

AGENDA

Thurston Regional Planning Council

Friday, July 8, 2016 – 8:30 a.m. to 11:00 a.m.

2424 Heritage Court SW, Suite A

Conference Room A, 1st 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) – June 3, 2016
 - b. **Approval of Vouchers** (Attachment) – Jared Burbidge
 - c. **Approval of Draft Regional Transportation Plan** (Attachment) –
Veena Tabbutt and Karen Parkhurst

OTHER BUSINESS

- | | | |
|---------------------|---|-----------------------|
| 8:40 am
15 mins | 6. Special Recognition – Executive Director Lon Wyrick Retirement –
Chair Virgil Clarkson | PRESENTATION |
| 8:55 am
15 mins | 7. 2017 State Legislative Preparation (Attachment) – Karen Parkhurst | DISCUSSION |
| 9:10 am
15 mins | 8. Executive Director Recruitment (Attachment) – Executive Director
Recruitment Committee | ACTION |
| 9:25 am
15 mins | 9. EXECUTIVE SESSION – Interim Director Discussion – Executive Director
Recruitment Committee | CLOSED SESSION |
| 9:40 am
5 mins | 10. Appointment of Interim Director (Attachment) – Lon Wyrick | ACTION |
| 9:45 am
30 mins | 11. Federal Transportation Funding (Attachment) – Paul Brewster | INFORMATION |
| 10:15 am
10 mins | 12. State Transportation Improvement Program (STIP) (Attachment) –
Karen Parkhurst | DISCUSSION |
| 10:25 am
10 mins | 13. Cost of Living Data (Attachment) – Veena Tabbutt | INFORMATION |
| 10:35 am
10 mins | 14. Report from Outside Committee Assignments
(Oral/Written Report) | INFORMATION |
| 10:45 am
10 mins | 15. Member Check In – Chair Virgil Clarkson | DISCUSSION |
| 10:55 am | 16. Executive Director’s Report | INFORMATION |
| 11:00 am | 17. Adjourn | |

Additional Informational Enclosures:

1. TPB Minutes (available upon request)
2. 2016 State Audit
3. Annual Population Estimates

NEXT MEETING: Friday, September 9, 2016

NO AUGUST MEETING

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](#) 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 - DRAFT

THURSTON REGIONAL PLANNING COUNCIL

Friday, June 3, 2016

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.

Attendance

Members Present:

City of Olympia

City of Lacey

City of Tumwater

Thurston County

City of Rainier

City of Tenino

Town of Bucoda

Nisqually Indian Tribe

North Thurston Public Schools

Intercity Transit

LOTT Clean Water Alliance

PUD No. 1 of Thurston County

Lacey Fire District #3

Thurston EDC

Timberland Regional Library

Nathaniel Jones, Secretary

Virgil Clarkson, Chair

Tom Oliva, Vice Chair

Sandra Romero, Commissioner

Jonathan Stephenson, Council member

David Watterson, Council member

Alan Vanell, Council member

Heidi Thomas, Staff

Chuck Namit, Board member

Karen Messmer, Board member

Cynthia Pratt, Board member

Chris Stearns, Commissioner (alternate)

Gene Dobry, Board member

Michael Cade, Director

Jeff Kleingartner, Staff

Members Absent:

City of Yelm

Confederated Tribes of the

Chehalis Reservation

Olympia School District

Port of Olympia

The Evergreen State College

Bob Isom, Council member

Amy Loudermilk, staff

Mark Campeau, Board member

Bill McGregor, Commissioner

Jeanne Rynne, Staff

Staff Present:

Lon Wyrick, Executive Director

Jared Burbidge, Deputy Director

Sarah Selstrom, Administrative Assistant

Karen Parkhurst, Program & Policy Director

Michael Ambrogi, Senior GIS Analyst

Mike Burnham, Associate Planner

Veena Tabbutt, Research & Data Director

Others Present:

Joel Carlson, South Sound Sierra Club

Doug DeForest, Transportation Policy Board

Eric Phillips, Intercity Transit

Cari Hornbein, City of Olympia

Scott Davis, Thurston County Public Works

Barb Scavezze, NW EcoBuilding Guild

Paula Reeves, City of Tumwater

Lara Whitely Binder, UW Program on Climate Change

Agenda Item 3 **Approval of Agenda**
ACTION

Councilmember Namit moved, seconded by Councilmember Watterson, to approve the agenda. Motion carried unanimously.

Agenda Item 4 **Public Comment**

There were no public comments.

Agenda Item 5 **Consent Calendar**
ACTION

- a. Approval of Minutes – May 6, 2016
- b. Approval of Vouchers

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

OTHER BUSINESS

Agenda Item 6 **DRAFT Regional Transportation Plan (RTP) Review**
1ST REVIEW

Research and Data Director Veena Tabbutt and Programs and Policy Director Karen Parkhurst summarized changes made to the draft plan following the public comment period and Transportation Policy Board review. Council suggested additional changes.

Councilmember Romero handed out proposed language changes to regarding fish barriers and pollinators.

Councilmember Romero moved, seconded by Councilmember Watterson, to replace language in Chapter 3, 18.b with “During transportation planning, design, and construction, proactively address fish barrier removal, taking into consideration the habitat of fish bearing streams and environmentally sensitive areas.” Motion carried unanimously.

Councilmember Romero moved, seconded by Councilmember Namit, to add a bullet to Chapter 3, Goals & Policies, Examples of Supportive Measures, to read “Support health of pollinators and other environmental goals by preserving and using pollinator friendly vegetation when appropriate and possible during building and maintenance of the transportation system.”

Councilmember Namit moved to amend the motion on the floor, seconded by Councilmember Watterson, to read “...using pollinator friendly native vegetation when appropriate...”. Motion to amend carried unanimously. Motion to add amended language carried unanimously.

Councilmember Messmer indicated concern about adding the word “multi-modal” to the list of Capacity Improvement Projects.

Councilmember Jones moved, seconded by Councilmember Messmer, to remove the word multi-modal from the title of the Capacity Improvement Projects list.

Councilmember Namit moved to amend the motion on the floor, seconded by Councilmember Pratt, to change the language to read “Capacity Projects, including Multi-modal Improvements”. Motion to amend carried, with one dissenting vote (Stephenson). Motion to change language, as amended carried, with one dissenting vote (Stephenson).

Councilmember Jones addressed freight mobility and its place within the term multi-modal.

Councilmember Pratt moved, seconded by Councilmember Oliva, to add freight to the definition of multi-modal throughout the plan. Motion failed.

Agenda Item 7
PRESENTATION **Climate Change Impacts for the Puget Sound Region**
Lara Whitely Binder, University of Washington (UW) Climate Impacts Group, discussed historical and projected climate change impacts for the Puget Sound region, based on UW analysis.

Agenda Item 8
DISCUSSION /
ACTION **Executive Director Recruitment Process**
Executive Director Wyrick reported that the Executive Director Recruitment Subcommittee met and determined that the process of recruitment should not be rushed, that a good job will take time and that an Interim Director should be appointed for the time between his retirement and when a new director is hired.

Councilmember Oliva reported that the committee felt it was important to hire a consulting firm for the search process, and as Executive Director Wyrick indicated, that an Interim Director should be put in place, to include a temporary salary adjustment for that time. Also, the Committee will be meeting to finalize a position description and has asked Executive Director Wyrick to conduct a salary survey for the Committee to use in deciding a salary range for the position.

Councilmember Oliva moved, seconded by Councilmember Watterson, to authorize the Executive Director, in consultation with the Recruitment Subcommittee, to hire a consultant to facilitate the search and hiring process. Motion passed unanimously.

