

AGENDA

Thurston Regional Planning Council

Friday, November 4, 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) – October 7, 2016
 - b. **Approval of Vouchers** (Attachment) – Jared Burbidge
 - c. **Approval of Thurston Regional Planning Council Bylaws and Agreement** (Attachment) – Veena Tabbutt

OTHER BUSINESS

- | | | |
|---------------------|--|------------------------------|
| 8:40 am
25 mins | 6. LOTT Reclaimed Water Infiltration Study – Lisa Dennis-Perez, Director of Environmental Planning & Communications and Wendy Steffensen, Environmental Project Manager | PRESENTATION |
| 9:05 am
10 mins | 7. Amendment to 2016 Budget (Attachment) – Jared Burbidge | ACTION |
| 9:15 am
15 mins | 8. Position Classification Descriptions (Attachment) – Veena Tabbutt | 1ST REVIEW |
| 9:30 am
20 mins | 9. 2017-2019 Federal Funding Call for Projects Proposals (Attachment) – Paul Brewster | 1ST REVIEW |
| 9:50 am
20 mins | 10. Draft 2017 Work Program (Attachment) – Work Program Subcommittee | 1ST REVIEW |
| 10:10 am
10 mins | 11. New TRPC Membership – Work Program Subcommittee | DISCUSSION |
| 10:20 am
10 mins | 12. Executive Director Recruitment (Attachment) – Recruitment Committee | UPDATE |
| 10:30 am
15 mins | 13. 2017 State Legislative Preparation – Karen Parkhurst | DISCUSSION |
| 10:45 am
10 mins | 14. Report from Outside Committee Assignments (Oral/Written Report) | INFORMATION |
| 10:55 am
10 mins | 15. Member Check In – Chair Virgil Clarkson | DISCUSSION |
| 11:05 am | 16. Interim Director's Report | INFORMATION |
| 11:10 am | 17. Adjourn | |

Additional Informational Enclosures:

1. TPB Minutes (available upon request)

NEXT MEETING: Friday, December 2, 2016

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

If you need special accommodations to participate in this meeting, please call us at 360.956.7575 by 10:00 a.m. three days prior to the meeting. Ask for the ADA Coordinator.

For TDD users, please use the state's toll-free relay service, 711 and ask the operator to dial 360.956.7575.

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

THURSTON REGIONAL PLANNING COUNCIL

Friday, October 7, 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 Yelm

Town of Bucoda

North Thurston Public Schools

Intercity Transit

LOTT Clean Water Alliance

Port of Olympia

PUD No. 1 of Thurston County

Lacey Fire District #3

The Evergreen State College

Thurston EDC

Nathaniel Jones, Secretary

Virgil Clarkson, Chair

Tom Oliva, Vice Chair

Sandra Romero, Commissioner

JW Foster, Mayor

Alan Vanell, Council member

Chuck Namit, Board member

Karen Messmer, Board member

Cynthia Pratt, Board member

Bill McGregor, Commissioner

Chris Stearns, Commissioner (alternate)

Gene Dobry, Board member

Jeanne Rynne, Staff

Michael Cade, Director

Members Absent:

City of Rainier

City of Tenino

Confederated Tribes of the

Chehalis Reservation

Nisqually Indian Tribe

Olympia School District

Timberland Regional Library

Everett Gage, Council member

David Watterson, Council member

Amy Loudermilk, staff

Heidi Thomas, Staff

Mark Campeau, Board member

Cheryl Heywood, Director

Staff Present:

Veena Tabbutt, Interim Executive Director

Sarah Selstrom, Administrative Assistant

Aaron Grimes, Transportation Modeler

Holly Gilbert, Senior Planner

Karen Parkhurst, Program & Policy Director

Michael Ambrogi, Senior GIS Analyst

Mike Burnham, Associate Planner

Paul Brewster, Senior Planner

Rosalie Bostwick, Office Manager

Others Present:

Ann Freeman-Manzanares, Intercity Transit
Doug DeForest
Joyce Phillips, City of Olympia
Eric Phillips, Intercity Transit
Joel Carlson, Sierra South Sound
Scott Davis, Thurston County Public Works
Bill Adamson, South Sound Military and Communities Partnership
Sarah Luna, South Sound Military Communities Partnership
Tomy Mollas, WA State Department of Enterprise Services

Agenda Item 3
ACTION

Approval of Agenda

Chair Clarkson requested a change in the agenda – due to changes since the meeting materials were mailed, staff has requested that item 5e, Approval of Draft 2017-2020 Regional Transportation Improvement Program, be moved from the consent calendar and inserted following item 7.

Councilmember Namit moved, seconded by Councilmember Stearns, to approve the agenda with adjustments recommended by the Chair. Motion carried unanimously.

Agenda Item 4

Public Comment

There were no public comments.

Agenda Item 5
ACTION

Consent Calendar

- a. Approval of Minutes – September 2, 2016
- b. Approval of Vouchers
- c. Approval of Regional Transportation Improvement Program (RTIP) Amendment 16-10.
- d. Approval of Thurston County STP Fund Transfer Request

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

OTHER BUSINESS

Agenda Item 6
DEMONSTRATION

Citizen CPR Virtual Reality Demonstration

Councilmember Dobry introduced Karen Weiss, Firefighter/Paramedic with Lacey Fire District 3 and Thurston County Medic One, and Zachary Murphy, Director and Content Designer, University of Washington, who presented an innovative and emotional program that will be implemented in Thurston County. The goal of the program is to reach 20,000 people.

Ms. Weiss explained that though Thurston County has a survival rate of 60 percent for a witnessed cardiac event, versus the average of only nine percent, there was a desire to increase that even more – by reaching more members of the population with educational materials. What emerged is a virtual reality experience – with the hope of reducing some of the panic and fear that gets in the way of affectively administering CPR.

Council watched the 6-minute video that will be made available for people to watch on their smart phones – with the aid of a 3-D Virtual Reality Cardboard viewer. The video depicts a real life emergency – from the point of view of both the public trying to help and of the emergency personnel.

Following the video there was a question and answer period.

Agenda Item 7
UPDATE

JBLM Survey Results

Bill Adamson, Program Manager of the South Sound Military and Communities Partnership (SSMCP), presented results from the most recent Joint Base Lewis-McChord (JBLM) survey. This most recent survey included on-base civilian contractor and Department of Defense populations, which made it a more comprehensive survey. There were 45 questions in five categories: Demographic Information; Housing Choices; Military Children & Spouses; Behavior Patterns & Perceptions; and Concerns for Transitioning Service Members.

When considering where to live, major contributing factors were proximity to JBLM and ease of commute. About 29 percent of respondents live in Thurston County, with the highest percentage of those in Lacey and Olympia. The North Thurston School District is the 2nd most attending district by those surveyed. Over 82 percent of respondents rated quality of life as good or great, with the most negative impact on that being traffic.

The number one complaint was traffic congestion.

Agenda Item 5e
ACTION

Draft 2017-2020 Regional Transportation Improvement Program (RTIP)

Senior Planner Holly Gilbert reviewed changes that were necessary following review of the document by the Washington State Department of Transportation.

Councilmember Namit moved, seconded by Councilmember Pratt, to approve the Draft 2017-2020 Regional Transportation Improvement Program as presented. Motion carried unanimously.

Agenda Item 8
1ST REVIEW

Public Participation Plan Update

Program and Policy Director Karen Parkhurst explained that the Public Participation Plan was last updated in 2008 and is in need of some technical changes to stay aligned with federal requirements. Along with those changes, there were changes made for clarification and consistency. Throughout the document “TRPC” was changed to say “Council” when referring to appointed and jurisdictional members of TRPC, and “Agency” is used when referring to the organization. Language clarifying the public comment periods for specific transportation-related work was also included in the document.

Councilmember Messmer suggested that clear instructions be added clarifying how and when public comment at meetings will be taken. She suggested this be included on agendas and on the agency website as well.

Councilmember McGregor pointed out an instance that the TRPC and/or Agency clarification was missed. Interim Executive Director Veena Tabbutt indicated that was an oversight and would be corrected before going out for public comment.

Director Parkhurst reported that the Plan would undergo a 45-day public comment period and would come back to the Council for adoption in December.

Agenda Item 9
1ST REVIEW

Bylaws and Agreement Update

Interim Executive Director Veena Tabbutt explained that as per the Bylaws, the Bylaws and Agreement are to be reviewed and approved every two years and the last update was in 2014. She reported that the Bylaws Committee met and reviewed the documents and suggested some revisions, which she summarized. One of the more substantive changes was the addition of language indicating that no committee of the Council shall constitute a quorum. The Council will see the documents again for approval in November.

Agenda Item 10
INFORMATION

Main Street Journal

Associate Planner Mike Burnham handed out copies of the second addition of the Main Street Journal – the annual newsletter reporting Sustainable Thurston activities. Mr. Burnham summarized the contents of the newsletter.

Agenda Item 11
INFORMATION

Sustainable Thurston Report Card

Senior GIS Analyst Michael Ambrogi presented the *Sustainable Thurston Report Card*, a new TRPC website aimed to track the region’s progress towards meeting the goals of Sustainable Thurston. The *Report Card* is the successor to *Regional Benchmarks for Thurston County*, last published in 2008. Mr. Ambrogi demonstrated the online resource

Agenda Item 12
UPDATE

Executive Director Recruitment

As a member of the Recruitment Subcommittee, Councilmember Oliva reported that Karras Consulting has been hired to conduct the recruitment. The Subcommittee met with the consultants to help develop the candidate profile – which is put together in order to measure candidates against. Councilmember Namit asked what the interview process for final candidates would look like. Councilmember Oliva indicated that those decisions have not yet been made but the plan is to conduct interviews in mid-December.

Agenda Item 13
DISCUSSION

2017 State Legislative Preparation

Program and Policy Director Karen Parkhurst reviewed work that is underway in preparation for the 2017 legislative session. She indicated that by mid-November there should be clarification of election results and what the legislative majority will be. Ms. Parkhurst indicated that the Council will finalize the regions priorities at the November meeting.

Agenda Item 14
INFORMATION

Report from Outside Committee Assignments

Doug DeForest reported that the Transportation Policy Board of PSRC had not yet met for the month of October.

Councilmember Pratt reported on her attendance at the most recent PSRC Growth Management Board meeting.

Agenda Item 15
DISCUSSION

Member Check In

Councilmember Romero reported that the Bountiful Byway has received some really good press recently - a feature article ran in the LA Times and it was so popular the paper is sending a reporter here for 2 days to take a more in-depth look, and KOMO TV included it in its “Top 20 Things to Do This Fall”. Councilmember Romero also asked that staff contact the Visitor and Convention Bureau and set up a time for the Council to see a presentation from them.

Councilmember Vanell reported that the annual Haunted House opened last weekend and will be open every weekend throughout October, and on Halloween.

Councilmember Pratt reported that the HUB at Woodland Square had its grand opening the day before and it was very well attended, with approximately 500 people participating.

Councilmember McGregor thanked staff for the after-meeting summaries that have been sent.

Councilmember Foster reported that the Yelm Farmers Market will be having an end of season celebration on Sunday. He reported that he is the new Interim Mayor – and that the city is currently without a city manager and deputy city clerk.

Councilmember Clarkson reported that he and his wife are being honored on Monday at TOGETHER!'s Champions gathering. He invited anyone who may be interested to attend.

Agenda Item 16
INFORMATION

Interim Director's Report

Interim Executive Director Veena Tabbutt reported that she will attend the AMPO Conference in October and will make a presentation about the public participation process used for the Regional Transportation Plan. She thanked member jurisdictions for the in-kind match that has been provided for the Rural and Tribal Transportation service grant application.

Agenda Item 17

Adjournment

There being no further business, Chair Clarkson adjourned the meeting at 11:00 a.m.

Virgil Clarkson, Chair

R. Veena Tabbutt, Interim Executive Director

*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, Deputy Director *JB*
 DATE: October 28, 2016
 SUBJECT: Approval of Vouchers

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

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 October 3 - 25, 2016 plus journal vouchers for a total of \$252,902.43.

Payroll (October)	\$ 126,245.80
TRPC Cash Disbursement	\$ 123,918.67
Journal Entries for October 2016 (Central Services & Department of Resource Stewardship)	\$ 2,737.96

79:rb
 Attachments



Veena Tabbutt
 Interim Executive Director

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

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

OCTOBER 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. Oct-16

THURSTON REGIONAL PLANNING COUNCIL

	FUND	ORGN	OBJT	AMOUNT
1	Salaries	6490 Z100	510000	100,891.25
2	Extra Help	6490 Z100	516000	1,257.08
3	OASI	6490 Z100	521000	7,691.80
4	Health Care Authority	6490 Z100	523000	16,405.67
5	Vacation/Sick Leave Cash Out	6490 Z101	510000	0.00
TOTAL				126,245.80

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 25TH DAY OF OCTOBER 2016.

(SIGNED) *Rosalie Bestred*
 APPROVED AND AUTHORIZED BY *David M. Bulbridge*
 Deputy Director

 TRPC Officer

Rosalie Bostwick

From: Nathaniel Jones <njones@ci.olympia.wa.us>
Sent: Thursday, October 27, 2016 2:18 PM
To: Rosalie Bostwick
Subject: RE: October 2016 Payroll

Nathaniel Jones,
Olympia Mayor Pro Tem

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 October 2016 in the amount of \$126,245.80.

SUBSCRIBED THIS 25TH DAY OF OCTOBER 2016.

Nathaniel Jones, Secretary

TRPC CASH DISBURSEMENT JOURNAL

VENDOR NAME	INVOICE#	CHECK NO	AMOUNT	CHECKDATE
3613 INTERNAL REVENUE SERVICE	SEPTEMBER 2016	2826	27,309.69	10/03/2016
71 CAPITOL ALARM INC	61556	1434439	25.00	10/03/2016
1560 COMCAST HOLDINGS CORPORATION	1083895	1434440	231.17	10/03/2016
1914 DEPT OF EMPLOYMENT SECURITY	3RD QUARTER 2016	1434441	560.23	10/03/2016
1922 DEPT OF LABOR & INDUSTRIES	3RD QUARTER	1434442	980.35	10/03/2016
1927 DEPT OF RETIREMENT SYSTEMS	3RD QUARTER	1434443	11,279.65	10/03/2016
2114 PUGET SOUND REGIONAL COUNCIL	2017087	1434444	603.00	10/03/2016
2362 MPH HOLDINGS LLC	3001	1434445	1,222.33	10/03/2016
11254 ATS TRANS LLC	9942	1434446	39,336.00	10/03/2016
11477 YELLOW CAB NORTHWEST INC	1943	1434447	391.75	10/03/2016
601849 R TABBUTT	1083894	1434448	82.08	10/03/2016
413 CRAINS OFFICENTER INC	151013-0	1434803	313.57	10/10/2016
1555 CITRIX SYSTEMS INC	48198772	1434804	1,049.92	10/10/2016
7710 US BANK NATIONAL ASSO ND	1086075	1434805	121.97	10/10/2016
7710 US BANK NATIONAL ASSO ND	1086076	1434805	16.00	10/10/2016
7710 US BANK NATIONAL ASSO ND	1086077	1434805	641.06	10/10/2016
7710 US BANK NATIONAL ASSO ND	1086078	1434805	463.84	10/10/2016
7710 US BANK NATIONAL ASSO ND	1086079	1434805	754.98	10/10/2016
7710 US BANK NATIONAL ASSO ND	1086080	1434805	3,594.62	10/10/2016
7710 US BANK NATIONAL ASSO ND	1086081	1434805	856.22	10/10/2016
9090 PACIFIC NORTHWEST PUBLISHING CO	1086110	1434806	1,649.45	10/10/2016
9784 RODNEY T ICENHOUR	1322	1434807	4,800.00	10/10/2016
11107 CRITICAL INFORMATICS INC	6143	1434808	850.00	10/10/2016
606548 MICHAEL BURNHAM	1086108	1434809	49.14	10/10/2016
413 CRAINS OFFICENTER INC	151351-1	1435433	10.66	10/17/2016
413 CRAINS OFFICENTER INC	151351-0	1435433	279.19	10/17/2016
1031 A&E IMAGING INC	76004	1435434	155.25	10/17/2016
1341 OLYMPIA FUEL INC	004936-1627401	1435435	68.87	10/17/2016
5518 CBM SOUTH INC	208396	1435436	1,455.00	10/17/2016
9463 DEPARTMENT OF ENTERPRISE SERVICES	73153576	1435437	45.00	10/17/2016
9595 RECORDXPRESS OF CALIFORNIA LLC	1629795	1435438	191.54	10/17/2016
9662 RICOH AMERICAS CORPORATION	97649520	1435439	243.46	10/17/2016
9662 RICOH AMERICAS CORPORATION	97649523	1435439	2,018.65	10/17/2016
604540 BURLINA MONTGOMERY	1088711	1435440	318.76	10/17/2016
1551 VERIZON WIRELESS MESSAGING SERVICE5	9773298492	1436231	302.29	10/24/2016
2362 MPH HOLDINGS LLC	NOVEMBER 2016	1436232	18,863.24	10/24/2016
2836 TOGETHER!	2541	1436233	2,051.68	10/24/2016
9389 QWEST CENTURYLINK	1090364	1436234	72.50	10/24/2016
9881 DOUGLAS DEFOREST	1090371	1436235	88.56	10/24/2016
11115 AVEPOINT PUBLIC SECTOR INC	1610177243	1436236	500.00	10/24/2016
11455 QUESTIVITY INC	9493	1436237	72.00	10/24/2016
TOTAL			123,918.67	

updated 9/29/2016

JOURNAL ENTRY # (SYSTEM GENERATED): _____

Entered By: _____

Date: _____

Checked By: _____

Date: _____

EFFECTIVE DATE: 10/28/16

YEAR/PERIOD: 2016 / 10

JOURNAL ENTRY REQUEST

LINE	ORG	OBJT	PROJECT	DEBIT AMOUNT	CREDIT AMOUNT	OBJECT CODE DESCRIPTION
1	6490Z100	542000		377.50		COMMUNICATIONS
2	5210B905	348103			377.50	ISF COMM SVS-POSTAGE
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
PAGE TOTAL				377.50	377.50	
JE TOTAL				377.50	377.50	

Explanation: (Include numbers of original documents and attach pages if necessary)
 CMS POSTAGE

Department No.: **6490**
 Submitting Dept: **Thurston Regional Planning Council**
 Prepared by: **Rosalie Bostwick**

MUNIS Data Entry:
 Short Description
 Type
 Reference 2
 Reference 3
 Desc - Screen 2

Date: **10/28/2016** Phone #: **956-7575**
 Reviewed/Authorized by: *Jared M Bostwick*
 Date: **October 28, 2016**



Central Services

September Invoice

Invoice: 25-09030P

Date: October 21, 2016

I.R.P.C.

