reduce their effect on the transportation network. This includes any entity or project that receives public funding, including grants.
- Continue to work with state agencies (Department of Enterprise Services and the Office of Financial Management) to ensure that the **siting of leased and owned state facilities** conforms to the Thurston region’s transportation and land-use policies.
- Where appropriate, pursue a legislative agenda to improve **financial feasibility of infill** projects.

#### *Transportation and Economics*

- Monitor and participate in the development of economic policies and activities that have transportation infrastructure implications – such as corridor work or efforts to strengthen rural communities.
- Identify potential methods for enhancing public transportation funding at the local, state, and federal levels.
- Explore **funding opportunities** such as an Economic Development District to fund infill and redevelopment projects (with Economic Development Council).

#### *Multimodal Transportation*

- Develop information and methods to enhance multi-modal transportation systems. For example, Inventory missing links (data/maps), identify walk sheds and bike sheds, and prioritize projects.
- Work with interested stakeholders to create transportation management areas where traditional fixed-route transit service is not feasible.
- Identify ways to establish park-and-pool facilities that increase vanpool and carpool options in the cities and rural communities.
- Evaluate strategies that could be used to address congestion and mobility in the region’s designated strategy corridors.
- Identify and implement ways to enhance and promote our trail network.

#### *Transportation Technology*

- Monitor and periodically update policymakers on advances and opportunities in **transportation technology** – including vehicles and traffic management.
- **Research and develop policies** for the use of electric-assist bicycles and mobility devices on trails and streets.

#### Unfunded Needs

In addition to program activities that we can accommodate within the existing regional transportation work program, Sustainable Thurston identified a number of transportation-related actions that will require additional funding through grants or other means. The UPWP categorizes these actions as “**Unfunded Needs.**” Staff actively look for additional funding resources to accomplish needs above and beyond the regular work program, and have long included such a list in the UPWP. Having a list of specific needs helps provide clarity for on-going grant searches and enhances the stature of applications submitted by TRPC or its partners. Priority “Unfunded Needs” identified in the previous UPWP, and proposed to be included in the new UPWP include:

- Sustainable Thurston calls for the development of a **Climate Action Plan**, based on a rigorous, data-driven analysis of mitigation, remediation, and adaption measures to help this region reduce its carbon footprint and protect critical infrastructure during extreme weather events. Such a plan would necessitate regionally-agreed upon and consistent methodologies for calculating and evaluating impacts and benefits, assessing and prioritizing vulnerabilities, and incorporating greenhouse gas analysis considerations into local and regional decision-making processes.
- Funding for an **Alternatives Analysis** has been a long-standing unfunded need of interest to the region's stakeholders. An Alternatives Analysis is the rigorous analytical process by which a full range of potential high capacity transportation options are evaluated, weighed, prioritized, and documented so that any project coming out of that process is eligible to receive federal funding. It is the precursor to any decision regarding commuter rail, light rail, bus rapid transit, streetcars, or other high capacity transit options if we will need any federal funding for implementation. Sustainable Thurston identified this as a follow-up action supportive of its broader vision and goals.
- Another unfunded project that has been on this region's radar for some time is an **I-5 framework plan** that identifies short- and long-range measures for improving the mobility of people and goods on this constrained corridor. Work underway near Joint Base Lewis-McChord stops short of Thurston County. It does, however, provide an excellent model for what such a plan needs to address and how to approach such a complex, multi-modal analysis. It is the first of its kind in Washington State. As such, it may prove useful in TRPC's efforts to secure funding for extending this work at least through the region's metropolitan area. Sustainable Thurston, recognizing the role of I-5 to this region's entire economy and its importance as a primary commuter route identified the need for some kind of plan that addresses long-term mobility needs.
- While much of this region's focus is on building streets that support biking and walking, Sustainable Thurston also recognizes that a strong economy depends on the ability to get goods and services into and out of these urbanizing areas efficiently. It identified the need for a **Local Goods and Services Mobility Strategy** to develop a comprehensive understanding of the needs, economic impacts, and opportunities associated with the movement of goods and services that support local economies and businesses in compact urban centers, and ways to better accommodate that with street and site design and innovative partnerships. This includes the efficient transport and distribution of locally-produced agricultural goods and services.
- Fixed-route, urban transportation service such as that provided by Intercity Transit is not an effective option for rural transit needs. The Rural & Tribal Transportation Program (RT) currently supplies rural transit service. That program offers an immediate stop-gap measure but it is entirely dependent upon grant funding which could disappear at any time. In addition, it provides only the most basic lifeline service needs. A more comprehensive long-term strategy is warranted. A **Rural Mobility Alternatives Analysis** will evaluate a range of strategies for increasing the range of travel choices available to rural residents. It will look at the mechanisms, potential costs and revenues, and implementation requirements. It will also include close coordination with rural communities, transit service providers, and other mobility partners in determining which strategies have the most potential and the steps necessary to ensure implementation.

#### Development of the Actual UPWP – What happens next?

Today's discussion will focus on policy maker priorities for incorporation into the SFY 2017-18 UPWP. Upon getting approval from TRPC on work program priorities, staff will develop a draft UPWP document that meets specific state and federal requirements. This includes clearly identifying which tasks and activities must be included to satisfy those requirements. Those mandatory items will likely remain substantially the same. TRPC must do these things so that federal and state transportation funds continue to flow to this region.

The substantive change will occur in the discussion of regional transportation work program priorities (in the full [SFY 2015-16 UPWP](#) that discussion begins on page 9). The proposed priorities and unfunded needs discussed above assume policy maker support for a gentle realignment of work program activities to reflect Work Program Priorities identified in the update of the Regional Transportation Plan. We will update the descriptions in the draft UPWP in a format consistent with state and federal expectations to meet the specific requirements of the several

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layers of adoption: TRPC; Washington State Department of Transportation; the Federal Highway Administration, and the Federal Transit Administration before it can go into effect. Standard formats facilitate approval.

State and federal officials will review the draft SFY 2017-2018 UPWP with its work elements and updated priorities to ensure it satisfies their needs before presenting it to TRPC for approval. TRPC will adopt the new work program and its budget in May. The work program will then go into effect on July 1, 2016.

REQUESTED ACTION

Approve the Transportation Policy Board recommendation of regional work program priorities on which to base a SFY 2017-18 Unified Planning Work Program.