Agenda Item 9
INFORMATION **Report from Outside Committee Assignments**
Doug DeForest reported there was no May meeting of the PSRC Transportation Policy Board.

Councilmember Pratt reported that the PSRC Growth Management Board met on June 2nd and approved more Comprehensive Plans.

Agenda Item 10
DISCUSSION **Member Check In**
Councilmember Namit announced that a new superintendent, Dr. Debra Clemens, has been selected to fill the position following the retirement of Raj Manhas at the end of June. Also, on June 6th the District will be opening Salish Middle School. The District bought the Bally's Health Center that will become Aspire Middle School and will be staff development and meeting center.

Councilmember Clarkson announced a July 3rd event and kickoff to the City of Lacey's 50th anniversary celebration.

Councilmember Vanell thanked the Port of Olympia for the small town grant the Town of Bucoda received. They will be installing acoustical panels in the Community Center.

Councilmember Oliva announced the dedication of Tumwater's newest park, the Deschutes Valley Park. It has a one million gallon water tank for reclaimed water that is being used to water the golf course. Also, the Tumwater City Council is holding their retreat over the next two days.

Councilmember Stearns announced that the PUD is working on getting a wifi hotspot set up for the Tumwater Valley area for the 4th of July celebration.

Councilmember Jones announced the City of Olympia's continuing work on downtown strategy, the most recent workshop had over 100 in attendance. Also, the "Action Plan", which is implementation plan for the Comprehensive Plan.

Agenda Item 11
INFORMATION **Executive Director's Report**
Executive Director Lon Wyrick reminded the Council that the July meeting is on the 8th, not on the 1st – to accommodate the July 4th holiday.

Agenda Item 12 Adjournment

There being no further business, Chair Clarkson adjourned the meeting at 11:01 a.m.

Virgil Clarkson, Chair

Lon D. Wyrick, Ex-Officio Secretary

*Minutes prepared by Sarah Selstrom, Administrative Assistant
Thurston Regional Planning Council*

These minutes are not verbatim. A verbatim transcript of this meeting is available upon request.



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: June 30, 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 May 31 – June 23, 2016 plus journal vouchers for a total of \$272,912.55.

Payroll (June)	\$ 134,274.49
Warrant Control List by Voucher	\$ 137,147.48
Journal Entries for June 2016 (Central Services)	\$ 1,490.58

79:rb
Attachments

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



Lon D. Wyrick
Executive Director

2424 Heritage Court SW
Suite A
Olympia, WA 98502-6031
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Thurston County Central Services Charges Processed by Journal Entries
By Thurston County Financial Services

JUNE 2016

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

THURSTON REGIONAL PLANNING COUNCIL
OLYMPIA, WASHINGTON 98502-6031

PAYROLL
Voucher No. _____
Jun-16

THURSTON REGIONAL PLANNING COUNCIL

		FUND	ORGN	OBJT	AMOUNT
1	Salaries	6490	Z100	510000	108,162.00
2	Extra Help	6490	Z100	516000	780.00
3	OASI	6490	Z100	521000	8,209.14
4	Health Care Authority	6490	Z100	523000	17,123.35
5	Vacation/Sick Leave Cash Out	6490	Z101	510000	0.00
TOTAL					134,274.49

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 27TH DAY OF JUNE 2016.

(SIGNED)

Robert Betz TO

APPROVED AND
AUTHORIZED BY

Vard Bunkley
Deputy Director

TRPC Officer

Rosalie Bostwick

From: Nathaniel Jones <njones@ci.olympia.wa.us>
Sent: Monday, June 27, 2016 1:48 PM
To: Rosalie Bostwick
Subject: RE: June 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 June 2016 in the amount of \$134,274.49.

SUBSCRIBED THIS 27TH DAY OF JUNE 2016.

Nathaniel Jones, Secretary

TRPC CASH DISBURSEMENT JOURNAL

VENDOR NAME	INVOICE #	CHECK NO	AMOUNT	CHECK DATE
71 CAPITOL ALARM INC	59992	1424780	25.00	05/31/2016
473 EXPRESS SERVICES INC	17327374-9	1424781	711.90	05/31/2016
541 GORDON PRODUCTS INC	127512	1424782	251.05	05/31/2016
550 VALERIE GOW	1559	1424783	880.15	05/31/2016
1927 DEPT OF RETIREMENT SYSTEMS	MAY 2016	1424784	12,152.84	05/31/2016
9389 QWEST CENTURYLINK	1044387	1424785	70.66	05/31/2016
9389 QWEST CENTURYLINK	1375779701	1424786	1,000.00	05/31/2016
9785 CAPITAL ONE NATIONAL ASSOC	1044391	1424787	518.25	05/31/2016
602691 LON WYRICK	1044390	1424788	96.00	05/31/2016
606096 JARED BURBIDGE	1044389	1424789	96.00	05/31/2016
473 EXPRESS SERVICES INC	17358442-6	1424810	711.90	06/03/2016
1031 A&E IMAGING INC	73947	1424811	939.05	06/03/2016
1560 COMCAST HOLDINGS CORPORATION	1046700	1424812	231.17	06/03/2016
3781 DOVICO SOFTWARE	INV-02559	1424813	1,100.00	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045281	1424814	245.00	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045282	1424814	745.37	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045283	1424814	83.00	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045284	1424814	24.48	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045285	1424814	895.74	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045286	1424814	444.48	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045288	1424814	100.00	06/03/2016
7710 US BANK NATIONAL ASSO ND	1045289	1424814	2,994.07	06/03/2016
11107 CRITICAL INFORMATICS INC	6084	1424815	850.00	06/03/2016
11254 ATS TRANS LLC	8982	1424816	39,323.00	06/03/2016
473 EXPRESS SERVICES INC	17386311-9	1426152	711.90	06/13/2016
1341 OLYMPIA FUEL INC	004936-1615201	1426153	72.20	06/13/2016
3671 DEVAUL PUBLISHING INC DPI	26474	1426154	25.05	06/13/2016
3671 DEVAUL PUBLISHING INC DPI	26475	1426154	27.14	06/13/2016
5518 CBM SOUTH INC	208068	1426155	1,455.00	06/13/2016
9463 DEPARTMENT OF ENTERPRISE SERVICES	73148921	1426156	56.70	06/13/2016
9463 DEPARTMENT OF ENTERPRISE SERVICES	82132327	1426156	463.67	06/13/2016
9662 RICOH AMERICAS CORPORATION	96980595	1426157	248.96	06/13/2016
9662 RICOH AMERICAS CORPORATION	96980597	1426157	2,862.30	06/13/2016
607113 KATRINA VAN EVERY	MAY 2016	1426158	89.64	06/13/2016
541 GORDON PRODUCTS INC	128132-0	1426913	48.96	06/21/2016
1551 VERIZON WIRELESS MESSAGING SERVICES	9766692562	1426914	175.13	06/21/2016
1562 AT&T	287235246972X060916	1426915	47.01	06/21/2016
2362 MPH HOLDINGS LLC	2842	1426916	819.39	06/21/2016
2836 TOGETHER!	2464	1426917	5,354.71	06/21/2016
3812 OFFICE OF STATE AUDITOR	L115216	1426918	605.15	06/21/2016
5518 CBM SOUTH INC	208084	1426919	80.00	06/21/2016
9463 DEPARTMENT OF ENTERPRISE SERVICES	71112767	1426920	770.00	06/21/2016
9595 RECORDXPRESS OF CALIFORNIA LLC	1477428	1426921	170.95	06/21/2016
2362 MPH HOLDINGS LLC	JULY 2016	1427116	18,475.26	06/23/2016
4820 APEX MAILING SERVICES INC	39178P	1427117	691.28	06/23/2016
9389 QWEST CENTURYLINK	1053043	1427118	71.97	06/23/2016
11254 ATS TRANS LLC	9154	1427119	39,336.00	06/23/2016
GRAND TOTAL			137,147.48	



MEMBERS:

- City of Lacey
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Lon D. Wyrick
Executive Director

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MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Karen M. Parkhurst, Programs & Policy Director
Veena Tabbutt, Research & Data Director

DATE: June 30, 2016

SUBJECT: Regional Transportation Plan (RTP) Update.