OCT 24 2016

BILL TO:

99 - Regional Planning Non-General

September Billings: CMS Postage, Misc.

<u>Code</u>	<u>Quantity</u>	<u>Service Provided</u>	<u>Resource</u>	<u>Unit Price</u>	<u>Amount</u>
699	1	CMS Postage - Actual Charge	5210 B905 348103	\$377.50	\$377.50
Total for this department:					\$ 377.50

13400	40023 - RECREATION SERVICES	327	\$137.835	\$56.565	\$194.400
13400	40812 - PERSONAL HEALTH	44	\$29.685	\$46.810	\$76.495
13400	40815 - ENVIRONMENTAL	1559	\$719.216	\$105.020	\$824.236
13400	4081A - HEALTH ADMIN	185	\$120.817	\$54.075	\$174.892
13400	41811 - HEALTH SOCIAL	74	\$58.875	\$51.380	\$110.255
13400	99699 - THURSTON COUNTY REGIONAL PLANNING	175	\$317.841	\$59.655	\$377.496
Grand Total					\$20,689.068

Export Summary to Excel

Account	Service	Pieces	Postage	CMS Charge	Total Charges
Subtotal for 00000					\$152.882
00000	Metering(Letters & Flats)	5	\$7.049	\$0.265	\$7.314
00000	Other	0	\$0.000	\$45.000	\$45.000
00000	Re-metering	545	\$56.623	\$43.945	\$100.568
Subtotal for 01140					\$160.167
01140	Metering(Letters & Flats)	204	\$99.957	\$7.470	\$107.427
01140	Other	0	\$0.000	\$45.000	\$45.000
01140	Small Package Manifesting	1	\$6.240	\$1.500	\$7.740
Subtotal for 02210					\$233.619
02210	Metering(Letters & Flats)	328	\$175.409	\$13.210	\$188.619
02210	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 02220					\$2,606.571
02220	Metering(Letters & Flats)	5581	\$2,330.606	\$196.205	\$2,526.811
02220	Other	13	\$33.460	\$46.300	\$79.760
Subtotal for 02250					\$281.416
02250	Metering(Letters & Flats)	428	\$213.051	\$23.365	\$236.416
02250	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 02A10					\$978.330
02A10	Metering(Letters & Flats)	2069	\$860.825	\$72.505	\$933.330
02A10	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 03001					\$70.428
03001	Metering(Letters & Flats)	52	\$23.608	\$1.820	\$25.428
03001	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 04400					\$791.172
04400	Metering(Letters & Flats)	1891	\$679.867	\$66.305	\$746.172
04400	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 04401					\$4,028.124
04401	Metering(Letters & Flats)	596	\$3,628.624	\$354.500	\$3,983.124
04401	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 05A50					\$565.459
05A50	Metering(Letters & Flats)	663	\$476.059	\$34.020	\$510.079
05A50	Other	0	\$0.000	\$45.000	\$45.000
05A50	Small Package Manifesting	2	\$7.380	\$3.000	\$10.380
Subtotal for 06600					\$1,612.914
06600	Metering(Letters & Flats)	4157	\$1,422.419	\$145.495	\$1,567.914

Subtotal for 3491A					\$90.260
3491A	Metering(Letters & Flats)	54	\$35.600	\$4.070	\$39.670
3491A	Other	0	\$0.000	\$45.000	\$45.000
3491A	Small Package Manifesting	1	\$4.090	\$1.500	\$5.590
Subtotal for 36013					\$82.175
36013	Metering(Letters & Flats)	22	\$35.895	\$1.280	\$37.175
36013	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 40023					\$194.400
40023	Metering(Letters & Flats)	327	\$137.835	\$11.565	\$149.400
40023	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 40812					\$76.495
40812	Metering(Letters & Flats)	44	\$29.685	\$1.810	\$31.495
40812	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 40815					\$824.236
40815	Metering(Letters & Flats)	1559	\$719.216	\$60.020	\$779.236
40815	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 4081A					\$174.892
4081A	Metering(Letters & Flats)	185	\$120.817	\$9.075	\$129.892
4081A	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 41811					\$110.255
41811	Metering(Letters & Flats)	74	\$58.875	\$6.380	\$65.255
41811	Other	0	\$0.000	\$45.000	\$45.000
Subtotal for 99699					\$377.496
99699	Metering(Letters & Flats)	175	\$317.841	\$14.655	\$332.496
99699	Other	0	\$0.000	\$45.000	\$45.000
Grand Total					\$20,689.068

Export Account Detail to Excel

updated 9/29/2016

Entered By: _____

JOURNAL ENTRY # (SYSTEM GENERATED): _____

Date: _____

Checked By: _____

EFFECTIVE DATE: 10/17/16

YEAR/PERIOD: 2016 / 10

Date: _____

JOURNAL ENTRY REQUEST

LINE	ORG	OBJT	PROJECT	DEBIT AMOUNT	CREDIT AMOUNT	OBJECT CODE DESCRIPTION
1	6490Z129	541000		869.88		PROFESSIONAL SERVICES
2	0136P199	333660	36920		869.88	FI-ENVIRONMENTAL PROTECT AGCY
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
PAGE TOTAL				869.88	869.88	
JE TOTAL				869.88	869.88	

Explanation: (Include numbers of original documents and attach pages if necessary)

CLIMAE ADAPTATION CONTRACT

Department No.: **6490**

Thurston Regional Planning

Submitting Dept: **Council**

Prepared by: **Rosalie Bostwick**

Date: **10/17/2016**

Phone #: **956-7373**

Reviewed/Authorized by: *Jacqui Burlidge*

Date: **October 17, 2016**

MUNIS Data Entry:

Short Description

Type

Reference 2

Reference 3

Desc - Screen 2



2129
\$41000

COUNTY COMMISSIONERS

Cathy Wolfe
District One
Sandra Romero
District Two
Bud Blake
District Three

90105.05

DEPARTMENT OF RESOURCE STEWARDSHIP

Creating Solutions for Our Future

Brent Butler
Director

LONG RANGE PLANNING
2000 LAKERIDGE DR SW BLDG 1
OLYMPIA, WA 98502

To: Thurston County Regional Planning Council
Attn: Rosalie Bostwick
2424 Heritage Court SW, Suite A
Olympia, WA 98502

Invoice No: Q3-2016
Date: 10/10/2016

You are hereby requested to pay the total shown below to Long Range Planning:

Date	Description	Budget	Balance	Previously Billed	Current Billing
07/01/16-09/30/16	Water-Based Approach to Climate Change				
	TRPC Grant October 31, 2016-November 30, 2017				
	Task 1- Administration	\$ 3,240.00	\$ 3,205.20		34.80
	Task 2- Collaboration	\$ 4,500.00	\$ 3,692.92	\$ 145.98	661.10
	Task 3- Research & Analysis	\$ 1,350.00	\$ 1,350.00		0.00
	Task 4- Plan Development	\$ 1,350.00	\$ 1,350.00		0.00
	Task 5- Implementation	\$ 21,960.00	\$ 21,960.00		0.00
	Indirect Charges	\$ 8,100.00	\$ 7,887.60	\$ 38.42	173.98
	Totals	\$ 40,500.00	\$ 39,445.72	\$ 184.40	\$ 869.88

Notes: Please see attached backup documentation **TOTAL DUE:**

\$ 869.88

Prepared By: Tami McLean
Phone Number: 360-786-5209

ORGANIZATION	OBJECT	PROJECT
0136P199	333660	36920

Agency Approval: Cynthia Wilson, Planning Manager

Signature: Cynthia Wilson

Date: 10/10/16

Thurston Regional Planning Council TRPC - 36920
 Grant Period: October 31, 2015-November 30, 2017

Budget Item	Budget	Total Expenditures												Budget Remaining	
		Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Total				
Salaries/Benefits	\$ 32,400			99.46	102.44		51.22	215.60	215.60	264.70				949.02	\$ 31,450.98
Total Direct Exp	\$ 32,400			99.46	102.44		51.22	215.60	215.60	264.70				949.02	\$ 31,450.98
Indirects (25%)	\$ 8,100			24.87	25.61		12.81	53.90	53.90	66.18				237.27	\$ 7,862.73
Total Reimbursement Allowed	\$ 40,500	\$ -	\$ -	\$ 124.33	\$ 128.05	\$ -	\$ 64.03	\$ 269.50	\$ 269.50	\$ 330.88	\$ -	\$ -	\$ -	\$ 1,186.29	\$ 39,313.71
		Q1 2016 - Total										Q2 2016 - Total		Q3 2016 - Total	
		\$ 124.33										\$ 197.08		\$ 869.88	

Billable Hours-July 2016

TRPC 36920

Name	Hourly rate	Hours	Amount
Buhler, Maya	34.98		-
Chalem, Kraig	45.92		-
Chaput, Christina	50.22		-
Davis, Jeremy	62.72		-
Deffobis, Andrew	53.05		-
Klein, Stacy	50.32		-
Murphy, Bradley	57.89		-
Osterberg, Allison	53.90	4	215.60
Stoker, Polly	45.84		-
Trygg, Joshua	54.07		-
Water, Charissa	43.43		-
Whisman, Marisa	41.12		-
Wilson, Cynthia	75.77		-

TOTALS: \$ 215.60

Hourly Rates- July 2016

Name	Leave hours	Annual billable hours	Monthly salary and benefits	sal	ben	Hourly rate	sal hrly	ben hrly
Buhler, Maya	240	1840	5,362.96	4,397.00	965.96	34.98	28.68	6.30
Chalem, Kroydan	228	1852	7,086.86	4,939.00	2,147.86	45.92	32.00	13.92
Chaput, Christina	249	1831	7,663.04	5,614.00	2,049.04	50.22	36.79	13.43
Davis, Jeremy	279	1801	9,412.77	7,239.00	2,173.77	62.72	48.23	14.48
Deffobis, Andrew	279	1801	7,961.91	5,854.00	2,107.91	53.05	39.00	14.04
Klein, Stacy	217	1343	5,631.93	4,131.00	1,500.93	50.32	36.91	13.41
Murphy, Bradley	330	1750	8,442.92	6,070.00	2,372.92	57.89	41.62	16.27
Osterberg, Allison	249	1831	8,224.36	5,823.00	2,401.36	53.90	38.16	15.74
Stoker, Polly	288	1792	6,845.82	4,671.00	2,174.82	45.84	31.28	14.56
Trygg, Joshua	279	1801	8,114.85	5,729.00	2,385.85	54.07	38.17	15.90
Water, Charissa	237	1843	6,669.84	4,888.00	1,781.84	43.43	31.83	11.60
Whisman, Marisa	237	1843	6,315.17	4,703.00	1,612.17	41.12	30.62	10.50
Wilson, Cynthia	310	1770	11,175.73	8,284.00	2,891.73	75.77	56.16	19.60

Billable Hours-August 2016

TRPC 36920

Name	Hourly rate	Hours	Amount
Buhler, Maya	34.98		-
Chalem, Kraig	45.92		-
Chaput, Christina	50.22		-
Davis, Jeremy	62.72		-
Deffobis, Andrew	53.05		-
Klein, Stacy	50.32		-
Murphy, Bradley	57.89		-
Osterberg, Allison	53.90	4	215.60
Stoker, Polly	45.84		-
Trygg, Joshua	54.07		-
Water, Charissa	43.43		-
Whisman, Marisa	41.12		-
Wilson, Cynthia	75.77		-

TOTALS: \$ 215.60

Hourly Rates-August 2016

Name	Leave hours	Annual billable hours	Monthly salary and benefits	sal	ben	Hourly rate	sal hrly	ben hrly
Buhler, Maya	240	1840	5,362.96	4,397.00	965.96	34.98	28.68	6.30
Chalem, Kroydan	228	1852	7,086.86	4,939.00	2,147.86	45.92	32.00	13.92
Chaput, Christina	249	1831	7,663.04	5,614.00	2,049.04	50.22	36.79	13.43
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Whisman, Marisa	237	1843	6,315.17	4,703.00	1,612.17	41.12	30.62	10.50
Wilson, Cynthia	310	1770	11,175.73	8,284.00	2,891.73	75.77	56.16	19.60

Billable Hours-September 2016

		<u>TRPC</u> 36920	
Name	Hourly rate	Hours	Amount
Buhler, Maya	34.98		-
Chalem, Craig	45.92		-
Chaput, Christina	50.22		-
Davis, Jeremy	62.72		-
Deffobis, Andrew	51.29		-
Klein, Stacy	50.32		-
Murphy, Bradley	57.89		-
Osterberg, Allison	52.94	5	264.70
Stoker, Polly	45.84		-
Trygg, Joshua	54.07		-
Water, Charissa	42.59		-
Whisman, Marisa	41.12		-
Wilson, Cynthia	75.77		-

TOTALS: \$ 264.70

Hourly Rates-September 2016

Name	Leave hours	Annual billable hours	Monthly salary and benefits	sal	ben	Hourly rate	sal hrly	ben hrly
Buhler, Maya	240	1840	5,362.96	4,397.00	965.96	34.98	28.68	6.30
Chalem, Kroydan	228	1852	7,086.86	4,939.00	2,147.86	45.92	32.00	13.92
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Deffobis, Andrew	279	1801	7,698.03	5,854.00	1,844.03	51.29	39.00	12.29
Klein, Stacy	217	1343	5,631.93	4,131.00	1,500.93	50.32	36.91	13.41
Murphy, Bradley	330	1750	8,442.92	6,070.00	2,372.92	57.89	41.62	16.27
Osterberg, Allison	249	1831	8,077.37	5,823.00	2,254.37	52.94	38.16	14.77
Stoker, Polly	288	1792	6,845.82	4,671.00	2,174.82	45.84	31.28	14.56
Trygg, Joshua	279	1801	8,114.85	5,729.00	2,385.85	54.07	38.17	15.90
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Whisman, Marisa	237	1843	6,315.17	4,703.00	1,612.17	41.12	30.62	10.50
Wilson, Cynthia	310	1770	11,175.73	8,284.00	2,891.73	75.77	56.16	19.60



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: Bylaws & Agreement Subcommittee
 Alan Vanell
 Bill McGregor
 Rich Davis
 Virgil Clarkson

DATE: October 28, 2016

SUBJECT: TRPC Bylaws and Agreement Review

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

PURPOSE

Adopt updated TRPC bylaws and agreement.

Summary:

- Section XV of the bylaws states that they will be reviewed at least every two years. Any amendments to the bylaws may be approved by a two thirds majority of voting members present.
- Section V of the agreement states that the term of the agreement shall be for two years from the effective date unless action is taken to terminate or revise it. The agreement was revised in 2014, which means that it is now time to review and sign it.
- A subcommittee was formed at the March 4, 2016 TRPC meeting and tasked to review both documents and recommend any changes, if necessary. After their review, a number of changes are recommended to the bylaws. There are no changes recommended for the agreement.
- Council reviewed the bylaws during their October meeting and proposed an additional revision. Staff incorporated it into the November draft.

REQUESTED ACTION

Move to accept the TRPC Bylaws and Agreement as presented and direct council members to sign the agreement, which will be in effect for the next two years.



Veena Tabbutt
 Interim Executive Director

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

360-956-7575
 360-956-7815 Fax

www.trpc.org

BACKGROUND

Proposed changes to the bylaws include:

- Corrected typographical errors such as capitalization, punctuation, and grammar,
- Specified that Subcommittee size and membership be restricted in order to ensure it does not result in a quorum of the full Council.
- Changed the term "TRPC" to "Council" throughout the document for consistency
- Added language that the Executive Director "or designee" is approved to authorize expenditures within the budget
- Changed language that Council members will strive towards "consent" rather than "consensus" when making decisions and setting policy
- Made clarifying changes to the name and procedure for developing the Annual Work Program, which then leads to developing the Agency budget
- Added the rate information that is used to calculate member assessments each year

A full copy of proposed changes to the bylaws has been provided for Council review.

THURSTON REGIONAL PLANNING COUNCIL BY LAWS

Thurston Regional Planning Council BYLAWS

SECTION I: AUTHORITY

The Thurston Regional Planning Council (hereinafter referred to as “Council”) was established in 1967 under RCW 36.70.060, which authorized creation of regional planning councils in Washington State. The Council will comply with all applicable ~~Local, State~~local, state and ~~Federal~~federal laws and is authorized to receive ~~State~~state and ~~Federal~~federal grant funds.

This document establishes the Council’s ~~by-laws~~bylaws and is in accord with the membership and responsibilities set forth in the Thurston Regional Planning Council Agreement promulgated on ~~April~~November 4, ~~2014~~2016.

SECTION II: OFFICERS/DUTIES

The officers of the Council are Chair, Vice Chair, and Secretary. Officers may function as an executive committee in making recommendations to the full Council on budget, work program, or other policy issues as requested by the full Council.

Officers are elected at the February Council meeting from among the representatives of the voting members and officers may serve no more than two consecutive one-year terms in the same office. Prior to the February meeting, the presiding Chair will solicit nominations for office in writing from all voting member representatives. At the February meeting, as part of the election process, the Chair will present the slate of nominees to be considered for each position as well as taking nominations from the floor. The newly elected officers take office at the close of the meeting at which they were elected.

- A. The Chair presides at all meetings, prepares the agenda for the meetings, signs vouchers, calls special meetings, and sets the time and place of meetings in consultation with the membership. In addition, the Chair establishes ~~committees~~subcommittees and their membership for the purpose of making recommendations on the budget, performing the annual performance review of the Executive Director, and/or making recommendations to the full Council on other policy issues. ~~Subcommittee membership shall not constitute a quorum of the full Council.~~ Subcommittee size and membership will be restricted in order to ensure it does not result in a quorum of the full Council. The Chair officially represents the Council before other groups and agencies and carries out other duties as designated by the Council.
- B. The Vice Chair serves in the Chair's absence and is authorized to approve vouchers.

- C. The Secretary is the fiscal officer for the purpose of approving appropriate vouchers for the conduct of the Council affairs and may also serve in the absence of the Chair and Vice-Chair.

In the unforeseen occurrence that there is a vacancy(s) in any [TRPCCouncil](#) officer position, the [TRPCCouncil](#) Chair or other serving [TRPCCouncil](#) officer, will notify the full Council of the vacancy(s) at the next regular monthly meeting. At that [TRPCCouncil](#) meeting, the Chair will call for written/e-mail nominations. Nominations will be accepted until the next regular [TRPCCouncil](#) meeting. At that next regular [TRPCCouncil](#) meeting, all submitted nominations will be read and additional nominations from the floor will be called for. Following established procedure, a vote will be taken and the elected member(s) will complete the term(s) of the vacant officer. The completion of a shortened term will not count towards the term limit of “two consecutive one year terms” as outlined in paragraph 2 of ~~section~~[Section II](#).

SECTION III: EXECUTIVE DIRECTOR AND STAFF

The Council may, within its authorized budget, engage an Executive Director. The Executive Director is selected or terminated with the approval of the voting members as outlined in Section VII: Voting. It is the role of the Council to set policy direction, which guides the Executive Director in the operations and administration of the agency. The Executive Director maintains all records of the Council, including necessary budget and financial records. The Executive Director is responsible for the administration of the agency pay and classification system as approved by the Council. The Executive Director, or designee, is also authorized to approve expenditures within the authorized budget.

The Executive Director may, within the agency’s authorized budget, employ such other personnel as needed to perform the work of the Council. Staff work under the policy direction of the Council as exercised through ~~the~~[the](#) Executive Director.

SECTION IV: MEMBERSHIP

Official membership of the Council shall consist of those duly designated member representatives and alternates of the entities who have entered into the Council Agreement. Member representatives and alternates, with the exception of those representing Associate and Tribal members, shall be elected officials of their entity. Intercity Transit, as a member of [TRPCCouncil](#), may ~~also~~ appoint citizen representatives from their Authority to serve as member and/or alternate on [TRPCCouncil](#). In the event a representative, as outlined above, is not available to serve as a [TRPCCouncil](#) alternate, that entity may, with approval from the [TRPCCouncil](#) Chair, appoint a high-level at will department head to serve as alternate. This alternate must have the authority to speak for that entity and vote on regional policies on its behalf.

If neither the duly designated member representative nor the officially designated alternate member representative is able to attend a specific meeting, then the jurisdiction may designate, for that meeting only, an additional alternate member representative. This additional alternate must have all rights, privileges, and authorities exercised by the member representative and the alternate.

SECTION V: NEW MEMBERSHIP REQUESTS

Application for membership on the Council is considered on a case-by-case basis. Entities seeking membership on the Council will submit a letter of application to the Council Chair stating the rationale for membership. The Council Chair, in consultation with the Executive Director, will consider whether the membership request fits into the Council's overall goals. In this initial review, there will also be an identification of the appropriate membership tier for the applicant. The Chair will present this information and make a membership recommendation to the full Council at a regular meeting. Membership requests require a vote of the Council.

SECTION VI: MEMBER RESPONSIBILITIES

To effectively carry out the work of the Council, member representatives (or alternates) must be fully engaged in the activities of the Council. Member representatives (or alternates) are expected to regularly attend, prepare for, and actively participate in scheduled meetings. It is expected that member representatives (or alternates) will also participate in other special meetings and [committees/subcommittees](#) as appropriate. Member representatives (or alternates) may also be asked by the [TRPC Council](#) Chair to represent [TRPC the Council](#) to other organizations. It is important that member representatives (or alternates) maintain a regional perspective on matters coming before the Council. Member representatives (or alternates) work within a collegial atmosphere that strives for informed [consensus/consent](#) in all of its decisions while respecting the viewpoints of others on the Council. Member representatives (or alternates) are responsible for conveying pertinent information discussed or presented at Council meetings back to their respective entities for information or action.

Member representatives (or alternates) may also be asked by the [TRPC Council](#) Chair to represent [TRPC the Council](#) to other organizations. These positions serve as liaisons between the organizations for the purposes of improving communications, understanding projects, and coordinating regional policy issues. The appointed [TRPC Council](#) liaisons will regularly give update reports back to [TRPC the Council](#) following their attendance at meetings.

The Chair will review and (re)appoint individuals that serve in all [TRPC Council](#) outside positions every two years. In appointing any [TRPC Council](#) member to serve as a liaison to any outside transportation board or committee, the Chair will consider a recommendation from [TRPC's the Council's](#) Transportation Policy Board.

SECTION VII: MEETINGS

Regular Council meetings are held in accordance with the schedule set by the Council each year at its February meeting. To ensure appropriate notice, public involvement and effective regional decision-making, all meetings will comply with the requirements of the State Open Public Meetings Act. The Executive Director sees that official minutes are taken for each meeting and that they are signed by the Chair and the Executive Director after review and approval by the Council.

Written ~~notices~~notification of meetings ~~are mailed~~is sent to all representatives and alternates at least five (5) days prior to the date of the meetings. Notice of special meetings called by the Chair may be made by telephone and all members will be notified. Robert’s Rules of Order will be observed at all meetings. A meeting may be convened with a simple majority of the members.

SECTION VIII: VOTING

All matters coming before the Council are decided by the representatives of the voting membership. All actions before the Council require a quorum. A quorum will consist of the presence of at least 50 percent or more of the entire voting membership with at least two of those representatives being from the following jurisdictions: Thurston County, City of Olympia, City of Lacey, or City of Tumwater. Actions will be decided by a simple majority of the quorum unless two or more members request an optional weighted vote. The Council’s optional weighted voting system reflects, in some measure, the population and financial participation of the member agencies. If there is a call for a weighted vote, each voting member entity is assigned one vote weighted in the following manner:

Thurston County	7
City of Olympia	4
City of Lacey	3
City of Tumwater	2
City of Tenino	1
City of Yelm	1
City of Rainier	1
Town of Bucoda	1
LOTT Clean Water Alliance	1
Thurston PUD #1	1
Port of Olympia	1
North Thurston Public Schools	1
Olympia School District	1
Intercity Transit	1
Nisqually Indian Tribe	1
Confederated Tribes of the Chehalis Reservation	<u>1</u>
Total Votes	28

SECTION IX: MEMBER ASSESSMENTS

Member assessments provide the revenue needed to carry out the Council's Annual Work Program ~~and Budget~~. Payment of member assessments is made after January 1 each year on an annual, semi-annual, or quarterly basis. In September of each year, in conjunction with preparation of the Annual Work Program ~~and Budget~~, member assessments are calculated based on the following methodology:

Tier TIER 1—: Charter Member Organizations (County, cities, towns, and tribal governments located within the region)

The current year population as defined by the Office of Financial Management is adjusted by the applicable factor as shown below. The adjusted population is multiplied by the Council-established per capita rate* to arrive at the yearly assessment figure. There is a \$700 minimum assessment in this category.

The following factors will apply to this tier:

- Urban county and entities with a population greater than 5,000 will be assigned a factor of 1.
- Rural county and entities with a population of less than 5,000 will be assigned a factor of .5.

Tier TIER 2—: School District Members

The annual October 1 FTE student enrollment is multiplied by a factor of .25. This is used to arrive at an adjusted population. The adjusted population is then multiplied by the Council established per capita rate* to arrive at the yearly assessment figure. There is a \$700 minimum assessment in this category.

Tier TIER 3—: Regional Service Members (Members in this tier are entities established under State law that provide services that are regional in nature and serve a large segment of the population or the entire population.)

Regional Service Members have a first year (base) assessment that is negotiated one time between the Council and the entity making application for membership. The negotiations will take into account the entity's fiscal constraints, service population, and the entity's regional role/impacts. The entity's assessment will be appropriate in comparison to other members in this tier and their membership must mutually benefit both the entity and the Council.

The base assessment is set by the Council upon approval of the entity's membership. This base will be modified each year during the budget process when assessments are re-calculated. A percentage change in assessment will be based on the corresponding percentage change in the over-all population of Thurston County. This percentage amount will be added to the base assessment and this new amount becomes the base for the following year.

Tier* The per capita rate is 2.0521376, which was established by the Council in 2003.

TIER 4—: **Associate Members** (Members in this tier do not have a voting right on the Council.)

This tier is designed for regional public entities who wish to participate in Council meetings and activities. ~~Members in this tier are assessed \$1,000 per year.~~

Members in this tier are assessed \$1,000 per year.

SECTION X: ANNUAL WORK PROGRAM AND BUDGET

The Council develops and adopts the Annual Work Program and Budget each year as follows:

A. ANNUAL WORK PROGRAM

~~In August~~September of each year, the Council Chair appoints a ~~budget committee~~subcommittee to review the draft version of the Annual Work Program ~~and Budget~~ for the coming year as prepared by the Executive Director. The ~~budget committee~~subcommittee reviews, refines, and then recommends a Draft ~~Proposed Annual Work Program and Budget~~ that is presented to full Council by the Executive Director ~~no later than~~at the November meeting of each year. The Final Annual Work Program is presented to full Council for adoption at the December meeting of each year. The ~~Chair—Executive Director~~ then transmits the Approved Regional Annual Work Program ~~and Budget~~, as well as member assessments to the governing bodies of the member agencies and organizations for their information so they can incorporate their share of the member assessments into their own budgets.

The Annual Work Program consists of a statement of the projects and activities to be undertaken by the Council and staff during the following year and the corresponding member assessments. Cost estimates for all projects and activities will be provided as the basis for the budget. In developing the Annual Work Program, Council will consider the following types of programs which are identified as the means of achieving the Council goals and policies:

1. Programs required in order to retain eligibility for state and federal grant programs and funded by member assessments.
2. Programs agreed to by a majority of the Council, which are regional in the sense that the implications and impacts of the program affect the entire County. Such programs would be funded by member assessments.

B. BUDGET

~~The Council adopts a consolidated agency operating budget at the meeting in January that reflects the Council's~~ Approved Regional~~approved Annual~~ Work Program, as well as contracts and grants ~~with local jurisdictions~~. The approved budget is then forwarded to the Thurston County Auditor.

SECTION XI: CONTRACT SERVICES

The Council may contract with member agencies or other local jurisdictions and organizations to provide professional services. The projects undertaken will support the overall mission, role and function of the Council. Contract services for member entities should take precedence over those provided to non-member entities.

It is the responsibility of the Executive Director to ensure that contracts are relevant, support the mission of the agency, and that there is adequate staffing to undertake and complete the work. The Executive Director is also authorized to sign and execute contracts on the Council's behalf.

SECTION XII: COUNCIL REVENUE AND EXPENDITURES

All funds paid to the Council are deposited to a special account in the office of the County Treasurer. Expenses and lawful claims against the Council are disbursed by the [County](#) Treasurer. Funds are disbursed on warrants drawn by the County Auditor, which in turn are based on vouchers approved by the Chair, Vice Chair, or Secretary. The Council reviews and approves the claims paid at its next regularly scheduled public meeting.

SECTION XIII: FINANCIAL AND STATUS REPORTS

The Executive Director prepares semi-annual and annual reports that are provided to the Council at a regularly scheduled meeting. The reports provide budget expenditures to date and balances remaining in each budget classification.

SECTION XIV: TRANSPORTATION POLICY BOARD

The Transportation Policy Board (TPB) is a Council standing committee and advisory body whose purpose is to provide ~~recommendation~~[recommendations](#) to the Council on policy and programs relating to regional transportation issues pursuant to state and federal legislation. ~~The~~ TPB acts in accordance with its own ~~by-laws~~[bylaws](#).

SECTION XV: ~~BY-LAW~~[BYLAW](#) REVIEW AND AMENDMENTS

These ~~by-laws~~[bylaws](#) will be reviewed at least every two years. Any amendments to the ~~by-laws~~[bylaws](#) 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.

Thurston Regional Planning Council AGREEMENT

THIS AGREEMENT made and executed this ~~4th day of April, 2014~~ 4th day of November, 2016 is made by the undersigned general purpose governments and public institutions.

WITNESSETH:

WHEREAS, the general and special purpose jurisdictions and public institutions of Thurston County have joined together to form a Regional Planning Council in order to address common issues, provide coordinated, quality planning, and achieve economies by sharing staff resources: and

WHEREAS, the rationale for such a Council have been identified as follows:

- A. Governmental and institutional functions within one jurisdiction may have substantial impact on adjoining jurisdictions.
- B. Planning regarding resources and services should be done through a coordinated, interjurisdictional approach.
- C. A regional planning agency offers the opportunity to accomplish region-wide coordination and planning of a quality generally unattainable by individual entities.
- D. A single regional planning staff allows members to draw on a wider range of technical expertise and provide the potential for a greater number of more specialized staff resources than would be available individually; and

WHEREAS, the undersigned have by resolution or ordinance directed their appropriate representatives to participate in the creation and operation of such a regional planning council;

NOW, THEREFORE, the undersigned, for and in consideration of the covenants and conditions hereinafter contained, agree as follows:

SECTION I: CREATION

Thurston Regional Planning Council was established November, 1967 pursuant to the laws of the State of Washington under RCW 36.70.060 which authorized creation of regional planning councils.

SECTION II: FUNCTIONS

- A. The responsibilities and powers of the Council shall extend to the following functions:
1. The Regional Planning Council shall be a meeting ground for cooperation and informed policy-making among the governmental jurisdictions and institutions of the Thurston region. It shall establish a coordinated approach to policy development for an area larger than that under the jurisdiction of any single unit of local government.
 2. The Regional Planning Council, as the designated Regional Transportation Planning Organization and Metropolitan Planning Organization shall perform transportation planning in accordance with State and Federal requirements.
 3. The Regional Planning Council shall undertake programs to address problems and issues which by their nature require coordinated planning, research, information sharing, implementation and administration.
 4. The Regional Planning Council shall provide, on a contractual basis, local planning assistance on current and advance planning or special projects for member and non-member agencies.

SECTION III: MEMBERSHIP

Official membership of the Regional Planning Council shall consist of those duly designated official and alternate member-representatives of the undersigned members and any others as may hereafter be selected to membership by the Council.

Any party to this Agreement may withdraw at the end of any Regional Planning Council fiscal year after having first given written preliminary and final notice. By July, preliminary notice shall be given that a party is considering withdrawing from membership at the end of the calendar year. By November 1, final notice shall be given that a party will withdraw from membership at the end of the calendar year. The party withdrawing from membership shall continue to be financially responsible for its pro rata share of funding associated with uncompleted state or federal grant-funded projects in existence at the time of the withdrawal.

SECTION IV: BY-LAWS

The Regional Planning Council shall operate in accordance with its by-laws which shall be reviewed by the Council at least every two years.

SECTION V: DURATION OF AGREEMENT

The term of this Agreement shall be for two years from the effective date hereof unless action is taken to terminate or revise it.



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, Deputy Director *JB*

DATE: October 28, 2016

SUBJECT: Budget Amendment (TRPC Resolution 2016-05)

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

PURPOSE

Amendment of the 2016 Thurston Regional Planning Council (TRPC) consolidated budget.

Summary:

- At the beginning of each annual budget cycle, staff estimate projected revenues from federal and state grants, consultant contracts, and other sources. Actual revenues can vary throughout the year due to a number of factors such as project delays, extended contract negotiations, state and federal fiscal restraints, and new projects and revenue sources that become available.
- As these changes to revenues and expenditures occur during the year, we have an opportunity to amend the budget to accurately reflect the actual revenues and expenditures.
- Although there is no limit to the number of budget amendments we can conduct throughout the year, we historically have only done one in the late fall. This timing ensures that we have closed both the state and federal fiscal years, and have a more accurate estimate of projects and revenue sources.
- This amendment decreases the budget by \$343,531. The total amended budget is \$3,888,499.

REQUESTED ACTION

Approve Resolution 2016-05 amending the 2016 Thurston Regional Planning Council Budget.