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

PURPOSE

Adoption of *What Moves You 2040 Regional Transportation Plan*.

Summary:

- Under state and federal law, the Regional Planning Council must adopt a Regional Transportation Plan (RTP) that looks a minimum of 20 years into the future. The laws and regulations also proscribe an update process.
- TRPC kicked off the RTP update process in 2012. Since that time, TRPC and jurisdictional staff, the community, stakeholders, Technical Advisory Committee, Transportation Policy Board, Regional Council, and others have been working on the Plan.
- In April 2016, the Council, upon recommendation from the Policy Board, released the draft plan for a 30-day public review period, which closed on May 9 at 5:00 p.m.
- In their May and June 2016 meetings, the Policy Board and Council reviewed public comments and proposed responses and made other changes to the RTP.
- At its regular meeting on June 3, 2016, the Council articulated final modifications and direction to TRPC staff. Staff have made the modifications requested by the Council and the RTP is ready for the Council's adoption.
- Once adopted, the RTP follows an update process that includes an annual review, a biennial review (state requirement), and a four-year update (federal requirement). The Council may also consider amendments or modifications at any time if circumstances warrant.
- To conserve paper, the draft is available online: www.trpc.org/662/Draft-2040-RTP

REQUESTED ACTION

Approve Resolution 2016-03, adopting the *What Moves You 2040 Regional Transportation Plan*.

Attachment



MEMBERS:

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
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- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Karen M. Parkhurst, Programs & Policy Director

DATE: June 30, 2016

SUBJECT: Preparing for the 2017 State Legislative Session

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

PURPOSE

To continue discussion on priorities and strategies for the 2017 state Legislative Session.

Summary:

- Each year, the Council articulates a list of regional priorities to bring to the state legislature. Members and staff also visit our 2nd, 20th, 22nd, and 35th district legislators to review these issues.
- TRPC also works with several broader coalitions, reinforcing regional priorities, such as I-5.
- Legislators have very little time during the session to meet. Some have suggested that we work together during the interim on issues such as remedies for the cost-prohibitive septic/sewer conversions and upgrades. However, many elected officials are up for re-election.
- Council will continue to discuss possible issues for 2017 and strategies for working with legislatures prior to the session.

REQUESTED ACTION

Direction and guidance for interim work.



Lon D. Wyrick
Executive Director

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Olympia, WA 98502-6031
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www.trpc.org

AGENDA ITEM #8



REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

- City of Lacey
- City of Olympia
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- The Evergreen State College
- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Veena Tabbutt, Research and Data Director

DATE: June 30, 2016

SUBJECT: Executive Director Recruitment Subcommittee

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

PURPOSE

To further discussion and action in regard to recruitment of a new Executive Director.

Summary:

- The Vice Chair requested a clarification of roles and responsibilities during the Executive Director recruitment process. A draft is attached for Council's review and adoption.
- The Executive Director Recruitment Subcommittee met on June 10th, 2016.
 - The subcommittee reviewed a draft Request for Qualifications/Proposals for a consultant for Executive Director recruitment. It is attached for Council's information.
 - The subcommittee also considered an Executive Director job description and salary range at their meeting, and forwarded a recommendation to TRPC.

ACTION

Adopt the 2016 Thurston Regional Planning Council Executive Director Recruitment Process Roles and Responsibilities.

Approve the Executive Director job description and salary range as part of the Executive Director recruitment process.

Attachments



Lon D. Wyrick
Executive Director

2424 Heritage Court SW
Suite A
Olympia, WA 98502-6031

360-956-7575
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www.trpc.org

2016 Thurston Regional Planning Council (Council)
Executive Director Recruitment Process
Roles and Responsibilities

1. The Council has established an Executive Director Recruitment Committee (Recruitment Committee) consisting of:
 - Virgil Clarkston, Chair – City of Lacey
 - Tom Oliva, Vice Chair – City of Tumwater
 - Nathaniel Jones, Secretary – City of Olympia
 - Alan Vanell – Town of Bucoda
 - Everett Gage – City of Rainier
 - Sandra Romero – Thurston County
 - Karen Messmer – Intercity Transit
 - Cynthia Pratt – LOTT Clean Water Alliance
 - Bill McGregor – Port of Olympia
 - Michael Cade – Thurston County Economic Development Council
2. The Council hereby delegates and authorizes the Recruitment Committee to undertake the following activities:
 - A. Recruitment and selection of a qualified executive recruitment consulting firm to assist with the executive director recruitment
 - B. Approve a process for executive director recruitment based on guidance from the consulting firm
 - C. Selection of preliminary list of candidates based on guidance from the consulting firm
 - D. Selection of interview panels based on guidance from consulting firm
 - E. Design of public event based on guidance from consulting firm
 - F. Selection of interview questions based on guidance from consulting firm and interim Executive Director
 - G. Negotiation of contract with Executive Director
3. The Council hereby authorizes and delegates to the interim Executive Director to:
 - A. Enter into a contract on behalf of TRPC with a qualified executive recruitment consulting firm, as selected by the Recruitment Committee
4. The Council hereby reserves unto itself the following actions and decisions:
 - A. Selection of semi-finalists invited for in-person interviews based on guidance from the Recruitment Committee
 - B. Debrief of interview panels and public event
 - C. Final selection of the new Executive Director based on guidance from the Recruitment Committee
 - D. Approval of a contract with Executive Director based on guidance from the Recruitment Committee
5. The Council directs that all aspects of the recruitment are to be undertaken according to the Open Public Meetings Act.

Position Description
EXECUTIVE DIRECTOR

Date Prepared: June, 2016

Date Revised: N/A

FLSA Status: Exempt

GENERAL DESCRIPTION

Under the direction of the Council, the Executive Director plans, organizes, and directs the agency's work programs, including transportation planning, information services, member and partner contracts, and grants to fulfill the agency mission. This position directs administrative operations, planning, and intergovernmental coordination functions. This position serves as the head of the Executive Management Team.

ESSENTIAL JOB FUNCTIONS

Provides managerial leadership and direction to ensure the effective and efficient operation of the agency in conformity with applicable laws and regulations. Directs the implementation of programs, procedures, and services that support agency policies and goals. Interprets and ensures compliance with applicable rules and regulations.

Provides planning leadership and direction, and conducts strategic short and long-range planning programs to formulate and implement the agency goals and objectives. Oversees research and analysis for studies, reports, and recommendations. Identifies planning problems and implements appropriate solutions. Develops and implements regional programs.

Provides staff support and acts as adviser to the Council and related committees. Communicates matters that have implications for the immediate and future welfare of the agency, and recommends policies and procedures accordingly.

Works with existing Council members to encourage their continuing participation in regional activities. Recruits new member organizations as directed by the Council.

Directs the overall development, monitoring, and analysis of the budget to ensure the financial soundness of the agency. Oversees the development and implementation of effective and accurate financial systems, operations, and procedures.