79:ss

Attachments



Veena Tabbutt
Interim Executive Director

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

**THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016**

**Attachment A
10/28/2016**

<u>EXPENDITURES</u>	<u>Approved</u>	<u>Amended</u>
PERSONNEL		
510000 Z100 Salaries and Wages	1,392,000	1,310,000
510000 Z101 Accrued Vacation	50,000	50,000
515000 Z100 Overtime	500	500
516000 Z100 Extra Help	16,000	19,000
	<hr/> 1,458,500	<hr/> 1,379,500
 PERSONNEL BENEFITS		
521000 Z100 Social Security	112,000	105,000
522000 Z100 Retirement	163,000	125,000
523000 Z100 Medical/Dental/Life/Vision	250,500	220,000
524000 Z100 Industrial Insurance	5,650	4,500
525000 Z100 Unemployment Compensation	5,200	4,200
	<hr/> 536,350	<hr/> 458,700
 SUBTOTAL SALARIES, WAGES & BENEFITS	 1,994,850	 1,838,200
 SUPPLIES		
531000 Z100 Office Supplies	29,587	27,706
535000 Z102 Minor Equipment	50,000	10,000
	<hr/> 79,587	<hr/> 37,706
 SUBTOTAL SUPPLIES	 79,587	 37,706

**THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016**

**Attachment A
10/28/2016**

OTHER SERVICES AND CHARGES

	Approved	Amended
541000 Z103 Professional Services (Non-specified)	275,000	170,000
541000 Z104 Prof. Services - Temporary/Recording	15,000	15,000
541000 Z112 Professional Services - Rural and Tribal Transportation	550,000	550,000
541000 Z114 Professional Services - Transportation	175,000	175,000
541000 Z119 Professional Services - CTR Program Coordination	10,000	10,000
541000 Z128 Professional Services - Main Street 507	4,250	4,250
541000 Z129 Professional Services - Climate Adaptation Plan	30,000	30,000
541007 Z103 Legal Services	10,000	10,000
542000 Z100 Communications / Postage	35,000	35,000
543000 Z100 Travel	20,000	20,000
541000 Z100 Advertising	15,000	15,000
545000 Z150 Office Rental	290,000	290,000
545000 Z151 Equipment Rental	5,000	5,000
545000 Z152 Copier Lease	20,000	20,000
546000 Z100 Insurance	20,855	20,855
548000 Z100 Repairs and Maintenance	125,000	125,000
549000 Z160 Dues	15,000	15,000
549000 Z161 State Audit	15,000	15,000
549000 Z162 Conference/Training	20,000	20,000
549000 Z163 Printing	15,000	15,000
549000 Z164 Subscriptions	5,000	5,000

SUBTOTAL OTHER SERVICES AND CHARGES

1,670,105

1,565,105

INTERGOVERNMENTAL SERVICES

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

SUBTOTAL INTERGOVERNMENTAL SERVICES

17,887

17,887

CAPITAL OUTLAY

564000 Z100 Machinery and Equipment/Software	60,000	20,000
SUBTOTAL CAPITAL OUTLAY	60,000	20,000

531000 Z130 Vehicle Supplies	100	100
532000 Z130 Vehicle Fuel	1,000	1,000
548000 Z130 Vehicle Repairs/Maintenance	500	500
564000 Z130 Vehicle ER&R Machinery & Equipment	40,000	40,000
	41,600	41,600

RESERVE (ESTIMATE)

368,001

368,001

TOTAL EXPENDITURES

4,232,030

3,888,499

**THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016**

**Attachment A
10/28/2016**

REVENUE

	Approved	Amended
BEGINNING FUND BALANCE (ESTIMATE)	892,832	891,510
386000 Z116 FEDERAL & STATE GRANT REVENUE		
DOT RTPO - Regional Transportation Planning	80,600	65,000
FHWA PL - Regional Transportation Planning	383,000	333,000
FTA - Regional Transportation Planning	121,000	88,000
FHWA STP-Planning - Regional Transportation Planning	673,650	620,000
FTA Rural/Tribal Non-Traditional Transportation	676,500	564,000
DOT-CTR Program Coordination	191,987	180,000
Main Street 507 (FHWA Grant)	10,000	8,800
Department of Commerce - Climate Adaptation Plan	125,000	76,000
JBLM/I-5 Congestion	65,000	36,000
TOTAL FEDERAL AND STATE GRANT REVENUE	2,326,737	1,970,800
338580 Z198 CHARGES FOR SERVICES		
City of Olympia (Historic Database)	1,000	0
City of Olympia (GIS)	10,000	2,000
Capitol Way Dynamic Modeling	40,000	10,000
Olympia Public Works Concurrency	27,000	27,000
Rainier Planning	32,600	32,600
Tenino Planning	26,672	26,672
Thurston County HCP AA	14,200	300
Thurston County LID Planning	102,575	102,575
Thurston County Hazard Mitigation Plan	17,200	32,000
Thurston County Medic One	13,300	13,550
Thurston County Transportation Comp Plan	25,000	2,000
Thurston County Dynamic Modeling	20,000	27,000
Deschutes Land Use Planning	58,450	65,000
Port of Olympia Real Estate Plan - Tumwater	23,500	23,500
EDC Web Mapping	3,000	0
Rainier, Tenino and Bucoda Comp Plans	0	13,500
Lacey GIS Services	0	10,000
Lewis County Transportation Model	0	32,000
TOTAL SERVICES	414,497	419,697

**THURSTON REGIONAL PLANNING COUNCIL
CONSOLIDATED BUDGET
2016**

**Attachment A
10/28/2016**

	Approved	Amended
338580 Z199 INTERGOVERNMENTAL ASSESSMENTS		
Thurston County	201,812	201,812
City of Olympia	104,700	104,700
City of Lacey	94,439	94,439
City of Tumwater	39,196	39,196
City of Tenino	1,775	1,775
City of Yelm	16,756	16,756
City of Rainier	1,929	1,929
Town of Bucoda	700	700
North Thurston Public Schools	7,350	7,350
Olympia School District	4,768	4,768
Intercity Transit	37,489	37,489
LOTT Alliance	37,489	37,489
Confederated Tribes Chehalis Reservation	938	938
Nisqually Indian Tribe	805	805
Timberland Regional Library	1,000	1,000
Thurston PUD	1,829	1,857
Puget Sound Regional Council	1,000	1,000
The Evergreen State College	1,000	1,000
Lacey Fire District #3	1,000	1,000
Economic Development Council Thurston County	1,000	1,000
Port of Olympia	37,489	37,489
	594,464	594,492
TOTAL ASSESSMENTS		
369900 MISCELLANEOUS REVENUE	3,500	12,000
TOTAL REVENUE	4,232,030	3,888,499



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: R. Veena Tabbutt, Interim Executive Director *RGUT*
 Jared Burbidge, Deputy Director *JB*
 Karen Parkhurst, Program & Policy Director *KMP*

DATE: October 28, 2016

SUBJECT: Classification Specifications

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

PURPOSE

Brief Council on updated Position Classification Specifications.

Summary:

- Since early last year when the new management structure was implemented, the management team has been working with staff to review and update agency classification specifications.
- The purpose of the updates is to:
 - Update any outdated information
 - Align series position classifications to better reflect a progression of responsibilities
 - Review classifications with regards to the changes in the Fair Labor Standards Act (FLSA)
- The review has resulted in the addition of two new classifications:
 - Planning Technician
 - Communications and Outreach Specialist III
- Several other classification specifications were renamed:
 - Project Assistant was renamed to Communications and Outreach Specialist I
 - Digital and Outreach Coordinator was renamed to Communications and Outreach Specialist II

REQUESTED ACTION

Review and discuss draft classifications specifications. Changes recommended by Council will be incorporated into the final documents which will be brought to Council in December for adoption.

Attachments



Veena Tabbutt
Interim Executive Director

2424 Heritage Court SW
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360-956-7575
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Classification Specification **DEPUTY DIRECTOR**

Date Prepared: January 2002

FLSA Status: Exempt

Date Revised: October 2016
Dec 2015, Feb 2010

GENERAL DESCRIPTION

This key management classification is part of the agency's Executive Management Team (EMT) and may act on behalf of the Executive Director when designated.

Responsibilities include employee supervision, leadership, evaluation, strategic planning, project management, and management of the administrative functions of the agency.

ESSENTIAL JOB FUNCTIONS

- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance appraisals; coaches, and develops plans for employee development.
- Manages the agency's human resources program, including recruitment, retention, termination, staff advancement, and orientation of new employees, and ensures compliance with all applicable laws and rules.
- Coordinates staff development programs and develops and maintains administrative policies and procedures including personnel policies.
- Manages office administrative functions.
- Coordinates development of the agency work program and work program budget, including calculating member assessments and projecting overhead rates.
- Manages the development and implementation of effective and accurate financial systems, operations, and procedures. Provides reports and updates on the status of agency accounts for contracts and work programs to the EMT on a monthly basis.
- Working in a team setting with other members of the EMT and other staff:
 - Develops, monitors, and analyzes the agency budget.
 - Develops, prepares, and manages the agency's work program and work program budget.
 - Works with Council to develop regional priorities.
 - Provides staff training on budget development and work program cost estimating when necessary.
 - Analyzes revenue as well as approved work programs to determine appropriate staffing levels. Maintains project budget tracking system and oversees monthly project report processing.
 - Periodically re-evaluates agency classification and compensation system. Defines and recommends annual benefits levels.
 - Manages overall website content to ensure that it is high quality and current. Acts as a primary content reviewer and elicits content from staff when necessary.
- Supervises agency accounting functions including accounts payable/receivable and payroll preparation. Ensures compliance with generally accepted accounting and auditing procedures, and county, state, and federal requirements.

- Prepares agency-wide financial reports, budget, and audit documents. Manages annual agency audit and is responsible for audit compliance.
- Coordinates with the EMT to administer agency contracts and grants; oversees contract and grant preparation and reviews all contract language; works with contractors to negotiate contract elements and values; manages grant documents and ensures proper and timely procedures for reporting and billing according to contract agreement and audit requirements.
- Identifies funding opportunities and supports development of grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Supervises agency information technology functions, including budget, infrastructure, and program activities. In conjunction with information technology manager, plans and implements agency technology plan.
- Acts as agency purchasing officer, overseeing agency purchases. Generates purchase authorizations for major and minor purchases. Oversees recording, tagging, and surplus of fixed assets. Manages coordination of office space and supporting elements such as telecommunications and electrical. Oversees building or equipment modification, repairs and maintenance.
- Establishes and oversees agency records management including long and short term storage, records retention, and database of archived records. Responds to and manages public records requests.
- Monitors emerging State and Federal legislation affecting administrative functions of the agency.
- Communicates and interacts with policy makers, executives, and administrators of other organizations at the request and on behalf of the Executive Director.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to support administrative functions.
- Advises appointed and elected officials on policies and administrative procedures.
- Provides staff support to the Council and related committees.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

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

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of progressively responsible public sector administrative experience that provides comprehensive knowledge of the principles and practices of public and business administration.
- Four years of project management and/or supervision must be included in the five years of experience.

EDUCATION – MINIMUM:

Bachelor's degree in public or business administration or a closely related field.

PREFERRED:

Master's degree in public or business administration.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices
- Current approaches to public agency financial management, budgeting, and accounting including generally accepted accounting and auditing procedures; facilities management; and information systems.
- Human resources management including state and federal laws pertaining to public employment.
- Records management systems and techniques.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Local government and political decision-making processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Prioritize work, organize tasks, set and meet deadlines, manage budgets, as well as manage numerous projects simultaneously.
- Communicate effectively both in writing and orally.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

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.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Position Description

DIVISION DIRECTOR

Date Prepared: December 2015

FLSA Status: Exempt

Date Revised: October 2016

GENERAL DESCRIPTION

This key management classification is part of the agency's Executive Management Team (EMT), and may act on behalf of the Executive Director when designated.

Responsibilities include employee supervision, leadership, evaluation, strategic planning, project management and project work, and management of a programmatic and/or functional planning area of the agency.

ESSENTIAL JOB FUNCTIONS

- Plans, supervises, and evaluates the activities and performance of staff members, interns, and consultants.
- Conducts performance appraisals; coaches, and develops plans for employee development.
- Participates in the recruitment and hiring of agency staff.
- Works with Executive and Deputy Director on retention, termination, and advancement of staff under his/her supervision.
- Participates in creating and implementing staff development programs.
- Participates in development of the agency work program and work program budget. Monitors and analyzes project, programmatic, and agency budgets.
- Participates in development of project management tools.
- Working in a team setting with other members of the EMT and other staff:
 - Monitors and analyzes the agency budget.
 - Develops, prepares, and manages the agency's work program and work program budget.
 - Works with Council to develop regional priorities.
 - Provides staff training on budget development and work program cost estimating when necessary.
 - Analyzes revenue as well as approved work programs to determine appropriate staffing levels.
 - Participates in updates of agency job descriptions, personnel policies, and agency classification and compensation system.
 - Manages overall website content to ensure that it is high quality and current. Acts as a primary content reviewer and elicits content from staff when necessary.
- Participates in agency audit as needed.
- Coordinates with the Deputy Director to administer contracts and grants.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.

- Monitors and mentors project managers; serves as a working project manager for complex and sensitive projects and programs.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Identifies and reports on technology and information services needs of the division.
- Identifies and reports on procurement, office space, and other
- Building and equipment needs of the division.
- Monitors emerging State and Federal legislation affecting transportation, land use, environment, and economic development, as well as other areas of interest to the Council and its member jurisdictions.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Provides planning leadership and direction, and conducts strategic short and long-term planning programs to formulate and implement the agency goals and objectives. Identifies planning problems, and implements appropriate solutions. Develops and implements regional programs.
- Communicates and interacts with policy makers, executives, and administrators of other organizations at the request and on behalf of the Executive Director.
- Participates in intergovernmental committees at the request and on the behalf of the Executive Director to analyze, evaluate, and resolve public policy issues.
- Advises appointed and elected officials on sensitive public policy issues.
- Provides staff support to the Council and related committees.
- Identifies and develops public involvement and education processes.
- Responds to the most sensitive or complex inquiries or complaints.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Oversees and coordinates investigation, analysis, and preparation of documents for public policy issues and planning and/or oversees and establishes methodologies for data collection, analysis, and complex studies related to land use, transportation, economic and/or community development, or environmental impacts.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

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

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of progressively responsible experience that provides comprehensive knowledge of public administration, planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, or other related areas.
- Four years of project management and/or supervision must be included in the five years of experience.

EDUCATION – MINIMUM:

Bachelor's degree in public administration, urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:

Master's degree in public administration, planning or related field.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Human resources management including state and federal laws pertaining to public employment.
- Applicable Federal and State laws, rules, and regulations.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to all functional areas, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Multiple specialized areas of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Effectively manage and supervise a variety of positions throughout the agency.
- Manage complex projects.
- Evaluate, lead, develop, and motivate others.
- Anticipate and resolve organizational and operational issues in an effective and timely manner.
- Resolve conflict in an open and inclusive manner.
- Develop and interpret policies and procedures as well as analyze complex administrative and policy issues.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.

- Prioritize work, organize tasks, set and meet deadlines, manage budgets, as well as manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relationships with policy makers and agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

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.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification **ACCOUNTANT**

Date Prepared:

FLSA Status: Exempt

Date Revised: October 2016
Apr 2014, Oct 2007

GENERAL DESCRIPTION

Responsibilities include planning and administering the accounting functions of the agency; preparing agency budget, financial reports, and payroll; managing accounts receivable and payable.

ESSENTIAL JOB FUNCTIONS

- Serves as agency contact person regarding all accounting and payroll matters; provides information/data as requested. Develops, evaluates, and continually updates accounting procedures and policies.
- Gathers information, compiles data, and prepares documents for agency's annual budget; monitors budget expenditures and revenues; evaluates variances in budgeted and actual revenue and prepares analyses as requested; prepares quarterly and annual financial reports.
- Advises the Executive Director and Executive Management Team on budgetary and accounting matters.
- Processes all invoices for agency; deposits and/or oversees depositing of monies received by agency; tracks all monies flowing through agency.
- Conducts financial management of grant contracts and funds; advises and assists staff in preparing grant proposals and reports for agency, city, and county grants.
- Monitors compilation of labor cost and analyzes for accuracy; computes and prepares payroll and benefits; advises agency staff on employee benefits, payroll matters, and preparation of time sheets.
- Assists state auditors, as required, in review of agency financial records; is responsible for audit compliance.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Accountant classification is distinguished by the high level of responsibility for operation and maintenance of an accounting system; comprehensive knowledge of accounting procedures and audit requirements; and the ability to work independently and establish procedures with little direction, except in the area of policy.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

Three years of governmental accounting experience.

EDUCATION – MINIMUM:

Bachelor's degree in business administration or accounting.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Governmental accounting and auditing requirements.
- Financial organization of local government.
- Automated accounting, word processing, and spreadsheet software.

Ability to:

- Establish and maintain effective working relationships.
- Juggle a myriad of competing priorities, deadlines, and requests.
- Communicate effectively, orally, and in writing.
- Design, implement, and maintain accounting and financial systems.
- Plan, administer, and evaluate complex procedures and accounting policies.
- Apply accounting procedures in preparing accurate and timely accounting records and reports.
- Interpret and apply laws and regulations that affect governmental accounting.
- Work with staff of contracting agencies in a knowledgeable and tactful manner to collect and/or disseminate financial information.
- Assist state auditors in their review of agency financial records.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification **OFFICE MANAGER**

Date Prepared: January 2002

FLSA Status: Exempt

Date Revised: October 2016
Apr 2014, Oct 2007

GENERAL DESCRIPTION

Responsibilities include coordinating agency administrative support functions, implementing policies and procedures for production of documents, workflow, filing, ordering of supplies, records maintenance, and other clerical services.

Responsibilities include maintaining the agency's accounting functions, including general ledgers, assisting with preparing the annual budget and financial statements, managing accounts receivable and payable, and preparing payroll.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

ESSENTIAL JOB FUNCTIONS

Office Manager

- Works with Executive Management Team to develop work flow procedures and performance standards, and promote effective administrative support functions.
- Participates in the hiring process of new administrative support staff, and provides initial orientation and training.
- Establishes and evaluates operating policies and procedures to ensure effective administrative support functions.
- Assists in researching and making decisions regarding purchase of a variety of office equipment and computer software.
- Manages document retention and archiving. Establishes both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Assists in the preparation of complex statistical and policy reports acting as a technical proofreader, and researching data as appropriate.
- Uses appropriate software to automate processes where possible. Designs and maintains spreadsheets and databases for use in support of administrative support functions and for various project activities.
- In a team setting, works with administrative support staff to share workload, provide phone and customer service back-up and office reception as needed to support work of the agency.
- In a team setting, works with administrative support staff to provide clerical support to agency.
- Provides technical information and assistance to the public by phone and in person.
- Provides guidance and training.

Accounting

- Serves as agency contact regarding accounting and payroll matters providing information/data as requested.
- Advises the Executive Director and Executive Management Team on budgetary and accounting matters.
- Processes all invoices for agency; deposits and tracks and/or oversees depositing of receivables.
- Prepares and maintains general journals and general ledgers; edits and reconciles discrepancies, and corrects irregularities to prepare balanced general ledger.
- Prepares weekly budget and financial reports for staff review and then prepares monthly balance sheet and overhead reports.
- Assists in compiling and producing the annual budget, financial statements, and special reports.
- Assists in tracking grant match for multiple projects.
- Computes and processes monthly payroll. Advises agency staff on payroll matters and preparation of timesheets. Creates monthly leave balance reports.
- May train and oversee the work of other staff as required in accounting, fund handling, depositing, preparing invoices, and preparing payroll.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Office Manager classification is distinguished by the high level of responsibility for overseeing day to day office operation and accounting functions. This classification is responsible for leading and supervising administrative support staff to accomplish agency goals and work programs.

The accountant functions are distinguished by the high level of responsibility for operations and maintenance of the agency accounting system, comprehensive knowledge of accounting procedures and audit requirements, and the ability to work independently and establish procedures with little direction, except in the area of policy.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

One-year experience in a senior level office support position which includes experience performing accounting functions, acting as lead staff, independently coordinating projects and creating complex documents and reports, and computer software and hardware technical support.

Three years of governmental accounting experience.

EDUCATION – MINIMUM:

Bachelor's Degree in Business Administration or accounting.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Governmental accounting and auditing requirements.
- Financial organization of local government.
- Automated accounting, word processing, and spreadsheet software.
- Principles and practices of office management and work organization.
- General office practices, procedures, and systems.
- Correct punctuation, spelling, grammar, and word usage.
- Microsoft Office software for document and spreadsheet preparation.

Ability to:

- Establish and maintain effective working relationships.
- Juggle a myriad of competing priorities, deadlines, and requests.
- Communicate effectively, orally, and in writing.
- Develop and manage administrative projects and anticipate and respond to administrative and operational problems.
- Design, implement, and maintain accounting and financial systems.
- Plan, administer, and evaluate complex procedures and accounting policies.
- Apply accounting procedures in preparing accurate and timely accounting records and reports.
- Interpret and apply laws and regulations that affect governmental accounting.
- Work with staff of contracting agencies in a knowledgeable and tactful manner to collect and/or disseminate financial information.
- Assist state auditors in their review of agency financial records.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
ADMINISTRATIVE ASSISTANT

Date Prepared: August 2005

FLSA Status: Exempt

Date Revised: October 2016
Apr 2014, Aug 2007

SERIES CONCEPT

This classification provides administrative support to the Executive Director and Executive Management Team. It is the highest-level classification of the Office Specialist series, which includes Office Specialist I, II, III, and IV.

GENERAL DESCRIPTION

Responsibilities include providing a variety of administrative, secretarial, clerical, website, communications, and graphic arts functions to support agency projects and activities and performing administrative tasks related to human resource functions.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks normally assigned to an Office Specialist as well as those specified in this classification.
- Provides administrative and clerical support to the Executive Director and Executive Management Team; maintains the Executive Director's appointment calendar; coordinates and schedules meetings for Executive Director, Council Chair, and Executive Management Team.
- Screens Executive Director telephone calls and provides assistance when needed.
- Coordinates agency travel arrangements and maintains files.
- Maintains documents that outline office policy and procedure.
- Assists with administrative tasks for staff evaluation, personnel recruitment, and salary survey. Maintains confidentiality.
- Oversees front office activities, as assigned.
- Works with Executive Management Team to develop work flow procedures and performance standards, and ensure effective administrative support functions.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload, provide clerical support, phone and customer service back-up and office reception as needed to support work of the agency.
- Types and formats forms, flyers, memoranda, and correspondence. Designs flyers, reports, and presentations.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist classifications to perform daily work.
- Assists with management of document retention and archiving. Establishes both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation. Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation, as assigned.

- Provides general administration support and coordinates the preparation and distribution of agenda packets for Thurston Regional Planning Council, Transportation Policy Board, and associated subcommittees
- Posts agenda packages on agency website.
- Prepares and submits legal notices for advertising in local papers.
- Assists with coordinating and processing bulk mailings for public events and outreach surveys.
- Prepares the minutes of the Council and other official agency meetings as assigned.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- Helps with setup of equipment and room for meetings.
- Provides support to agency special events, large special projects, and public meetings.
- May serve as backup for routine accounting functions, as assigned.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Administrative Assistant classification is distinguished by the complexity of tasks assigned and independent judgment required to provide assistance to the Executive Director and Executive Management Team.

It requires a high level of discretion and independent judgment, ability to communicate clearly and diplomatically with elected officials and board and commission members, and an increased knowledge of the substance and process of projects.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

Ability to type at a minimum of 65 wpm and knowledge of Microsoft Office Software for word processing, databases, and spreadsheets is required.

EXPERIENCE – MINIMUM:

Four years of secretarial experience using Microsoft Office software and performing technical document preparation including one year of experience in a position equivalent to an Office Specialist.

EDUCATION – MINIMUM:

High School Diploma or equivalent.

PREFERRED:

Additional college-level coursework preferred.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures, and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for graphic design, document production, .pdf manipulation and web design and content management.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Maintain confidentiality and exercise discretion.
- Communicate effectively, orally, and in writing.
- Produce quality products while at the same time managing multiple projects with varying deadlines.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Oversee the work of other clerical staff members.
- Provide excellent customer service to both interior and exterior customers.
- Develop and manage administrative projects and to anticipate and respond to administrative and operational problems.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
OFFICE SPECIALIST IV

Date Prepared: January 2002

FLSA Status: Non-Exempt

Date Revised: October 2016
Feb 2014, Mar 2006

SERIES CONCEPT

The Office Specialist IV is the highest-level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

Responsibilities include providing administrative and clerical support to agency projects, programs, and activities.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions, and serves as a backup for other administrative positions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks assigned to an Office Specialist I, II, or III as well as those specified in this classification.
- Oversees front office activities, as assigned.
- Works with Executive Management Team to develop work flow procedures and performance standards and ensure effective administrative support functions.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload, provide clerical support, provide phone and customer service back-up and office reception as needed to support work of the agency.
- Types and formats forms, memoranda, correspondence, and reports. Designs flyers.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist I, II or III classifications to perform daily work.
- Assists with management of document retention and archiving. Assists with establishing both digital and paper filing systems as well as procedures for the storage and retention of all agency documentation. Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation, as assigned.
- Serves as backup for distribution of agenda packets for Thurston Regional Planning Council, Transportation Policy Board, and associated subcommittees.
- Coordinates the preparation and distribution of other agency and project meeting packages, as assigned.
- Posts agenda packages on agency website.
- Prepares and submits legal notices for advertising in local papers.
- Coordinates with project leads to produce and process online and paper surveys.
- Coordinates and participates in processing bulk mailings for public events and outreach surveys.

- Acts as backup to prepare the minutes of the Council and other official agency meetings as assigned.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- Helps with setup of equipment and room for meetings.
- May serve as backup for routine accounting functions, as assigned.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Office Specialist IV classification is distinguished from other Office Specialist classifications by the depth of knowledge of Microsoft Office and Adobe products, and website software.

It also requires a high level of discretion and independent judgment, ability to communicate clearly and diplomatically with elected officials and board and commission members, and an increased knowledge of the substance and process of projects.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

Ability to type at a minimum of 65 wpm and knowledge of Microsoft Office software and Adobe Software is required.

EXPERIENCE – MINIMUM:

Three years of secretarial experience using a personal computer system including one year of experience in a position equivalent to Office Specialist III.

EDUCATION – MINIMUM:

High school diploma or equivalent.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.

- Communicate effectively, orally, and in writing.
- Plan, coordinate, and monitor activities and projects.
- Produce quality products while at the same time managing multiple projects with varying deadlines.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Oversee the work of other clerical staff members.
- Provide excellent customer service to both interior and exterior customers.
- Develop and manage administrative projects and to anticipate and respond to administrative and operational problems.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
OFFICE SPECIALIST III

Date Prepared: January 2002

FLSA Status: Non-Exempt

Date Revised: October 2016
Apr 2014, Feb 2014

SERIES CONCEPT

The Office Specialist III is the mid- to high- level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

With limited supervision, performs a variety of moderately difficult to complex clerical tasks to support agency projects, programs, and activities.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks assigned to an Office Specialist I and II as well as those specified in this classification.
- Responsible for difficult, complex, and routine clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types and formats forms, memoranda, correspondence, and reports. Designs flyers.
- Distributes material through email distribution lists.
- Enters data on computer, edits computer records, maintains database files.
- Provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist I or II classifications to perform daily work
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Coordinates the preparation and distribution of agency and project meeting packages, as assigned.
- Coordinates with project leads to produce and process online and paper surveys.
- Coordinates and participates in processing bulk mailings for public events and outreach surveys.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- Helps with setup of room for meetings.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist III classification are distinguished from the Office Specialist II classification by the greater complexity of tasks assigned and independent judgment; depth of knowledge and skills in Microsoft Office products and Adobe products.

Employees in this classification are expected to handle many details on their own initiative and within the limits of established procedures.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 65 wpm and knowledge of Microsoft Office and Adobe products may be required.

EXPERIENCE – MINIMUM:

Two years of secretarial experience using a personal computer system including one year of experience in a position equivalent to an Office Specialist II.

EDUCATION – MINIMUM:

High school diploma or equivalent.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Communicate effectively, orally, and in writing.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Provide excellent customer service to both interior and exterior customers.
- Work independently from general instructions.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
OFFICE SPECIALIST II

Date Prepared: January 2002

FLSA Status: Non-Exempt

Date Revised: October 2016
Apr 2014, Oct 2007

SERIES CONCEPT

The Office Specialist II is the mid-level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

With limited supervision, performs specific clerical and office tasks within established systems and procedures to support agency projects, programs, and activities.

Works in a team setting fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- May perform any of the tasks assigned to an Office Specialist I as well as those specified in this classification.
- Responsible for routine and moderately complex clerical and/or administrative support duties.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types and formats forms, memoranda, correspondence, and reports.
- Duplicates and distributes various printed materials.
- Enters data on computer, edits computer records, maintains database files.
- With guidance, provides technical information and assistance to the public by phone and in person.
- Assists in training Office Specialist I classifications to perform daily work.
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Coordinates the preparation and distribution of other agency and project meeting packages, as assigned.
- Processes bulk mailings.
- Helps with setup of room for meetings.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist II classification are distinguished from the Office Specialist I classification by the greater complexity of assigned office and clerical tasks, such as journey level word processing and receptionist skills.

Employees in this classification are expected to work under general direction or supervision and exercise independent judgment when performing clearly prescribed duties.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 55 wpm and knowledge of Microsoft Office software is required.

EXPERIENCE – MINIMUM:

One year of general office experience using Microsoft Office software.

EDUCATION – MINIMUM:

High school diploma or equivalent

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office software for document preparation.

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Communicate effectively, orally, and in writing.
- Understand and execute oral and written instructions.
- Type with speed and accuracy.
- Provide excellent customer service to both interior and exterior customers.
- Work independently from general instructions.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
OFFICE SPECIALIST I

Date Prepared: January 2002

FLSA Status: Non-Exempt

Date Revised: October 2016
Nov 2011

SERIES CONCEPT

The Office Specialist I is the entry level classification in the Office Specialist series, which includes Office Specialist I through IV and Administrative Assistant.

GENERAL DESCRIPTION

Under direct supervision, performs a variety of routine clerical tasks.

Works in a team setting with fellow agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

- Responsible for a variety of routine clerical tasks.
- In a team setting, works with administrative support staff to share workload as appropriate based on skill level needed, provide clerical support, provide phone and customer service and office reception as needed to support work of the agency.
- Types forms, labels, and memoranda.
- Operates various types of photocopying equipment.
- Enters data on computer.
- Under supervision, provides technical information and assistance to the public by phone and in person.
- Follows established procedures for digital and paper filing systems as well as procedures for the storage and retention of all agency documentation.
- Collates and mails agenda packets.
- Processes bulk mailings.
- Helps with setup of room for meetings.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Office Specialist I classification are distinguished by the requirements for entry level office skills, level of supervision required, level of complexity and breadth of tasks, and the routine nature of the work performed.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

A minimum typing speed of 40 wpm is required.

EXPERIENCE – MINIMUM:

Six months of general office experience.

EDUCATION – MINIMUM:

High school diploma or equivalent

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- General office practices, procedures and systems.
- Correct punctuation, spelling, grammar and word usage.
- Microsoft Office software for document preparation.

Ability to:

- Establish and maintain positive relations with staff and the public.
- Work cooperatively with others as a member of a service-oriented team.
- Communicate effectively, orally, and in writing.
- Learn and perform assigned tasks quickly and accurately from oral and written instructions.
- Type with accuracy.
- Provide excellent customer service to both interior and exterior customers.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
COMMUNICATIONS & OUTREACH SPECIALIST III
(NEW CLASSIFICATION)

Date Prepared: October 2016

FLSA Status: TBD

Date Revised:

SERIES CONCEPT

The Communications and Outreach Specialist III is the highest-level classification of the Communications and Outreach Specialist series, which includes Communications and Outreach Specialist I, II, and III.

GENERAL DESCRIPTION

Responsibilities include agency communication and outreach activities, including coordinating with media, developing outreach strategies, and managing agency outreach and communications content.

Works in a team setting with agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

May perform any of the tasks under the Communications and Outreach Specialist II and I or Office Specialist.

- Develops and implements agency public participation and outreach strategy; coordinates and performs outreach research and analysis.
- Works with the Executive Management Team to maintain oversight of communication and website standards, policies, and protocols
- Researches, writes, and edits copy for press releases, web pages, video features, newsletters, speeches, promotional materials, presentations, and informational brochures and publications.
- Manages the content and design of agency website.
- Monitors the overall effectiveness of the agency website and social media, and suggests strategies for improvement.
- Organizes and conducts trainings on social media and website posting for agency staff.
- Develops agency style guide to maintain a consistent writing style and voice across agency documents and web pages.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Communications and Outreach Specialist III classification are distinguished by their management of the agencies website, social media, and outreach activities.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

Three years of relevant experience in communications, public relations, journalism, electronic multimedia, or related fields. One year of project management experience.

EDUCATION – MINIMUM:

Bachelor's degree with major course work in communications, public relations, journalism, electronic multimedia, or related fields.

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the applicable knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Public participation principles and practices.
- Content Management Systems.
- Public relations principles.
- Web programming languages, such as HTML and CSS.
- Communications principles.
- Advanced website and social media principles.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for graphic design, document production, .pdf manipulation and web design.
- Basic and advanced writing skills to create press releases, PSA's, and other documents.
- Photo/video design, production, and editing software.
- Basic and advanced graphic design principles and the use of graphic tools, techniques, and mediums including computer hardware/software, digital, and video cameras.
- Principles and best practices of effective project management

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Communicate effectively, orally, and in writing.
- Use graphic art and website production equipment such as computers, scanners, printers, copiers, digital cameras, video cameras, and their appropriate software applications.
- Plan, coordinate, and monitor activities and projects.
- Employ outstanding organizational, coordination, and public-service skills.
- Provide excellent customer service to both interior and exterior customers.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
COMMUNICATIONS & OUTREACH SPECIALIST II
(formerly Digital & Outreach Coordinator)

Date Prepared: December 2014

FLSA Status: TBD

Date Revised: October 2016

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SERIES CONCEPT

The Communications and Outreach Specialist II is the fully-skilled mid-level classification of the Communications and Outreach Specialist series, which includes Communications and Outreach Specialist I, II, and III.

GENERAL DESCRIPTION

Responsibilities include a wide variety of simple to complex communications and outreach functions to support agency projects and programs and enhance the agency's public outreach and community engagement activities.

Works in a team setting with agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

Responsible for difficult, complex, and routine clerical and/or administrative support duties. May perform any of the tasks under the Communications and Outreach Specialist I or Office Specialist.

- Works with project leads to develop and implement project outreach strategies such as surveys, email or paper mailings, and support for public and stakeholder meetings.
- Works as part of a multi-disciplinary team to provide various communications, outreach, and administrative duties in carrying out a specific work program.
- Writes simple to complex copy for web and social media outreach.
- Manages the design of agency website, and has primary responsibility for posting content supplied by project leads.
- Generates diverse types of multimedia content including video content, photographs, drawings, and other graphic media.
- Designs flyers, reports, and presentations.
- Promotes agency services and events through a variety of communication methods, including the integration of the agency's website, social media, and other emerging technologies.
- Reports on website and social media statistics to project leads and executive management team.
- Coordinates translation of agency materials into languages/formats necessary to reach target audience.
- Manages and oversees agency social media accounts.
- Works collaboratively with project leads to ensure effective communications and consistency in agency messages.
- Maintains the Agency's digital image database.
- In a team setting, works with administrative support staff to share workload, provide phone and customer service back-up and office reception as needed to support work of the agency.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Communications and Outreach Specialist II classification are distinguished by the knowledge of outreach and communications principles and practices, including design, graphics, videography, website development, social media, and outreach.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

Two years of relevant experience developing outreach materials, including graphics and design software, website development, and videography.

EDUCATION – MINIMUM:

Bachelor's degree with major course work in communications, public relations, journalism, electronic multimedia, or related fields.

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the applicable knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Content Management Systems
- Web programming languages, such as HTML and CSS
- Communications principles.
- Advanced website and social media principles.
- Promotional material development.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for graphic design, document production, .pdf manipulation and web design.
- Photo/video design, production, and editing software.
- Basic and advanced graphic design principles and the use of graphic tools, techniques, and mediums including computer hardware/software, digital, and video cameras.
- Principles and best practices of effective project management

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Communicate effectively, orally, and in writing.
- Use graphic art and website production equipment such as computers, scanners, printers, copiers, digital cameras, video cameras, and their appropriate software applications.

- Plan, coordinate, and monitor activities and projects.
- Employ outstanding organizational, coordination, and public-service skills.
- Provide excellent customer service to both interior and exterior customers.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
COMMUNICATIONS & OUTREACH SPECIALIST I
(formerly Project Assistant)

Date Prepared: January 2004

FLSA Status: Non-exempt

Date Revised: October 2016

SERIES CONCEPT

The Communications and Outreach Specialist I is the assistant level classification of the Communications and Outreach Specialist series, which includes Communications and Outreach Specialist I, II, and III.

GENERAL DESCRIPTION

Responsibilities include a variety of communications and outreach functions to support agency projects and programs.

Works in a team setting with agency administrative staff to support overall agency administrative functions.

ESSENTIAL JOB FUNCTIONS

Responsible for difficult, complex, and routine clerical and/or administrative support duties. May perform any of the tasks under Office Specialist.

- Works with project leads to develop and implement project outreach strategies such as surveys, email or paper mailings, and support for public and stakeholder meetings.
- Works as part of a multi-disciplinary team to provide various communications, outreach, and administrative duties in carrying out a specific work program.
- Gathers and manages program data. Tracks and analyzes program effectiveness. Prepares various reports, reviews program materials for accuracy and recommends updates as appropriate.
- Makes sure invoices are correct, signed, and processed appropriately.
- Responsible for coordinating special events.
- Serves as liaison among program participants, community members and agency partners. Assists and resolves issues related to program activities and coordination.
- Posts website content.
- Coordinates with project leads to produce and process online and paper surveys.
- Designs flyers and presentations.
- Types and formats forms, memoranda, correspondence, and reports.
- Promotes agency services and events through a variety of communication methods, including presentations.
- Coordinates and distributes agency agenda packages, as assigned.
- Manages simple to complex distribution lists.
- Coordinates and participates in processing bulk mailings for public events and outreach surveys.
- Prepares and submits legal notices for advertising in local papers.
- Provides technical information and assistance to the public by phone and in person.
- Schedules meetings for staff as requested; coordinates meeting date, time, location, facilities, and equipment arrangements.
- In a team setting, works with administrative support staff to share workload, provide phone and customer service back-up and office reception as needed to support work of the agency.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

This classification is distinguished by knowledge of outreach and communication principles and practices, including surveys, meeting coordination, website posting, distribution lists, and in person communications.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

Two years of relevant experience developing outreach materials and providing administrative support.