Provides a discussion forum for local and state officials and other interested parties on regional issues of interest.

Oversees the management of the agency's human resources program, including recruitment, retention, termination and staff advancement, and ensures compliance with all applicable laws and rules.

Promotes the Council's mission and vision by representing the agency to local, state, and federal agencies, and to community groups, to exchange information, coordinate operations, provide technical advice.

Directs the resolution of inquiries, problems, and complaints. Responds to the most sensitive or complex inquiries or complaints.

Supervises the Executive Management Team.

Working with the Executive Management Team:

- Develops a formal work plan that supports the agency mission.

- Develops financial support for the agency.
- Oversees the preparation of grant applications for federal, state, local, and other funds.
- Establishes and issues administrative policies as necessary.
- Directs the supervision and evaluation of staff. Establishes work rules and performance standards. Conducts performance evaluations, and initiates and implements disciplinary actions as warranted. Resolves grievances and other sensitive personnel matters. Provides for the training and motivation of staff to make full use of individual capabilities.

Some travel is required.

OTHER JOB FUNCTIONS

Performs other related duties as assigned by the Council.

DISTINGUISHING FEATURES

The Executive Director shall:

- Maintain all records of the Council, including necessary budget and financial records.
- Administer the agency pay and classification system as approved by the Council.
- Within the agency's authorized budget, approve expenditures and employ such personnel as needed to perform the work of the Council.
- Direct staff work under the policy direction of the Council.
- Sign and execute contracts on the Council's behalf.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Frequent travel to meetings and conferences is required, some of which may occur outside of regular business hours as well as occasionally working over 40 hours per week. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

Experience - Minimum:

- Ten years of increasingly responsible experience working in high-level public policy development, regional/intergovernmental relations, urban and regional planning, transportation planning, environmental planning, or related fields, including demonstrated history of grant preparation and oversight, and leveraging new resources.
- Four years of successful experience managing and leading high-performing professionals.

Education – Minimum: Bachelor's degree in Urban/Regional Planning, Public or Business Administration, Government, Transportation Management, Environmental Studies, Political Science or related fields. Advanced degree preferred. Executive management training preferred.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

- Extensive knowledge of the techniques used in the development of regional plans. Ability to direct a comprehensive regional planning program.
- Extensive knowledge of federal and state laws such as Surface Transportation Acts, the Clean Air Act and Washington's Growth Management Act (GMA), as well as local policies, procedures, and regulations applicable to agency operations.
- Extensive knowledge of modern principles and practices of administration, leadership, management, and

supervision in a team oriented environment. This includes having the ability to act as a mentor and facilitator, capable of offering meaningful suggestions that contribute to the current and future success of work teams.

- Demonstrated cultural competence – understanding and appropriately responding to cultural variables.
- Demonstrated experience serving large boards, commissions, or councils that resulted in the effective coordination of multi-jurisdictional programs.
- Ability to promote collaboration on a region-wide basis and serve as a key facilitator with elected/political leaders.
- Demonstrated understanding of intergovernmental relationships, including tribal relationships.
- Experience working with military communities.
- Demonstrated knowledge and experience with conflict resolution.
- Ability to establish and maintain effective working relationships with the Council, staff, member jurisdictions, private organizations, legislators, and the general public.
- Ability to develop, implement, and execute short and long-range plans to meet both current and future regional needs.
- Ability to provide consistent management oversight of large scale, regional programs and to provide expert guidance in the development of high quality products/information.
- Ability to lead, motivate, delegate and evaluate the work of the agency staff.
- Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems.
- Ability to serve as a spokesperson, be highly articulate, and communicate effectively, both orally and in writing.

STARTING SALARY RANGE

\$110,000 to \$120,000

Eligible for annual merit pay.

REQUEST FOR QUALIFICATIONS/PROPOSALS
Consultant for Executive Director Recruitment

Thurston Regional Planning Council (TRPC)
Olympia, Washington
July 2016

I. PURPOSE

Thurston Regional Planning Council (TRPC) is soliciting qualifications and proposals from qualified consulting firms to assist in recruiting a new Executive Director. The consultant must have a background in recruitment services. The ideal firm will have experience and expertise including, but not limited to, *executive searches in the public sector*.

II. BACKGROUND

Thurston Regional Planning Council is a 21-member intergovernmental board made up of cities and towns; the county; the port, transit and library districts; two school districts; two Tribes, and other members. TRPC's mission is to "provide visionary leadership on regional plans, policies and issues." The agency develops regional plans and policies for transportation (as the Metropolitan and Regional Transportation Planning Organization), land use, and environment. TRPC provides data and analysis to support regional and local decision-making, and serves as a convener of intergovernmental and community discussion. TRPC also provides planning and technical services to other jurisdictions on a contractual basis.

TRPC's current Executive Director is retiring at the end of July 2016, after 16 years in the position.

The Regional Council recently confirmed the job description and salary range for the position as the basis for recruiting a new Executive Director.

III. SCOPE OF WORK

- Make contacts and solicit qualified individuals
- Screen applicants
- Prepare and evaluate responses to supplemental questions
- Help identify qualified candidates
- Interview and recommend semi-finalists
- Check references and credentials
- Prepare written reports on finalists
- Help design the process and develop questions for final interviews
- Assist in final selection
- Periodically confer with TRPC's recruitment subcommittee (comprised of elected and appointed officials)

TRPC will provide the consultant with information regarding TRPC programs, the agency and its staff, the position description, and salary range.

The consultant will make recommendations on the process, interview panels and public events. TRPC staff will arrange the logistics for final interview panels and associated public events.

TRPC staff will be the primary point of contact and liaison with the recruitment subcommittee, which is responsible for overseeing the hiring process.

IV. CONTRACT AMOUNT

TRPC anticipates a lump sum contract with a not-to-exceed figure to accomplish the recruitment. The final contract scope and schedule will be negotiated with the selected consultant. TRPC reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the consultant can propose. The consultant shall specifically stipulate that the proposal is predicated upon acceptance of all terms and conditions in the RFQ/RFP.

The consultant should be prepared to accept this RFQ/RFP for incorporation into a contract resulting from this RFQ/RFP. Contract negotiations may provide for the incorporation of the consultant's proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to TRPC.

This RFQ/RFP does not, however, obligate TRPC to contract for services specified herein.

V. TIMELINE

The following estimated timeline is intended to provide interested firms information about the schedule anticipated by TRPC – it is an estimate only, and may change.

- RFQ/RFP release date: July 15, 2016
- Submittals due: July 29 2016
- Evaluate proposals: Week of August 8, 2016
- Interviews: Week of August 22, 2016
- Consultant selected: Early September, 2016
- Work begins: Mid-September, 2016
- Work completed: End of December, 2016

VI. CONSULTANT QUALIFICATIONS

The consulting firm must have experience recruiting executives for public agencies involved in transportation planning, land use planning, growth management, information services, and environmental planning.

VII. SUBMITTAL AND REVIEW PROCESS

The consultant shall submit one signed original and twelve copies of the proposal package (for a total of thirteen packets) **and** an electronic copy in pdf format on CD-ROM or DVD. All proposals and accompanying documentation will become property of TRPC and will not be returned. Fax proposals or proposals submitted by e-mail are not acceptable.

All proposals must be on eight and one-half by eleven (8 ½ X 11) inch paper and limited to five double-sided pages (ten total faces), including an introductory letter. The proposal shall be prepared and submitted at consultant's sole expense.

Proposal packages should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request as outlined below. Special bindings, report covers, colored displays, promotional materials, etc. are not permitted. Emphasis should be on completeness and clarity of content. Use of recycled paper is desirable.