EDUCATION – MINIMUM:

Bachelor's degree with major course work in communications, public relations, journalism, electronic multimedia, or related fields.

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the applicable knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic website knowledge.
- Microsoft Office and Adobe software for document, spreadsheet, and presentation preparation.
- Adobe Design Premium programs for basic graphic design and document production.
- Basic graphic design principles.
- Principles and best practices of effective project management

Ability to:

- Establish and maintain effective working relationships.
- Work cooperatively with others as a member of a service-oriented team.
- Exercise independent judgement.
- Set priorities and meet strict deadlines.
- Maintain attention to numerous individuals or detailed information for prolonged periods of time.
- Communicate effectively, orally and in writing.
- Use simple graphic arts software.
- Employ outstanding organizational, coordination, and public-service skills.
- Provide excellent customer service to both interior and exterior customers.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Position Description

SENIOR TRANSPORTATION MODELER

Date Prepared: December 2015

FLSA Status: TBD

Date Revised: October 2016

SERIES CONCEPT

Senior Transportation Modeler is the highest-level classification of the Transportation Modeler series, which includes: Transportation Modeler and Senior Transportation Modeler.

GENERAL DESCRIPTION

Responsibilities include serving as working project manager for high-level and complex projects, and/or performing highly technical transportation model development, transportation modeling, and planning tasks within the regional transportation planning program.

This classification is responsible for the development, maintenance, and utilization of the regional transportation models.

This classification exercises considerable independent judgement to manage day-to-day activities

ESSENTIAL JOB FUNCTIONS

- Serves as the lead and is the primary technical liaison for the agency and member jurisdictions for travel forecasting and traffic operations projects.
- Acts as technical modeling lead to support the regional transportation program activities including but not limited to: short and long range travel forecasts; air quality conformity analysis; concurrency analysis, corridor studies; development and implementation of performance measures; multi-modal evaluation of land use scenario impacts on the region's transportation system; and traffic engineering concepts and analysis.
- Serves as a working project manager for development and management of modeling contracts, and coordination with model development consultants, and agency and member projects and programs.
- Provides supervision and training for assigned staff and interns.
- Serves as an agency representative and actively contributes to regional, state, and national transportation and model development research activities.
- Communicates and interacts with policy makers, executives and administrators of other organizations at the request of Division Director or the Executive Director.
- Coordinates with general planning staff to ensure that the agency's transportation modeling capabilities are integrated into the overall program.
- May be responsible for leading planning efforts outside the scope of transportation modeling.
- Develops status reports for project, program, and grant reporting.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.

- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Identifies technology and information services needs of the transportation modeling program.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Provides technical support for appointed committees, workgroups, and stakeholder groups on transportation modeling issues.
- Responds to public inquiries with transportation-related data and information.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Prepares written reports and model documentation for other professionals, policymakers and lay audiences.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Senior Transportation Modeler classification are distinguished from those of Transportation Modeler/Planner by the greater degree of responsibility for technical and administrative elements of the work program, and a greater level of technical expertise in the field of transportation model development. Senior Transportation Modelers are given a broad latitude to use independent judgement in model development and making decisions for the transportation modeling program, and in dealing with the public and appointed and elected officials.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of increasingly responsible experience in the fields of transportation modeling and/or traffic engineering is required.
- Two years of project management experience must be included in the five years of experience.
- A demonstrated knowledge of transportation planning and growth management concepts, along with hands on experience with the agency's current transportation modeling software (EMME and DYNAMIQ) is desirable.

EDUCATION – MINIMUM:

A Bachelor's Degree in transportation engineering, transportation planning, urban planning, or a related field.

PREFERRED:

Master's degree in transportation engineering, transportation planning, urban planning, or related field. Ability to acquire a WA state professional engineering license.

OR SUBSTITUTING

Any demonstrated combination of experience, education, and certifications, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Project management principles and practices.
- Transportation modeling and related statistical software, including model development.
- General planning concepts and processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Develop, calibrate, and operate transportation models.
- Manage project team, mentor and train team members, and contribute to professional growth of assigned staff.
- Lead and motivate others.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Exercise independent professional judgment to solve complex problems.
- Organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reviews. Manage numerous projects simultaneously.
- Communicate technical information effectively, either orally or in writing.
- Establish and maintain cooperative working relationships with other agencies and the public.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
TRANSPORTATION MODELER

Date Prepared: December 2015

FLSA Status: TBD

Date Revised: October 2016

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SERIES CONCEPT

Transportation Modeler is a fully-skilled working level classification of the modeler series, which includes: Transportation Modeler and Senior Transportation Modeler.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager and/or performing highly technical transportation modeling and planning tasks within the regional transportation planning program.

This classification is responsible for the update, maintenance, and utilization of the regional transportation models.

This classification works under minimal supervision.

ESSENTIAL JOB FUNCTIONS

- Is the primary technical liaison for the agency and member jurisdictions for travel forecasting and traffic operations projects.
- Supports regional transportation tasks including but not limited to short and long range travel forecasts; air quality conformity analysis; concurrency analysis, corridor studies; development and implementation of congestion or delay measures; multi-modal evaluation of land use scenario impacts on the region's transportation system; and traffic engineering concepts and analysis.
- Serves as a working project manager for agency and member projects and programs involving transportation modeling.
- Provides guidance to assigned staff and interns.
- Serves as an agency representative on technical committees and boards.
- Communicates and interacts with staff at other organizations at the request of Division Director or the Executive Director.
- Coordinates with general planning staff to ensure that the agency's transportation modeling capabilities are integrated into the overall program.
- May be responsible for leading planning efforts outside the scope of transportation modeling.
- May develop status reports for project, program, and grant reporting.
- Participates in development of scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Assists in preparation of grant applications for federal, state, local and other funds to further Council goals and objectives.
- Participates in scoping, and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- May assist in identifying technology and information services needs of the transportation modeling program.
- Complies with all relevant rules and regulations.

- Provides technical support for appointed committees, workgroups, and stakeholder groups on transportation modeling issues.
- Responds to public inquiries with transportation-related data and information.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Prepares written reports and model documentation for other professionals, policymakers and lay audiences.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Transportation Modeler classification are distinguished by the in-depth knowledge and technical ability in the principles and practices of transportation modeling. This classification is responsible for exercising independent, sound professional judgment in solving complex problems.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Three years of experience in the fields of transportation modeling and/or traffic engineering is required.
- A demonstrated knowledge of transportation planning and growth management concepts, along with hands on experience with the agency's current transportation modeling software (EMME and DYNAMIQ) is desirable.

EDUCATION – MINIMUM:

Bachelor's degree in transportation engineering, transportation planning, urban planning, or a related field.

PREFERRED:

A Master's Degree in transportation engineering, urban planning, or regional planning or related field. Ability to acquire a WA state professional engineering license

OR SUBSTITUTING

Any demonstrated combination of experience, education, and certifications which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Project management principles and practices.
- Transportation modeling and related statistical software.
- General planning concepts and processes.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Update and operate transportation models.
- Manage and coordinate assigned projects and effectively manage project staff.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Exercise independent professional judgment to solve complex problems.
- Organize and oversee projects. Manage numerous projects simultaneously.
- Communicate technical information effectively, either orally or in writing.
- Establish and maintain cooperative working relationships with other agencies and the public.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification **SENIOR PLANNER**

Date Prepared: January 2002

FLSA Status: Exempt

Date Revised: October 2016
Mar 2006

SERIES CONCEPT

The Senior Planner is the advanced project manager, technical expert, and fully skilled non-supervisory level of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager for high-level and complex projects, and/or as a working high-level technical specialist in a particular aspect of planning; prepares and administers work programs involving regional or local plans, land use regulations, or planning programs.

Positions in this classification exercise considerable independent judgement to manage day-to-day activities.

ESSENTIAL JOB FUNCTIONS

- Provides immediate supervision and training for assigned staff and interns.
- Serves as a working project manager for complex and sensitive projects and programs.
- Develops, coordinates, and implements work programs for projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Conducts complex studies related to land use, transportation, community and economic development, or environment and/or oversees, establishes methodologies and conducts data collection, analysis, and complex studies related to land use, transportation, economic and/or community development, or environmental impacts.
- Develops scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Identifies funding, training, and technical assistance opportunities and prepares grant applications for federal, state, local, and other funds to further Council goals and objectives.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Ensures that planning programs and projects adhere to all relevant rules and regulations.
- Monitors emerging State and Federal legislation as it relates to specific projects or programs.
- Communicates and interacts with policy makers, executives and administrators of other organizations at the request of Division Director or the Executive Director.
- Participates in intergovernmental committees to analyze, evaluate, and resolve public policy issues.

- Advises appointed and elected officials on public policy issues, planning procedures, comprehensive and special plans, as well as regulatory ordinances.
- Provides technical and administrative staff support for appointed committees, workgroups, and stakeholder groups on planning issues or special studies.
- Identifies, develops, and conducts public involvement and education processes.
- Responds to public inquiries with data and information on planning processes and public policy.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- Identifies technology and information services needs of a project or program.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the Senior Planner classification are distinguished from those of Associate and Assistant Planners by the greater degree of responsibility for technical, administrative, and public policy elements of the work program and/or the comprehensive expertise and achievement in a functional area of planning required. Senior Planners are given broad latitude to use independent judgment in developing recommendations and making decisions in their program area and dealing with the public and appointed and elected officials.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

- Five years of experience that provides the applicant with comprehensive knowledge of planning principles, practices, and techniques as they relate to all functional areas such as land use, environmental impacts, or other related areas.
- Two years of project management and experience with budget responsibilities, must be included in the five years of experience.

EDUCATION – MINIMUM:

Bachelor's degree in urban or regional planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:

Master's degree in planning or related field.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as financial and accounting systems, spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, and techniques as they relate to more than one functional area, such as land use, economic development, transportation, environmental impacts, or other related areas.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- More than one specialized area of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Lead and motivate others.
- Manage complex projects.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Organize and oversee work programs, including monitoring budgets, work schedules, grant requirements, and progress reviews. Manage numerous projects simultaneously.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial public policy issues or regulations.
- Establish and maintain effective working relations with agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification
ASSOCIATE PLANNER

Date Prepared: January 2002

FLSA Status: Exempt

Date Revised: October 2016
Apr 2014, Mar 2006

SERIES CONCEPT

The Associate Planner is the fully skilled working level of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager and/or as a working technical specialist in a particular aspect of planning; coordinating the preparation or administration of regional or local plans, land use regulations, or planning programs.

Positions in this classification work under minimal supervision.

ESSENTIAL JOB FUNCTIONS

- Provides guidance to assigned staff and interns.
- Serves as a working project manager for agency and member projects and programs.
- Coordinates and implements work programs for projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Conducts complex studies related to land use, transportation, community and economic development, or environment and/or conducts data collection, analysis, and complex studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- Participates in development of scopes of work for grants, projects, and work programs, including budget estimates and staffing levels.
- Assists in preparation of grant, training, and technical assistance applications for federal, state, local and other funds to further Council goals and objectives.
- Participates in scoping, and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Monitors and analyzes project and programmatic budgets.
- May provide information for agency audit as needed.
- Complies with all relevant rules and regulations.
- May monitor emerging State and Federal legislation as it relates to specific projects or programs.
- Communicates and interacts with staff at other organizations.
- Serves as planning representative and/or coordinator on committees and boards.
- Advises appointed and elected officials on public policy issues, planning procedures, comprehensive and special plans, as well as regulatory ordinances.

- Provides technical and administrative staff support for appointed committees, workgroups, and stakeholder groups on planning issues or special studies.
- Conducts public involvement and education processes.
- Responds to public inquiries with data and information on planning processes and policies.
- Prepares and presents oral and visual reports to Council, committees, community groups, and private organizations.
- May assist in identifying technology and information services needs of a project or program.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the Associate Planner classification are distinguished from those in the Assistant Planner classification by the greater depth of technical knowledge required and by the increased responsibility for coordinating the work of other planning staff and staff from other agencies. Associate Planners are given broad responsibility for managing projects; developing recommendations on planning issues, policies, and their applications; and dealing with the public, appointed and elected officials.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

Three years of experience within a planning process related to urban or regional plans, comprehensive plans, or community development.

EDUCATION – MINIMUM:

Bachelor's degree in planning or a related field such as geography, economics, political science, or environmental studies.

PREFERRED:

Master's degree in planning or related field.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Project management principles and practices.
- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Planning principles, practices, regulations, and techniques as they relate one or more functional areas such as land use, economic development, environmental impact, transportation, or a related area.
- Local government and political decision-making processes.
- Comprehensive and regional planning processes.
- Research methods and practices.
- Specialized area of planning, such as community and economic development, food systems, transportation, sustainability, natural hazards, forecasting of regional development.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Lead and motivate others.
- Manage projects.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Develop and write plans based on an analysis of data and ongoing stakeholder, community, and agency input.
- Organize and oversee work programs, including monitoring the budget, work schedules, grant requirements, and progress reviews.
- Communicate effectively (in writing and orally) with individuals and groups regarding complex or controversial planning policies or regulations.
- Establish and maintain effective working relations with agency members, planning staff, agency staff, and the community.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification **ASSISTANT PLANNER**

Date Prepared: January 2002

FLSA Status: TBD

Date Revised: October 2016
Mar 2006

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SERIES CONCEPT

The Associate Planner is the mid-level classification of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Researches, develops and implements plans, studies, ordinances, and recommendations pertaining to land use, transportation, environment and other functional planning areas. Conducts data research and analysis and prepares data reports.

Positions in this classification work under supervision.

ESSENTIAL JOB FUNCTIONS

- Assists in projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Conducts investigation, analysis, and preparation of documents and reports on planning issues, policies, and their applications and/or supports data collection, analysis, and studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- May assist in preparation of grant applications for federal, state, local and other funds to further Council goals and objectives.
- Complies with all relevant rules and regulations.
- Communicates and interacts with staff at other organizations.
- Serves as planning representative and/or coordinator on committees and boards.
- Advises appointed or elected officials on planning procedures and policies with respect to individual programs and projects.
- Provides technical and staff support to other staff members within the organization.
- Conducts public involvement and education processes.
- Responds to public inquiries as directed by supervisor.
- Makes presentations and acts as resource to public and private officials.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Assistant Planner classification are distinguished by the knowledge of principles and practices within a particular functional planning area, and by the responsibility for reviewing and developing documents and both developing and presenting recommendations in coordination with Associate Planners/ Senior Planners/ Division Directors and staff from other agencies.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

One year of experience assisting in the design or implementation of ordinances, comprehensive, and community plans.

EDUCATION – MINIMUM:

Bachelor's degree in planning or a related field such as geography, economics, political science, or environmental studies.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Principles, practices, regulations, and techniques.
- Research methods and practices.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Write clear and concise reports and plans.
- Organize and prioritize workload.
- Organize and participate in public meetings and communicate ideas effectively.
- Establish and maintain effective working relationships with agency staff.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.



Classification Specification **PLANNING TECHNICIAN**

Date Prepared: October 2016

FLSA Status: Non-Exempt

Date Revised:

SERIES CONCEPT

The Planning Technician is the entry-level classification of the planner series, which includes Senior Planner, Associate Planner, Assistant Planner, and Planning Technician.

GENERAL DESCRIPTION

Assists in the research, development and implementation of plans, studies, ordinances, and recommendations pertaining to land use, transportation, environment and other functional planning areas. Assists in data research and analysis and preparation of data reports.

Positions in this classification work under supervision.

ESSENTIAL JOB FUNCTIONS

- Assists in projects and programs within planning areas such as land use, transportation, economic development, or environment.
- Assists with investigation, analysis and preparation of documents and reports on planning issues, policies, and their applications and/or supports data collection, analysis, and studies relating to land use, transportation, economic and/or community development, or environmental impacts.
- Complies with all relevant rules and regulations.
- Provides technical and staff support to other staff members within the organization.
- Assists with public involvement and education processes.
- Responds to public inquiries as directed by supervisor.
- reports and model documentation for other professionals, policymakers and lay audiences.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions assigned to the Planning Technician classification are distinguished by their level of supervision and entry level knowledge of principles and practices in the planning field.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EXPERIENCE – MINIMUM:

None

EDUCATION – MINIMUM:

Bachelor's or Associate's degree in planning or a related field such as geography, economics, political science, or environmental studies.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Computer applications such as spreadsheets, databases and word processing systems and their application in agency operations.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Ability to:

- Resolve conflict in an open and inclusive manner.

SPECIAL REQUIREMENTS

May be required to staff events or booths, which may include weekends or evenings.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

SENIOR GIS COORDINATOR

Date Prepared: January 2004

FLSA Status: Exempt

*Date Revised: October 2016;
Apr 2014; Sept 2012*

SERIES CONCEPT

The Geographic Information System (GIS) Coordinator is the highest-level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

This classification coordinates and performs work relating to all aspects of the agency's Geographic Information System program including managing the workload and scheduling of the unit, and monitoring individuals' quality of work. This classification acts as lead to Senior GIS Analyst, GIS Analyst and GIS Technician and classifications.

Responsibilities include serving as a working project manager for high-level and complex projects related to GIS, technology, and data programs and/or working as a high-level GIS and data specialist for application design, task automation, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry.

Positions in this classification may manage other projects/programs and perform other planning/computer

ESSENTIAL JOB FUNCTIONS

- Acts as lead to GIS Technician, GIS Analyst, and Senior GIS Analyst classifications; provides training, coaching, assigns tasks, and monitors quality and quantity of work.
- Acts in coordination with Division Director to conduct performance appraisals of GIS staff. Coaches and develops plans for GIS staff development.
- Participates in recruitment and hiring of GIS staff.
- Performs complex data analysis using ArcGIS and related extensions/add-ons, relational databases, and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of documents, data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Serves as a working project manager for complex and sensitive projects and programs.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.