The submission should be prepared in three (3) parts, and include the following information:

Part 1 – Scope of Work (work plan)

The work plan proposal must contain all work requirements necessary to accomplish the Executive Director recruitment. It will outline the proposed approach, methodology, work plan, and schedules to accomplish the task. Respond as completely as possible to the RFQ/RFP, such as; 1) description of all project requirements; 2) description of plan to accomplish tasks; and 3) required involvement of TRPC staff, if any. For each task/requirement listed in the Scope of Work, answer whether or not consultant can satisfy the requirement. Provide additional information regarding your solution that you deem appropriate.

Part 2 - Management Specifications:

The management proposal must contain the following information:

- General and legal information about the individual or firm, including name, legal status, SSI or EIN Number, UBI Number, etc.
- Contact information including name, address, telephone, email, etc.
- Similar past experience: Demonstrated background of the firm and of key personnel with the following:
 - A list of at least three client references, including names addresses and telephone numbers. Briefly describe the type of service (scope) performed and the date of the most recent service. The consultant must grant TRPC permission to contact all references provided.
 - A list of each project team member, including name, hourly rate, relevant experience, specific tasks, and estimated time commitment to the project.

Part 3 – Cost Proposal

Identify all costs consultant will charge for performing the tasks necessary to accomplish the objectives of this RFQ/RFP. The costs must break out all expenses expected to be billed to TRPC.

Award shall be based upon a review and evaluation by the recruitment subcommittee and TRPC staff. TRPC will use written submittals and oral presentations, if necessary, in selecting the winning proposal. The following evaluation criteria, not listed in order of significance will be used:

- General approach and plans to meet the requirements of the RFQ/RFP.
- Overall ability to successfully complete the project within the stated schedule.
- Qualifications and experience of personnel.
- Consultant's past performance on recruitment projects for similar positions.
- Total cost.

The final selection, if any, will be that proposal which, in the opinion of TRPC after review of all submissions, best meets the requirements set forth in the RFQ/RFP and is in the best interest of TRPC.

Proposals are due no later than Friday, July 29, 2016 at 4:00 p.m. Pacific Daylight Time.

There will be no “pre-bid conference” or formal “bid opening.” TRPC will review Qualifications and Proposals received by the deadline and may invite selected firms to meet with selected agency officials to discuss their proposal.

Respondents shall allow sufficient delivery time to ensure receipt on or before the deadline. Respondents assume the risk for the delivery method chosen. TRPC assumes no responsibility for delays caused by any delivery service.

It is anticipated that the recruitment sub-committee will interview selected firms the week of August 22-26, 2016 with final selection in early September 2016. Contract negotiations will immediately follow selection of the firm.

VIII. REJECTION OF RFQ/RFP's

Thurston Regional Planning Council reserves the right to reject any and all proposals received as a result of this RFQ/RFP.

IX. REVISION OF RFQ/RFP

TRPC reserves the right to modify this RFQ/RFP and/or cancel or reissue this Request in whole or in part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFQ/RFP, it shall be the responsibility of the interested firms to obtain a copy of the addendum. TRPC shall make efforts to reach interested firms, but the responsibility shall be on the firms to ensure that they have obtained current material.

Any and all changes to the RFQ/RFP shall be posted on the TRPC website located at www.trpc.org.

X. COMMUNICATION WITH TRPC

All communications regarding this RFQ/RFP are restricted and may only be made through the officer listed below. Any oral communications will be considered unofficial and non-binding to TRPC. TRPC is not bound by information, clarification, or interpretation from other agency officials or employees except as directed in this RFQ/RFP. Consultants should not contact any other officials or employees other than the officer listed below. Failure to observe this requirement may result in rejection of the firm's submittal.

Interested firms may submit written inquiries to TRPC up to 72 hours prior to the submittal deadline. All inquiries and subsequent responses by TRPC will be posted on the TRPC website. Following submittal deadline, TRPC will not receive additional requests, inquiries, or information from any consultant. The only request that TRPC will accept shall be information regarding the anticipated award date and/or a list of companies that submitted a proposal.

Veena Tabbutt, Research & Data Director
(360) 741-2550
Email: tabbutv@trpc.org

XI. EQUAL OPPORTUNITY EMPLOYER

Thurston Regional Planning Council is an equal opportunity employer; women and minority-owned firms are encouraged to apply.

XII. MAIL TO

Proposal packages should be mailed or delivered to:

ATTN: Veena Tabbutt
Thurston Regional Planning Council
2424 Heritage Court SW, Suite A
Olympia, WA 98502

(360) 741-2550
tabbutv@trpc.org

Contacts (from local inquiry & inquiry of Regional Councils)

Firm/Contact name	City	State	Phone	Email
Affion Public Scott Reilly	Harrisburg	PA	888-321-4922	reilly@affionpublic.com
Gilbert Tweed Intl Stephanie Pinson	New York	NY	212-758-3000	spinson@gilberttweed.com
Boyden Tim McNamara	Baltimore	MD	877- 2BOYDEN	tmcnamara@boyden.com
Prothman Co Barry Gaskins & Sonja Prothman	Issaquah	WA	206-368-0050	barry@prothman.com sonja@prothman.com
Robins Consulting Craig Robins	Addison	TX	214-432-8288	craig@robinsconsulting.com
Karras Consulting Dennis Karras	Olympia	WA	360-867-1410	dennis@karrasconsulting.net
Waldron & Company Ed Rogan	Seattle	WA	206-441-4144	www.waldronhr.com ed@waldronhr.com
Waldron & Company Lara Cunningham	Portland	OR	503-620-1106	search@waldronhr.com
Krauthamer & Associates Greg Moser	Chevy Chase	MD	301-654-7533	gmoser@krauthamerinc.com
KL Executive Search LLC Tony Kouneski	Kensington	MD	301-946-4445	amkmak@verizon.net
Edna Rice Brian Henry	Bellaire	TX	713-667-0406	brian@ednarice.com
Generator Group	Beaverton	OR	503-542-4571	Enrique@generatorgroup.net
Harris Rand Lusk Chris Boylan, Jack	New York	NY	212-808-8234	cboylan@harrisrand.com
Redmond Consulting Inc. Lisa Haynes	Jacksonville	FL	904-683-7000	lhaynes@redmondsearch.com
Total Contract Solutions Karen Johnson	Little Elm	TX	888-827-8271	sales@tcsconsultants.net
Alliance Resource Consulting	Palo Alto	CA	650-843-9171	info@alliancerc.com
The Mercer Group	Atlanta	GA	770-551-0403	jmercerc@mercergroup.com
Bob Murray and Associates Bob Murray	Roseville	CA	916-784-9080	apply@bobmurrayassoc.com
Transit Talent Steve Hirano	Torrance	CA	310-375-6413	Steve.hirano@transittalent.com
Strategic Government Resources	Keller	TX	817-337-8581	CyndyBrown@GovernmentResource.com
Turner HR Services	Lynden	WA		kara@turnerhrservices.com

Office of Minority & Women's Business Enterprises List

BusinessName	City	State	Phone	Email
Archer & Associates I Inc Ann-Marie Archer	Redmond	WA	4258696350	choggard@archer-associates.com
Cobos Group Inc. Victoria Cobos	Seattle	WA	2063401471	kim@cobosgroup.com
J Powers Recruiting, Inc. Jennifer Powers	Rio Linda	CA	9162384018	jennifer@jpowersinc.com



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: Lon D. Wyrick

DATE: June 30, 2016

SUBJECT: Appointment of an Interim TRPC Director

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

PURPOSE

The purpose of this agenda item is for the Council to have an open discussion regarding the appointment of an Interim Director, who will serve following the retirement of the current Director and until the Executive Director position is filled.