- Acts as primary contact to scope GIS projects and programs.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for project personnel, hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.
- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to appointed committees, agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.
- Develops data sharing agreements with outside agencies and consultants while exercising sound judgment in safeguarding confidential or sensitive materials.
- Acts as back up to the Information Technology Manager in his/her absence to maintain and troubleshoot agency information technology systems to ensure proper operation and function.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Coordinator classification are distinguished by the level of responsibility required for overseeing the GIS unit and monitoring and scheduling the work of the Senior GIS Analyst, GIS Analyst, and GIS Technician classifications. This classification and Senior GIS Analyst classification are also distinguished by the specialized technical GIS skills necessary to perform complex functions involving analysis, database design and management, as well as their project management responsibilities for planning projects with a strong data or GIS component.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

- Four years of experience using the ESRI suite of GIS software including ArcGIS Desktop and its related extensions, ArcGIS Enterprise, and relational databases.
- Proficient use of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.
- Two years of project management and experience with budget responsibilities must be included in the four years of experience.
- One year of experience in a lead or supervisory capacity is desirable.

EDUCATION – MINIMUM:

- Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Supervisory principles and practices.
- Budgeting principles and practices.
- Project management principles and practices.
- Geographic data sources available through local, county, state, or federal agencies.
- Planning concepts, language, and regulations.
- Research methods and practices.
- Application design, web authoring, and GIS scripting.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop, Python, Model Builder, ArcGIS Enterprise, ArcGIS Online, other online mapping solutions or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage and lead complex projects.
- Direct the work of others by providing training, coaching and work oversight.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Organize the workload for the unit, assuming responsibility for meeting established deadlines, budgets, and reporting on progress.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to Council members, agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Work independently.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification **SENIOR GIS ANALYST**

Date Prepared: September 2012

FLSA Status

*Date Revised: October 2016;
Apr 2014; Sept 2012*

SERIES CONCEPT

The Senior GIS Analyst is the highest-level analyst classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include serving as a working project manager for projects relating to Geographic Information System technology, and data programs and/or working as a high-level GIS and data specialist for programming/application development, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection, and data entry. Positions in this classification may also perform other planning/computer-related duties as needed.

This classification works independently with minimal supervision.

Duties may include mentoring and monitoring the work of GIS Analyst and GIS Technician classifications.

ESSENTIAL JOB FUNCTIONS

- May provide training, coaching, assign tasks and monitor quality and quantity of work for GIS Analysts, GIS Technicians, and interns.
- Performs complex data analysis using ArcGIS and related extensions/add-ons, relational databases, and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of documents, data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Serves as a working project manager for projects and programs.
- Monitors and analyzes project and programmatic budgets.
- Participates in agency audit as needed.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Scopes and reviews the technical work of consultants, contracting agencies, and other organizations as appropriate.
- Assists with scoping GIS projects.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for project personnel, hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.

- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to appointed committees, agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.
- Acts as back up to the GIS Coordinator in their absence.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the Senior GIS Analyst classification are distinguished from the GIS Analyst classification by the specialized technical GIS skills necessary to perform the most complex functions involving analysis, database design and management, application development, as well as project management responsibilities for planning projects with a strong data or GIS component.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM:

- Three years of experience in the use of ArcGIS Desktop and its related extensions and relational databases. Demonstrated experience designing custom applications with relevant programming languages.
- Proficient use of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.
- One year of project management experience with budget responsibilities must be included in the three years of experience.

EDUCATION – MINIMUM:

- Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

- Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Project management principles and practices.
- Geographic data sources available through local, county, state, or federal agencies.
- Planning concepts, language, and regulations.
- Research methods and practices.
- Application design, web authoring, and GIS scripting.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop, Python, Model Builder, ArcGIS Enterprise, ArcGIS Online, other online mapping solutions or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage and lead projects.
- Lead and motivate others.
- Problem solve and provide holistic solutions.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Perform and participate in project planning including scoping, scheduling, and budgeting.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to Council members, agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Work independently.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

GIS ANALYST

Date Prepared: January 2002

FLSA Status: TBD

*Date Revised: October 2016;
Apr 2014; Sept 2012*

SERIES CONCEPT

The GIS Analyst is a fully-skilled working level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include working as a GIS and data specialist for programming/application development, spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry. Positions in this classification may also perform other planning/computer-related duties as needed.

This classification works under minimal supervision.

ESSENTIAL JOB FUNCTIONS

- May provide training, coaching, assign tasks, and monitor quality and quantity of work for GIS Technicians and interns.
- Performs basic to complex data analysis using ArcGIS, relational databases and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve complex spatial and relational problems.
- Designs and implements GIS and relational databases in various formats.
- Designs and implements custom applications both for the desktop and the internet.
- Conducts data analysis and preparation of data reports, and maps.
- Ensures that accurate and complete metadata are developed for all data sets created by TRPC GIS staff and that metadata is distributed with data when requested by outside agencies.
- Manages and monitors project tasks.
- Monitors and analyzes project and programmatic budgets.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Assists with scoping GIS projects.
- Participates in developing grant proposals which include a GIS or data component.
- Provides recommendations for hardware, software, data, budget, and scheduling.
- Communicates complex technical issues both verbally and in writing to non-technical GIS users.
- Serves as a technical representative on intergovernmental committees.
- Provides technical expertise to agency staff, other agencies, and the public.
- Responds to public inquiries with data and information.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Analyst classification are distinguished by the specialized technical GIS skills necessary to perform moderate to complex functions involving analysis, database design and management, and application development. This classification is responsible for managing workload and budgets.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM: Two years of experience in the use of ArcGIS Desktop, and relational databases. Working knowledge of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks. One year of project management experience is desirable.

EDUCATION – MINIMUM: Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Budgeting principles and practices.
- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Geographic data sources available through local, county, state, or federal agencies.
- Research methods and practices.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, database, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Advanced database management and custom application development.

Ability to:

- Manage project tasks.
- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Perform and participate in project planning including scoping, scheduling, and budgeting.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to agency staff, staff from member agencies and jurisdictions, as well as contracting partners.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification **GIS TECHNICIAN**

Date Prepared: September 2012

FLSA Status: Non-exempt

Date Revised: October 2016

SERIES CONCEPT

The GIS Analyst is an entry-level classification of the GIS series, which includes: GIS Coordinator, Senior GIS Analyst, GIS Analyst, and GIS Technician.

GENERAL DESCRIPTION

Responsibilities include spatial/tabular data processing, cartographic production/digital mapping, data management, data collection and data entry, and other tasks related within the agency's Geographic Information System (GIS) program. Positions in this classification may also perform other planning/computer-related duties as needed.

This classification works under supervision.

ESSENTIAL JOB FUNCTIONS

Performs basic to moderate data analysis using ArcGIS, relational databases and other computer software; understands and can apply the capabilities of GIS, databases, and other computer programs to solve spatial and relational problems.

- Creates, updates, and maintains GIS and relational databases in various formats.
- Conducts data analysis and preparation of data reports and maps.
- Develops accurate and complete metadata for data sets by TRPC.
- Works in a team setting with other staff members to identify effective ways to complete various planning projects and outreach efforts.
- Responds to public inquiries with data and information as directed by supervisor.
- Coordinates with other staff to develop materials needed for public meetings, workgroups, council meetings, and other meetings as needed.
- Prepares and conducts presentations.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

Positions in the GIS Technician classification are distinguished by the specialized technical GIS skills necessary to perform moderate functions involving analysis, databases, and data development and conversion.

WORKING CONDITIONS

Work is generally performed indoors in an office environment. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

EXPERIENCE – MINIMUM: One year of experience in the use of ArcGIS Desktop, and relational databases.

Working knowledge of Microsoft Office Professional (Excel, and Access), Microsoft Windows, Internet, and computer networks.

EDUCATION – MINIMUM: Bachelor's degree in geography, planning, computer science, or related field.

OR SUBSTITUTING

Any demonstrated combination of experience and education, which provides the applicant with the required knowledge and abilities

KNOWLEDGE AND ABILITIES

Knowledge of:

- Workload organization principles; assumes responsibility for meeting established deadlines and reporting on progress.
- Spatial and relational data analysis, data management, analytical modeling, statistics and remote sensing.
- Microsoft Office software for document, spreadsheet, and presentation preparation.

Technical expertise in:

- ArcGIS Desktop or current equivalent.
- Spatial/tabular data collection, organization, management, and processing.
- Cartographic production/digital mapping.
- Database management.

Ability to:

- Problem solve.
- Resolve conflict in an open and inclusive manner.
- Research and interpret codes, regulations, standards, legal descriptions, and various governmental documents.
- Document work.
- Communicate technical issues clearly both verbally and in writing to technical and non-technical GIS users.
- Work collaboratively and provide a high level of customer service to agency staff.
- Learn new skills related to information technology, planning, or other agency priorities as needed.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.

Classification Specification

INFORMATION TECHNOLOGY MANAGER

Date Prepared: January 2002

FLSA Status: Exempt

Date Revised: October 2016
Apr 2014, Mar 2006

GENERAL DESCRIPTION

The Information Technology (IT) Manager, manages and coordinates the activities and operations of the agency's IT systems, equipment and services. Responsibilities include providing overall IT leadership for the agency; working closely with agency staff, customers, consultants, and vendors to deliver effective IT solutions to address agency business needs; performing specialized analysis, design, acquisition, installation, operation, maintenance, security and troubleshooting of agency IT systems, applications, services and telephones; managing agency internet development and maintenance; managing IT staff, contract employees, and consultants.

ESSENTIAL JOB FUNCTIONS

Develops, reviews, and updates IT goals and objectives for the agency. In the planning process, considers cost-effectiveness and makes recommendations that maximize the performance and reliability of agency IT resources. Implements plans and uses resources wisely. Researches and evaluates new technologies and strategies to guide agency decision-making; reviews current literature, strategies used by other entities, and other resources to keep informed of new technology advances. Conducts needs assessments to analyze agency business requirements; translates needs assessments into services and systems that deliver maximum efficiency and effectiveness.

Acts as project manager coordinating the implementation of major expansions and upgrades for agency IT hardware, software, applications, services and cloud computing. Negotiates pricing, licensing, and services contracts with vendors and coordinates acquisition, installation, integration and testing.

Performs network and system administration including the monitoring, tuning, updating, and reconfiguring of IT systems and services to ensure performance and reliability. Identifies and troubleshoots hardware/software/service problems; works with vendors to ensure prompt solutions. Implements and maintains backup and disaster recovery systems and strategies.

Provides user support, consultation, training, and documentation, as needed, to facilitate staff IT usage and acts as a technical resource.

Drafts cybersecurity policies and standards; specifies, implements, operates and maintains security systems and services that provide detection, prevention, containment, and deterrence mechanisms to protect and maintain the integrity of the agency's IT infrastructure and data. Cybersecurity systems and services include next generation firewalls, network and host intrusion prevention, vulnerability management, security information and event management (SIEM), packet capture, anti-virus, anti-malware, anti-spam, and patch management. Analyzes security events, conducts incident response, forensics and remediation. Removes unneeded applications and conducts hardening of systems to reduce attack surface. Teaches and coordinates security awareness training for staff.

Participates in the creation of agency, automation and project budgets; manages and monitors revenue/expenditures during the year. Works with vendors and consultants to acquire equipment, applications and services; negotiates and writes contracts with consultants; administers maintenance contracts.

Develops and manages the agency's internet services; manages contracts for internet access with internet service providers (ISPs) and the digital circuits connecting the Agency to the internet; manages the agency remote access system.

Configures, maintains, updates and troubleshoots agency's phone system, and mobile devices. Also manages agency voice and mobile services contracts.

Works with staff on initiatives such as new technology needs and assists with finding appropriate solutions.

Develops strategic alliances with other governmental agencies and private entities to improve TRPC's information technology effectiveness.

Manages IT staff, contracted employees, and consultants.

OTHER JOB FUNCTIONS

Performs other related duties as assigned.

DISTINGUISHING FEATURES

The Information Technology Manager classification is distinguished by the high level of responsibility for the design, operation, management, and maintenance of the agency's network, IT services and associated technology. This classification works independently and exercises considerable professional judgment. This classification requires a comprehensive knowledge of IT system design and makes recommendations to executive management regarding technology expenditures. This classification also has management responsibility for the IT team.

WORKING CONDITIONS

Work is performed indoors in an office environment. The ability to lift computer components, move furniture, work in tight spaces or on ladders is occasionally required. Must maintain a level of physical and mental fitness necessary to perform the essential functions of the position.

EDUCATION & EXPERIENCE

EDUCATION – MINIMUM:

Bachelor's degree in computer science or related field or equivalent combination of education and experience.

EXPERIENCE – MINIMUM:

Five years of increasingly responsible experience in Information Technology. Experience managing technical staff, IT operations, and overseeing computer upgrades and installations.

PREFERRED:

Project management experience and two years of experience in a supervisory role.

OR SUBSTITUTING

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

KNOWLEDGE AND ABILITIES

Knowledge of:

- Servers, Desktops, Laptops, Mobile Devices, and Related Applications
- Wired and Wireless Networking
- Cybersecurity
- Data Backup and Disaster Recovery
- Hardware and Software Virtualization

- Storage Area Networks
- Internet Technologies
- Cloud Computing
- Mobile Computing
- Email Administration
- Remote Access
- VOIP Telephone Systems
- Software Licensing, Management, and Procurement
- Networked Printers and Copiers Administration
- Power Management
- Webserver and Website Management
- Web Programming
- Data Analysis and Database Administration
- Fiscal, Staff, and Project Management

Ability to:

- Stay up to date with rapidly evolving information technology.
- Analyze business needs and design effective solutions.
- Use innovative and creative approaches to problem solving.
- Troubleshoot difficult problems efficiently to get business critical systems back online quickly.
- Work and assist staff and customers of every skill in a supportive, courteous manner and provide excellent customer service.
- Understand, utilize, and provide complex information technology systems and services.
- Plan, manage and work on multiple, simultaneous, complex projects with competing priorities.
- Plan, organize, and oversee varied work programs, including monitoring the budget, work schedules, grant requirements, vendor contracts, and progress reviews.
- Evaluate, negotiate, and purchase IT systems and services.
- Manage contracts for IT services such as maintenance/support, cloud, and telecommunications.
- Communicate in a clear understandable manner with both non-technical and technical persons and write clear and concise reports including system documentation.
- Direct and coordinate the work of agency staff members.
- Collaborate with other staff to ensure delivery of quality services and facilitate work in a group setting.
- Establish and maintain effective working relationships.

SPECIAL REQUIREMENTS

Must be willing to work evenings, weekends and holidays, as required.

LICENSES/CERTIFICATES

A current Washington State Driver's License may be required.



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: Paul Brewster, Senior Planner *PB*

DATE: October 28, 2016

SUBJECT: 2017-2019 Federal Funding – Project Proposals – First Reading

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

PURPOSE

To perform the first review of the 2017-2019 Regional Federal Surface Transportation Program (STP), Transportation Alternatives Program (TAP), and Congestion Mitigation Air Quality (CMAQ) project proposals.

Summary:

- TRPC opened a Call for Projects from September 19 to October 17.
- A total of 28 applications were received: 16 STP; 10 TAP; and 2 CMAQ.
- The Technical Advisory Committee conducted a technical review of the applications on October 20; no major issues were discovered.
- A public comment period runs from October 24 to November 4.
- Staff will provide the Council an overview of the project proposals received.
- On November 9, the Transportation Policy Board will review the applications and forward a project selection and funding recommendation to the Council.
- TRPC will conduct its final review and select projects for funding on December 2.

REQUESTED ACTION

No action is requested. This presentation is the Council's first review of the project proposals. On December 2, the Council will perform a final review of the projects, consider the Transportation Policy Board's recommendations, review all public comments, and take action on project selections.



Veena Tabbutt
Interim Executive Director

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www.trpc.org

BACKGROUND

On Friday, November 4, the Council will be briefed on the 2017-2019 Federal Funding Call for Projects proposals submitted for each grant program. The Council will take action on project selections during the December 2 meeting.

From September 19 to October 17, TRPC accepted applications for a Call for Projects for three federal transportation grant programs. A total of 28 applications were received:

- Surface Transportation Program (STP): 16
- Transportation Alternatives Program (TAP): 10
- Congestion Mitigation and Air Quality Improvement Program (CMAQ): 2

The proposals include a variety of multimodal construction projects of various phases, studies, and programs that support regional priorities in both the urban metropolitan- and rural areas of the county.

TRPC will award over \$8.8 million in combined revenue from the STP, TAP, and CMAQ grant programs to program during this call for projects. The sum of all of the applicants' funding requests and their non-federal match represent a total of \$21,110,275 in transportation investments over the next three years!

The applicants' combined funding requests exceed the total amount of funding available by nearly \$171,000. However, over \$316,000 in STP funds remain. The Council reserves the right to award funding from STP in lieu of TAP or CMAQ, where eligible. Doing so will enable TRPC to maximize its funding programs, program additional projects, and meet yearly obligation targets. The table below shows the breakdown of the applications received and the total amount of funding requested for each grant program.

Total Applications and Funding Requested by Grant Program

	<i>STP</i>	<i>TAP</i>	<i>CMAQ</i>
Traditional Partner Applications	14	8	2
Non-Traditional Partner Applications	2	2	0
Total Applications	16	10	2
Funding Available	\$6,905,076 ^{1,2}	\$1,194,092 ³	\$1,000,000 ⁴
Total Requested	\$6,588,483	\$1,536,678	\$1,145,000
Funding Difference	\$316,593	-\$342,586	-\$145,000
Total Available Revenue to Program <i>minus</i> Total Grant Funding Requests =	-\$170,993		

¹ Total STP request is \$6,630,964 plus an additional \$274,112 (carry over funds included in Lacey's STP application)

² STP Non-Traditional Partner Target: \$330,000; ³ TAP Non-Traditional Partner target: \$120,000

⁴ No Non-Traditional Partner target for CMAQ

Technical Review Process

On October 20, the Technical Advisory Committee (TAC) and TRPC staff reviewed every application. No significant issues were identified during this review process. The review concluded that all 28 applications meet the following criteria:

1. The application is complete with all of the required information.
2. The applicant has Certification Acceptance (CA) agency status, has secured a CA sponsor, or has identified a local agency to de-federalize the grant if the project is selected.
3. The project meets the eligibility criteria for the federal grant program it is seeking funding from.
4. The minimum 13.5 percent non-federal match is included in the total project cost.
5. The project appears financially feasible for the amount of revenue requested for the scope of work described in the application.
6. The project can be feasibly completed within the timeframe specified on the application.