Summary:

- At the May 6th TRPC meeting Executive Director Lon Wyrick announced his retirement, effective July 29, 2016. This retirement comes after 16 years of service to TRPC and met the necessary notice requirement in the Executive Director's employment agreement.
- At that meeting, the Council appointed an Executive Director Recruitment subcommittee to begin developing a recruitment process and to address any other emerging issues.
- The subcommittee felt the hiring process will take time to complete and feels the Council should appoint an Interim Director to oversee the agency during completion of that process.
- This agenda item comes after an executive session where discussion and questions were addressed.

REQUESTED ACTION

Based on the recommendation of the Executive Director Recruitment subcommittee, appoint a senior staff member to act as Interim Director until the vacant position is filled.



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



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MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Paul Brewster, Senior Planner

DATE: June 30, 2016

SUBJECT: Federal Funding Processes

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

PURPOSE

Provide background information on the Regional Surface Transportation Program (STP, "TAP") and Congestion Mitigation Air Quality Grant Program (CMAQ) federal funding processes and discuss a possible framework for a Fall 2016 Call for Projects.

Summary:

- As a Metropolitan Planning Organization, TRPC periodically programs federal funds to priority regional projects.
- The amount and type of funding available is set forth in federal transportation legislation.
- From 1991 to 2015, TRPC programmed over \$72 million into projects valued at more than \$165 million.
- TRPC has some discretion in how the region manages this funding. TRPC historically:
 1. Focuses funding on safety, efficiency, preservation, and maintenance.
 2. Uses a policy-based rather than a point-based project selection process.
 3. For certain funding, provides each traditional partner with a likely funding limit based on the share of regional trips they serve.
 4. Historically allocates a portion (5 percent) of certain funding categories for non-traditional partner projects.
 5. Limits applications to three per entity, with the entity indicating the priority order for multiple applications.

REQUESTED ACTION

Discussion. Provide staff direction on the discretionary elements of the funding process.



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BACKGROUND

Core to TRPC's role as a federally designated Metropolitan Planning Organization, the council periodically selects and prioritizes local transportation projects to receive federal funding.

From 1991 to 2015, TRPC programmed over \$72 million into projects valued at more than \$165 million. Local agencies frequently use these awards to leverage other state or federal grants, bringing more transportation revenues into the region. Projects ranged from major road reconstruction to high school bicycle lockers.

In 2013, the state implemented changes that bind TRPC and local agencies to federal fiscal year constraints – referred to as the “use it or lose it” policy. Under this new policy, jurisdictions must adhere to the project schedules they commit to or risk losing funding. The “lose it” could mean that the project is defunded, but also that the state would allocate the funding to another region. This led to the need for more frequent calls for projects and for TRPC to fund projects in phases.

Types of Funding

The federal revenue sources include:

- **Surface Transportation Program (STP)**
Covers a wide variety of transportation needs. Since 1998, TRPC has focused this funding on priority multimodal projects that improve the safety, efficiency, and/or preservation and maintenance of the existing transportation system.
- **Surface Transportation Program Block Grants** (previously known as the Transportation Alternatives Program or TAP)
This funding intends to strengthen cultural, aesthetic, and environmental aspects of the intermodal transportation system. Eligible projects include Safe Routes to School, bicycle and pedestrian facilities and programs, landscaping, environmental mitigation, historic preservation, scenic highway programs, and control and removal of outdoor advertising. Historically, TRPC has funded bicycle and pedestrian projects, including those that support schools.
- **Congestion Mitigation and Air Quality Improvement Program (CMAQ)**
The Thurston Region receives CMAQ funding because of the urbanized area's classification as a limited maintenance area for PM10 (particulate matter 10 microns or less in diameter). TRPC must direct these funds toward cost-effective emission reduction and congestion mitigation activities that provide air quality benefits. The Smart Corridors project that improved system operations (for jurisdictions and transit) on specified corridors received this type of funding. These funds are only eligible for the air quality maintenance area which is approximately the urbanized areas of Lacey, Olympia, and Tumwater.



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- Timberland Regional Library

MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Karen M. Parkhurst, Programs & Policy Director

DATE: June 30, 2016

SUBJECT: State Transportation Improvement Program (STIP)

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

PURPOSE

To review the requirements and process of the STIP.

Summary:

- In compliance with federal law, each year the Washington State Department of Transportation adopts the State Transportation Improvement Program (STIP).
- TRPC contributes to the STIP by adopting a Regional Transportation Improvement Program (RTIP), that includes all the region's funded transportation programs.
- TRPC compiles the information for the RTIP from the Transportation Improvement Programs (TIPs) adopted by each jurisdiction and Intercity Transit.
- Staff will provide an overview of the process and deadlines, in preparation for adoption in fall 2016.

REQUESTED ACTION

Discussion.



Lon D. Wyrick
Executive Director

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MEMORANDUM

TO: Thurston Regional Planning Council

FROM: Veena Tabbutt, Research and Data Director

DATE: June 30, 2016

SUBJECT: Olympia-Lacey-Tumwater Area Cost of Living Index, First Quarter, 2016

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

PURPOSE

The first quarter 2016 Cost of Living Index (COLI) for the Olympia-Lacey-Tumwater region is 103.3 according to the most recently published data by the Council for Community and Economic Research (C2ER). TRPC staff gather information and submit it to C2ER on a quarterly basis, for compilation into this national index.

Summary:

- Updated 2016 Cost of Living data has been released by the Council for Community and Economic Research.
- The cost of living in the Olympia-Lacey-Tumwater region is 103.3, which is 3.3 percent higher than the average of all 260 urban areas participating in the survey.
- Cost of living statistics are some of the most commonly requested information provided by TRPC.

REQUESTED ACTION

No action needed. This is for your information.



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

BACKGROUND

Every three months TRPC staff participate in a cost of living survey, to gather data that allows the comparison of how much it costs to live in the Olympia-Lacey-Tumwater region relative to other cities across the nation. The statistics are published in a national index that is released every quarter, and are also included in the National Data Book, which is published annually by the Bureau of the Census. TRPC makes the data available on our web site as soon as it is available, and it is consistently one of the most popular products coming from our Information Services Program. Currently, the cost of living in the Olympia-Lacey-Tumwater region is 3.3 percent higher than the average of all 260 urban areas participating in the survey.

Cost of living statistics are some of the most commonly requested information provided by TRPC. C2ER produces the only index of its scale and kind in the United States, allowing users to compare living costs in a particular place to the average of all participating cities. The C2ER index differs from the Consumer Price Index (CPI) in that the CPI strictly compares costs in one region over time. In contrast, the Cost of Living Index allows for comparisons among many places at one point in time, but does not compare changes over time. Items surveyed include products and services in the categories of groceries, housing, utilities, transportation, health care, and miscellaneous.

The table presents index results for the Olympia-Lacey-Tumwater region and several other select cities. This information is provided to the Regional Council on a quarterly basis.

**C2ER Cost of Living Index
Select U.S. Metropolitan Areas, First Quarter, 2016**

City	100% Composite Index	13% Grocery Items	28% Housing	10% Utilities	11% Trans- portation	4% Health Care	33% Misc. Goods & Services
Average of Cities Participating in the Survey this Quarter	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Bellingham, WA	113.4	104.8	126.7	97.1	113.0	126.0	109.2
Everett, WA	113.5	106.7	132.5	76.5	126.2	123.1	106.0
Kennewick-Richland-Pasco, WA	97.7	98.2	98.6	90.7	117.2	108.0	90.9
Moses Lake, WA	88.7	99.9	72.7	75.3	112.2	118.9	90.0
Mount Vernon, WA	113.4	119.3	109.5	85.5	115.8	116.5	121.9
Olympia-Lacey-Tumwater, WA	103.3	107.3	98.7	90.8	131.5	119.2	97.8
Seattle, WA	149.4	128.3	181.4	121.0	162.7	126.7	138.0
Spokane, WA	100.1	94.6	89.2	98.9	113.3	113.6	105.6
Tacoma, WA	103.8	102.0	88.6	108.4	113.0	116.2	111.2
Yakima, WA	102.5	120.9	85.8	89.8	116.0	110.9	107.5
Portland, OR	130.6	122.6	170.1	80.5	116.2	112.0	123.2
New York (Manhattan), NY	227.0	127.8	452.7	129.3	143.9	115.4	148.2
Atlanta, GA	99.6	104.3	92.3	98.2	102.2	105.4	102.8
Chicago, IL	118.9	111.5	148.2	101.6	114.2	100.8	106.4
Denver, CO	109.3	106.4	130.7	91.7	99.6	106.5	101.5
Los Angeles-Long Beach, CA	145.5	109.1	227.4	105.4	144.3	110.1	107.9

Sources: C2ER - The Council for Community and Economic Research; Thurston Regional Planning Council.

Notes: The Cost of Living Index compiles costs of consumer products on a quarterly basis. Currently, the cost of living in the Olympia-Lacey-Tumwater region is 3.3 percent higher than the average of all 260 urban areas participating in the survey. The average cost of living of all the cities participating in the survey is always scaled to equal 100. The purpose of the index is to compare living costs in a particular location to this average. The index cannot, however, be used to compare changes in costs over time, as the cities participating in the survey change each quarter. Think of the index in terms of percentages. The average cost of living of all cities participating in the survey is 100 percent of itself.



Washington State Auditor's Office

Government that works for citizens

Financial Statements and Federal Single Audit Report

Thurston Regional Planning Council

Thurston County

For the period January 1, 2015 through December 31, 2015

Published May 23, 2016

Report No. 1016707





Washington State Auditor's Office

May 23, 2016

Council
Thurston Regional Planning Council
Olympia, Washington

Report on Financial Statements and Federal Single Audit

Please find attached our report on the Thurston Regional Planning Council's financial statements and compliance with federal laws and regulations.

We are issuing this report in order to provide information on the Council's financial condition.

Sincerely,

A handwritten signature in blue ink that reads "Troy X. Kelley".

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

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SCHEDULE OF FINDINGS AND QUESTIONED COSTS

**Thurston Regional Planning Council
Thurston County
January 1, 2015 through December 31, 2015**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

The results of our audit of the Thurston Regional Planning Council are summarized below in accordance with Title 2 *U.S. Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Financial Statements

We issued an unmodified opinion on the fair presentation of the Council’s financial statements in accordance with its regulatory basis of accounting. Separately, we issued an adverse opinion on the fair presentation of all funds with regard to accounting principles generally accepted in the United States of America (GAAP) because their financial statements are prepared using a basis of accounting other than GAAP.

Internal Control over Financial Reporting:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over financial reporting that we consider to be significant deficiencies.
- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We noted no instances of noncompliance that were material to the financial statements of the Council.

Federal Awards

Internal Control over Major Programs:

- *Significant Deficiencies:* We reported no deficiencies in the design or operation of internal control over major federal programs that we consider to be significant deficiencies.

- *Material Weaknesses:* We identified no deficiencies that we consider to be material weaknesses.

We issued an unmodified opinion on the Council’s compliance with requirements applicable to its major federal program.

We reported no findings that are required to be disclosed in accordance with 2 CFR 200.516(a).

Identification of Major Federal Programs:

The following program was selected as a major program in our audit of compliance in accordance with the Uniform Guidance.

<u>CFDA No.</u>	<u>Program or Cluster Title</u>
20.205	Highway Planning and Construction

The dollar threshold used to distinguish between Type A and Type B programs, as prescribed by the Uniform Guidance, was \$750,000.

The Council did not qualify as a low-risk auditee under the Uniform Guidance.

SECTION II – FINANCIAL STATEMENT FINDINGS

None reported.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None reported.



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 Ambrogio, Senior GIS Analyst

DATE: June 30, 2016

SUBJECT: Annual Population Estimates

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

PURPOSE

Inform Council of the Office of Financial Management’s 2016 Population Estimates for Thurston County

Summary:

- The April 1, 2016 population estimate for Thurston County is 272,690. This is a 2.0% increase over last year.
- The State Office of Financial Management (OFM) provides April 1 official population estimates for Thurston County cities and towns by June 30th each year.
- TRPC staff generates estimates by urban growth boundaries, school districts, fire districts, and other boundaries consistent with OFM’s estimates.
- TRPC’s estimates are based on building permit information provided by local jurisdictions, estimates of household size, and estimates of vacancy rates.
- These estimates are used by local jurisdictions for planning purposes.

REQUESTED ACTION

None. Information only.



Lon D. Wyrick
Executive Director

2424 Heritage Court SW
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ADDITIONAL INFORMATION

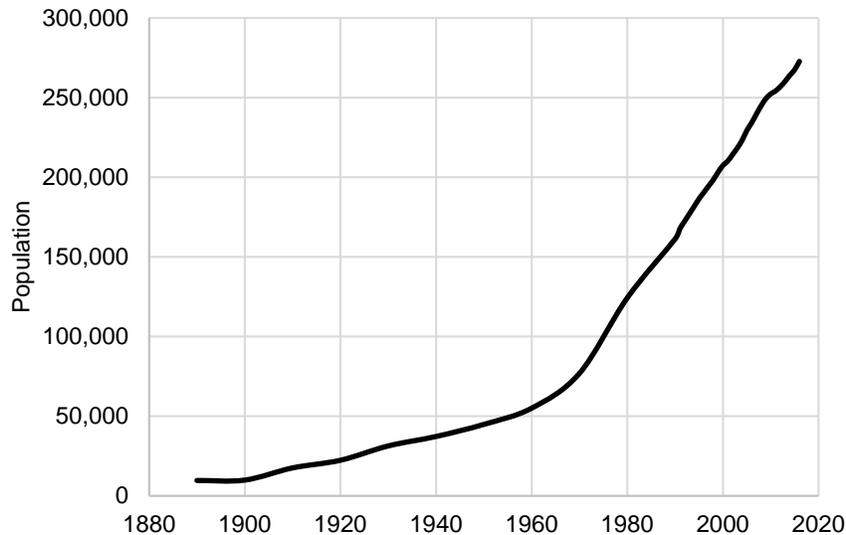
Population

The April 1, 2016 population estimate for Thurston County is 272,690. Population increased by 5,280 people (2.0%) over the last year based on estimates recently released by the Washington State Office of Financial Management. Thurston County has been one of the fastest growing counties in the Puget Sound areas for decades. The growth rate slowed during the recession, mainly as a result in loss of local jobs. This loss was offset somewhat by the expansion of Joint Base Lewis-McChord in nearby Pierce County.

Of the incorporated cities and towns, Tumwater experienced the largest increase in population in the last year – 3,940 people – primarily due to the City’s eastside annexation. Lacey had an estimated increase of 1,520 people, Olympia 580, Yelm 315, Tenino 45, Bucoda 5, and Rainier 5.

TRPC generates population estimates for the Urban Growth Areas and other smaller areas within the County based on building permit information provided by local jurisdictions, estimates of household size, and estimates of vacancy rates. Of Thurston County’s eight Urban Growth Areas (including incorporated and unincorporated areas), Lacey saw the most growth – 1,910 people.

**Thurston County Population
1890 – 2016**



**Population Estimates
Thurston County Jurisdictions
2010 – 2016**

Jurisdiction		2010	2011	2012	2013	2014	2015	2016
Bucoda	Total	562	560	560	560	560	565	570
Lacey	City	42,393	42,830	43,600	44,350	45,320	46,020	47,540
	UGA	33,170	33,380	33,650	33,820	33,940	34,190	34,580
	Total	75,560	76,210	77,250	78,170	79,260	80,210	82,120
Olympia	City	46,478	46,780	47,500	48,480	49,670	51,020	51,600
	UGA	11,840	11,910	12,010	12,110	12,220	11,910	12,110
	Total	58,320	58,690	59,510	60,590	61,890	62,930	63,710
Rainier	City	1,794	1,825	1,825	1,840	1,850	1,880	1,885
	UGA	110	110	110	110	110	110	110
	Total	1,905	1,935	1,935	1,950	1,960	1,990	1,995
Tenino	City	1,695	1,700	1,705	1,705	1,725	1,730	1,775
	UGA	15	15	15	15	15	15	15
	Total	1,710	1,715	1,720	1,720	1,740	1,745	1,790
Tumwater	City	17,371	17,570	17,900	18,300	18,800	19,100	23,040
	UGA	6,350	6,120	6,170	6,300	6,400	6,550	3,310
	Total	23,720	23,690	24,070	24,600	25,200	25,650	26,350
Yelm	City	6,848	7,005	7,100	7,470	7,915	8,165	8,480
	UGA	1,350	1,420	1,410	1,410	1,410	1,420	1,440
	Total	8,200	8,430	8,510	8,880	9,320	9,590	9,920
Grand Mound	Total	1,343	1,370	1,190	1,210	1,280	1,290	1,310
Chehalis Reservation ¹	Total	64	70	70	70	70	70	70
Nisqually Reservation ¹	Total	575	595	600	600	600	660	665
Total Cities		117,141	118,270	120,190	122,705	125,840	128,480	137,800
Total Urban Growth Areas ²		54,180	54,320	54,550	54,970	55,370	55,490	52,890
Total Reservations ¹		639	665	670	670	670	730	740
Rural Unincorporated County ³		80,300	80,850	81,390	81,750	82,120	82,710	84,170
Thurston County		252,264	254,100	256,800	260,100	264,000	267,410	272,690

Source: Thurston Regional Planning Council: Annual Population Estimate Work Program (2016).

Explanations: Estimates are for April 1st of each year. Numbers may not add due to rounding. The decline in population in Tumwater's Urban Growth Area between 2015 and 2016 was due to the City's Eastside annexation.

1. Estimate is for the Thurston County portion of the reservation only.

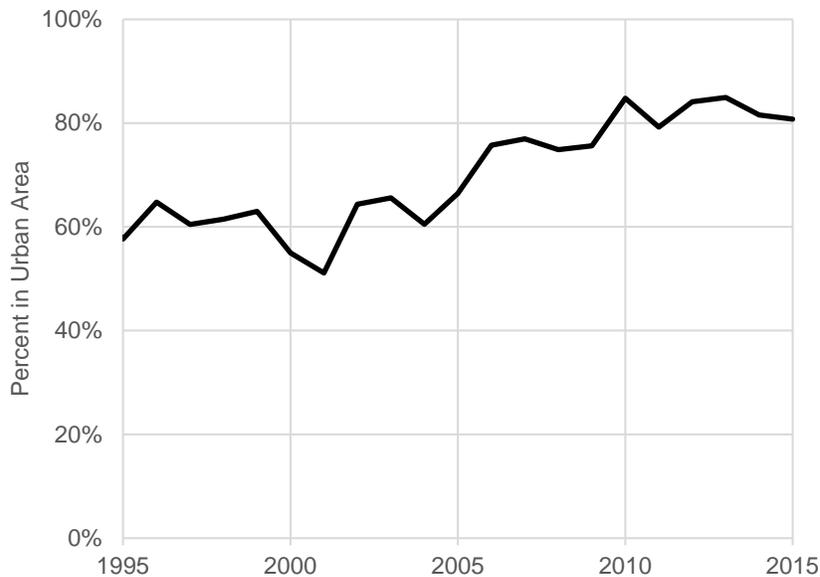
2. Urban Growth Area (UGA) is the unincorporated area designated to be annexed into city limits over 20 years' time to accommodate urban growth.

3. Rural Unincorporated County is the portion of the unincorporated county that lies outside City, UGA, and Reservation boundaries.

Building Permits

Overall, permits for new dwelling units in Thurston County remained fairly low in 2015 as the region continues to recover from the recession, with 1,290 permits issued – compared to the region’s 10-year average of 1,625 permits. Keeping with the trends over the last five years, 81% of new dwelling units located in urban areas – 73% in incorporated urban areas and 8% in unincorporated urban areas.

**Permits for New Dwelling Units
1995 – 2015**



More Information

Additional data tables can be found on the Population, Housing and Employment Tables page on TRPC’s website (<http://www.trpc.org/480>). Included are estimates for school districts, fire districts, planning areas, and other areas.

**New Dwelling Units Permitted
Thurston County Jurisdictions
2000 – 2015**

Jurisdiction		2000-04 Average	2005-09 Average	2010	2011	2012	2013	2014	2015
Bucoda	Total	2	2	1	1	0	0	1	2
Lacey	City	226	793	267	219	297	226	323	313
	UGA	310	146	131	92	69	57	51	71
	Total	536	939	398	311	366	283	374	384
Olympia	City	167	202	627	271	334	419	282	435
	UGA	152	94	57	32	23	30	53	18
	Total	319	296	684	303	357	449	335	453
Rainier	City	9	23	24	9	16	6	12	1
	UGA	1	1	0	0	0	1	0	0
	Total	10	24	24	9	16	7	12	1
Tenino	City	15	6	9	1	2	7	5	24
	UGA	0	0	0	0	0	0	0	0
	Total	15	6	9	1	2	7	5	24
Tumwater	City	161	201	165	202	173	169	123	88
	UGA	13	5	0	0	2	4	3	4
	Total	173	206	165	202	175	173	126	92
Yelm	City	117	160	44	42	156	203	44	78
	UGA	8	5	2	1	1	4	1	3
	Total	125	165	46	43	157	207	45	81
Grand Mound UGA	Total	5	27	12	11	3	24	1	5
Chehalis Reservation ¹	Total	0	0	0	0	0	0	0	0
Nisqually Reservation ¹	Total	0	2	0	0	0	1	0	18
Total Cities		696	1,388	1,137	745	978	1,030	790	941
Total Urban Growth Areas ²		488	276	202	136	98	120	109	101
Total Reservations ¹		0	2	0	0	0	1	0	18
Rural Unincorporated County ³		791	593	240	231	204	203	203	230
Thurston County		1,976	2,260	1,579	1,112	1,280	1,354	1,102	1,290

Source: Thurston Regional Planning Council: Annual Population Estimate Work Program (2016).

Explanations: Permits are recorded for each calendar year. Demolitions and reissued permits are not included in this table.

1. Estimate is for Thurston County portion of the reservation only.

2. Urban Growth Area (UGA) is the unincorporated area designated to be annexed into city limits over 20 years' time to accommodate urban growth.

3. Rural Unincorporated County is the portion of the unincorporated county that lies outside City, UGA, and Reservation boundaries.