Public Review Process

The project proposals are available for public comment. Public comments will be from October 24 to Friday, November 2 at 5:00 p.m. PST. A summary of all of the projects, project descriptions, and copies of the applications are available on www.trpc.org. All public comments received will be presented to the Transportation Policy Board and the Council.

Policy Maker Review Process

The Transportation Policy Board (TPB) will perform a detailed review of the proposals on November 9. The TPB will consider each project's benefits to the multimodal transportation system, its consistency with the Regional Transportation Plan, its fulfillment of Sustainable Thurston goals and other regional priorities, and any public comments. The TPB will make a project selection and funding recommendation for each of the three funding programs to TRPC. On December 2, TRPC will conduct its final review of the projects and consider the TPB's recommendations and any public comments.

TRPC has made it a standing policy to focus its discretionary STP funding investments in three emphasis areas:

1. Safety
2. System preservation
3. Increasing the efficiency of the multimodal transportation system

These priorities are the overarching objectives by which projects will be considered for selection for all funding programs.

PROJECT PROPOSALS

A summary of the project proposals for each grant program is shown in the following pages. Included are tables summarizing the applicants' project proposals and the project overview descriptions. Copies of the complete applications are available at www.trpc.org/callforprojects. A limited number of printed copies will be on hand at the Council meeting for members wanting additional information.

Surface Transportation Program (STP)

<i>Project ID Number</i>	<i>Applicant</i>	<i>Proposal</i>	<i>Phase</i>	<i>STP Request</i>	<i>Total Cost</i>
2016 STP 01	Lacey	College and 22nd Ave Roundabout	CN	\$302,961	\$1,658,209
2016 STP 02	Olympia	Boulevard Road and Morse-Merryman Road Roundabout Construction	CN	\$799,057	\$4,591,775
2016 STP 03	Rainier ^{R, \$}	Tipsoo Loop Chip Seal Project	PE, CN	\$35,309	\$442,600
2016 STP 04	Tenino ^R	Sussex Crossing Improvements	PE, CN	\$51,085	\$59,058
2016 STP 05	Thurston County	Mullen Road – Lacey City Limits to Carpenter Road – Right of Way	ROW	\$300,000	\$1,100,000
2016 STP 06	Thurston County	Mullen Road – Lacey City Limits to Carpenter Road – Construction	CN	\$2,000,000	\$6,500,000
2016 STP 07	Thurston County ^R	Countywide Restoration and Resurfacing Project 2018	CN	\$800,000	\$925,000
2016 STP 08	Thurston County ^R	Countywide Restoration and Resurfacing Project 2019	CN	\$800,000	\$925,000
2016 STP 09	Thurston County ^R	Grand Mound Transportation Study	Study	\$300,000	\$350,000
2016 STP 10	Thurston County ^R	Main Street Rochester Strategy	Study	\$216,250	\$250,000
2016 STP 11	Thurston County ^R	Pacific Avenue and Yelm Highway Midblock Crosswalks Study	PE	\$75,000	\$100,000
2016 STP 12	Thurston County	Safe and Active Routes to Schools - Thurston County	Program	\$58,594	\$67,759
2016 STP 13	TRPC ^{*, R}	Thurston County Bicycle Map, 6 th Edition	Program	\$38,210	\$44,175
2016 STP 14	TRPC ^{*, R}	Regional Transportation Data Management Program	Study	\$35,464	\$41,000
2016 STP 15	Tumwater	Desoto Street Stabilization and Rehabilitation	PE, CN	\$700,000	\$820,000
2016 STP 16	Yelm	Yelm Avenue / 1st Street (SR507) Corridor Study	Study	\$76,553	\$88,501

Notes: *=Non-Traditional Partner Applicant; R=projects with rural investments. \$=Another agency will de-federalize the funding, if awarded
Codes for Phases: CN=Construction; PE=Preliminary Engineering (design); ROW=Right-of-Way

College Street and 22nd Avenue Roundabout

Agency: Lacey

Project ID Number: 2016 STP 01

Funding Request: \$302,961

Match: \$1,355,248

Total Cost: \$1,658,209

Phase: Construction

Project Duration: 2017

Project Overview

The City Council adopted the College Street Improvements Final Report to improve safety, multi-modal use, community values and neighborhood circulation.

This is Phase 1 of the total corridor project and will construct a roundabout at the intersection of College Street and 22nd Avenue SE to improve safety and reduce speed along College Street and provide enhanced pedestrian crossings. The project will improve sidewalks, pedestrian buffers, lighting and landscape medians to match the ultimate corridor.

Boulevard Road and Morse-Merryman Road Roundabout Construction

Agency: Olympia **Project ID Number:** 2016 STP 02
Funding Request: \$799,057 **Match:** \$3,792,718 **Total Cost:** \$4,591,775
Phase: Construction **Project Duration:** 2017

Project Overview

This proposal will construct a single-lane roundabout at the intersection of Boulevard Road and Morse-Merryman Road. A roundabout will improve intersection safety and flow for motor vehicles, and enhance the safety and comfort of bicyclists and pedestrians through the intersection. The intersection is projected to fall below adopted standards for congestion within the next six years. The improvements will ultimately allow this area to densify, as planned in the Olympia Comprehensive Plan, while minimizing the impact of the additional trips. The Boulevard Road corridor serves regional traffic.

Tipsoo Loop Chip Seal Project

Agency: Rainier **Project ID Number:** 2016 STP 03
Funding Request: \$35,309 **Match:** \$407,291 **Total Cost:** \$442,600
Phase: Design and Construction **Project Duration:** 2017

Project Overview

The Tipsoo Loop (Mountain View Estates) neighborhood has required more and more frequent pot hole repair to maintain the access roadways that serve this neighborhood and act as a bypass from SR507 to Rainier Road. The proposed chip seal project will correct the flat cross slopes causing much of the road damage from the freeze/thaw cycles that occur during winter months and will provide a new driving surface to roadways that have not been resurfaced in over two decades. The Transportation Improvement Board (TIB) rating for these streets range from 44 (poor) to 28 (very poor). The city has previously secured \$180,000 from Thurston County/TRPC chip seal funds for this project and is applying for another \$225,000 from TIB for performing a full depth restoration of the subgrade prior to performing chip seal operations.

Sussex Crossing Improvements

Agency: Tenino **Project ID Number:** 2016 STP 04
Funding Request: \$51,085 **Match:** \$7,973 **Total Cost:** \$59,058
Phase: Study **Project Duration:** 2017-2018

Project Overview

In Tenino, Sussex Avenue is the community's main street and doubles as State Route 507, a highway of statewide significance that is important for both vehicular travel and freight mobility through the region. However, there are issues with safety, mobility, and access for community members crossing the highway, especially at the intersection of Sussex and Custer Street. Custer Street is a major crossing point for students walking and biking to school. The City proposes installing pedestrian-activated rapid flashing beacon signs at the intersection. The anticipated benefits of this proposal include: 1) increasing safety for cyclists, pedestrians, and drivers alike; and 2) improving State Route 507's function as Tenino's main street.

Mullen Road – Lacey City Limits to Carpenter Road – Right of Way

<i>Agency:</i> Thurston County	<i>Project ID Number:</i> 2016 STP 05	
<i>Funding Request:</i> \$300,000	<i>Match:</i> \$800,000	<i>Total Cost:</i> \$1,100,000
<i>Phase:</i> Right of Way	<i>Project Duration:</i> 2017-2018	

Project Overview

Mullen Road SE is the only east-west corridor between Long Lake and Pattison Lake and the project provides direct access to three schools and a fire station. Local residents, including students, use this route to walk or ride bicycles to school. The existing two-lane roadway includes two 12 ft travel lanes, but does not have adequate illumination, stormwater management, or pedestrian and bicycle facilities. This project will reconstruct the road, and add sidewalks, bicycle lanes and street lighting. This project will make a safer corridor for pedestrians, bicyclists, and motorists, extend the life of the roadway, and improve water quality. In addition, it will promote multi-modal transportation by providing sidewalks and bicycle lanes that connect residential areas to local schools and to the major arterial system feeding downtown Lacey and other commercial areas. This application is for the Right-of-Way phase.

Mullen Road – Lacey City Limits to Carpenter Road – Construction

<i>Agency:</i> Thurston County	<i>Project ID Number:</i> 2016 STP 06	
<i>Funding Request:</i> \$2,000,000	<i>Match:</i> \$4,500,000	<i>Total Cost:</i> \$4,209,000
<i>Phase:</i> Construction	<i>Project Duration:</i> 2019-2020	

Project Overview

Mullen Road SE is the only east-west corridor between Long Lake and Pattison Lake and the project provides direct access to three schools and a fire station. Local residents, including students, use this route to walk or ride bicycles to school. The existing two-lane roadway includes two 12 ft travel lanes, but does not have adequate illumination, stormwater management, or pedestrian and bicycle facilities. This project will reconstruct the road, and add sidewalks, bicycle lanes and street lighting. This project will make a safer corridor for pedestrians, bicyclists, and motorists, extend the life of the roadway, and improve water quality. In addition, it will promote multi-modal transportation by providing sidewalks and bicycle lanes that connect residential areas to local schools and to the major arterial system feeding downtown Lacey and other commercial areas. This application is for the construction phase.

Countywide Restoration and Resurfacing Project 2018

<i>Agency:</i> Thurston County	<i>Project ID Number:</i> 2016 STP 07	
<i>Funding Request:</i> \$800,000	<i>Match:</i> \$125,000	<i>Total Cost:</i> \$925,000
<i>Phase:</i> Construction	<i>Project Duration:</i> 2018	

Project Overview

This project request is for construction funding for asphalt paving on various arterial/collector roadways. Many roadways are in need of more than a chip seal due to age and increasing/changing traffic conditions. Project locations will be selected using the preservation priority array maintained by Public Works. These projects will also include safety features such as a safety edge, guardrail, traffic markings and shoulder and center-line rumble strips as appropriate. This application is for projects that go to construction in 2018.

Regional Transportation Data Management Program

Agency: <i>Thurston Regional Planning Council</i>	Project ID Number: <i>2016 STP 14</i>	
Funding Request: <i>\$35,464</i>	Match: <i>\$5,536</i>	Total Cost: <i>\$41,000</i>
Phase: <i>Study</i>	Project Duration: <i>2017-2018</i>	Non-Traditional Partner

Project Overview

Jurisdictions within Thurston County collect traffic data for a variety of transportation facilities to assist in transportation planning activities. These data are collected in varying formats, which makes acquiring consistent data, over the entire transportation network, and organizing it in a readily accessible manner, an ongoing challenge. Yet the need for accurate and up-to-date data has never been stronger - to meet federal performance measure and regional benchmarks monitoring, and to support local planning efforts. For this reason, local jurisdictions have asked TRPC to explore developing a coordinated approach to traffic data collection, storage, and retrieval. Working with local partners, TRPC will facilitate a Needs Assessment, including the evaluation of a variety of on line data hosting solutions, to promote efficiency in data collection, storage, and reporting.

Desoto Street Stabilization and Rehabilitation

Agency: <i>Tumwater</i>	Project ID Number: <i>2016 STP 15</i>	
Funding Request: <i>\$700,000</i>	Match: <i>\$120,000</i>	Total Cost: <i>\$820,000</i>
Phase: <i>Design and Construction</i>	Project Duration: <i>2018</i>	

Project Overview

Desoto Street is a major collector roadway serving as a integral part of a transportation corridor between 1-5 and SR101 and connects this area of Tumwater, the Brewery District and regional traffic via Yelm Hwy and beyond to SPSCC and West Olympia. The route is an identified bike route serving recreational and commuter users and providing access from Tumwater Hill areas to the Brewery District businesses. Desoto Street, located on the edge of Desoto Canyon, consists of two traffic lanes and a sidewalk which have experienced significant settlement creating safety concerns for all users. This project will construct structural fill, stabilize the canyon slopes, and replace the failed road and sidewalk and add an uphill bike lane providing for a safe multi-modal facility and preserve existing infrastructure.

Yelm Avenue / 1st Street (SR507) Corridor Study

Agency: <i>Yelm</i>	Project ID Number: <i>2016 STP 16</i>	
Funding Request: <i>\$76,553</i>	Match: <i>\$11,948</i>	Total Cost: <i>\$88,501</i>
Phase: <i>Study</i>	Project Duration: <i>2017-2018</i>	

Project Overview

Yelm's historic Central Business District is centrally located and has had multiple improvements in the past years from individual project improvements. The corridor study would provide information for future vehicular and pedestrian safety enhancements along with determining better methods to accommodate transit, parking, and pedestrian movements from the existing shopping, parks and public facilities.

Bike Helmets for Thurston County Students

Agency: Safe Kids Thurston County

Project ID Number: 2016 TAP 06

Funding Request: \$10,077

Match: \$2,611

Total Cost: \$12,688

Phase: Program

Project Duration: 2017-2019

Non-Traditional Partner

Project Overview

The Bike Helmets for Thurston County Students Program is a collaboration between Safe Kids Thurston County, Intercity Transit, and the Thurston County Public Health and Social Services Department to supply Thurston County elementary and middle school student bicycle riders with bike helmets and bike safety education. Encouraging and enabling children to utilize alternative transportation modes, such as walking and biking to and from school within School Walking Routes, positively addresses many community issues. But it is ethically imperative that we address safety to prevent child injury, as childhood unintentional injuries are the leading cause of death in children ages 1 to 19 years. More children ages 5 to 14 are seen in emergency rooms for injuries related to bicycling than any other sport. Helmets can reduce the risk of severe brain injuries by 88 percent – yet only 45 percent of children 14 and under usually wear a bike helmet.

Yelm-Tenino Trail Extension Feasibility Study

Agency: City of Tenino and Bucoda

Project ID Number: 2016 TAP 07

Funding Request: \$64,875

Match: \$10,125

Total Cost: \$75,000

Phase: Study

Project Duration: 2017

Project Overview

The Yelm-Tenino Trail is an important east-west non-motorized corridor that connects people from the cities of Yelm, Rainier, and Tenino and the south county to the rest of the regional trail network via the Chehalis Western Trail. The Town of Bucoda and the City of Tenino's western city limits lack safe bicycle and pedestrian facilities to this useful corridor. Expanding the trail corridor to these unserved communities will increase transportation and recreation opportunities for thousands of additional residents. A feasibility study examining potential trail connections to these locations will lay the ground work for future expansion of the Yelm-Tenino Trail. This proposal will identify future projects that will: 1) increase safety for cyclists, pedestrians, and drivers alike; 2) connect Bucoda to the regional trail network; and 3) provide an alternate route into/out of Bucoda in the event of an emergency.

Yelm-Tenino Trail Wayfinding Signage

Agency: City of Tenino

Project ID Number: 2016 TAP 08

Funding Request: \$25,950

Match: \$4,050

Total Cost: \$30,000

Phase: Design and Construction

Project Duration: 2017

Project Overview

The Yelm-Tenino Trail is both a regional and local amenity. However, there are no signs that guide residents and visitors alike to the trail, nor are there signs that guide trail users to city amenities. The City of Tenino proposes installing wayfinding signage at key points along the Yelm-Tenino Trail within city limits. Additionally, the city proposes installing directional signs at key intersections along Sussex Avenue to point residents and visitors to the trail. The anticipated benefits of this proposal include: 1) increasing safety by reducing driver anxiety while searching for trail access; 2) increasing the number of residents and visitors that utilize the Yelm-Tenino Trail; and 3) connecting trail users to city amenities such as the historic city center, library, quarry pool, campground, and Tenino City Park.

Capitol Boulevard Pedestrian Crossing Improvements

Agency: City of Tumwater

Project ID Number: 2016 TAP 09

Funding Request: \$121,100

Match: \$18,900

Total Cost: \$140,000

Phase: Design and Construction

Project Duration: 2018

Project Overview

This project would upgrade existing pedestrian crossings on Capitol Blvd. at Market Street and at the mid-block location between Dennis Street and Israel Road. The current crossings include marked cross-walks, signage and pedestrian refuge medians. The upgrades would include the installation of pedestrian activated Rectangular Rapid Flashing Beacons at each location.

Capitol Boulevard is a major arterial roadway serving both local and regional traffic and serves as a primary transit corridor. The proposed upgrades are located in dense commercial/office land uses with frequent pedestrian traffic. The high traffic volumes and driver non-compliance with the existing crossings pose a safety issue to pedestrians.

Fort Stevens Elementary - Pedestrian Improvements

Agency: City of Yelm

Project ID Number: 2016 TAP 10

Funding Request: \$414,949

Match: \$64,761

Total Cost: \$479,710

Phase: Right of Way and Construction

Project Duration: 2018

Project Overview

The project will improve safety for students and pedestrians along 100th Way Southeast and Grove Road near Fort Stevens Elementary. The existing roadway offers no protection from vehicles passing by or turning movements. There is a gap in the sidewalk on the north and south sides of 100th Say Southeast directly in front of the school and to the east and west respectively. This project will tie into the existing sidewalk and provide ADA compliant walkways along the roadways to eliminate the gaps.

Congestion Mitigation and Air Quality Improvement Program (CMAQ)

<i>Project ID Number</i>	<i>Applicant</i>	<i>Proposal</i>	<i>Phase</i>	<i>CMAQ Request</i>	<i>Total Cost</i>
2016 CMAQ 01	Intercity Transit	Intercity Transit's Youth Education Program – "Walk N Roll"	Program	\$145,000	\$168,000
2016 CMAQ 02	Tumwater	Deschutes Valley Trail: Tumwater Historical Park to Falls Park	CN	\$1,000,000	\$1,200,000

Codes for Phases: CN=Construction

Intercity Transit's Youth Education Program – "Walk N Roll"

Agency: Intercity Transit **Project ID Number:** 2016 CMAQ 01
Funding Request: \$145,000 **Match:** \$23,000 **Total Cost:** \$168,000
Phase: Program **Project Duration:** 2017-2019

Project Overview

The Walk N Roll program is the cornerstone of Intercity Transit's Youth Education programs that reduce drive-alone trips to school and build the next generation of safe and healthy pedestrians, bike riders, and transit users. This established, school-focused public education and outreach program helps students and families to access their schools and community through active transportation choices, and positively influences air quality in our region, neighborhoods, and around public schools by reducing congestion and idling on the trip to school and return home.

Deschutes Valley Trail: Tumwater Historical Park to Falls Park

Agency: City of Tumwater **Project ID Number:** 2016 CMAQ 02
Funding Request: \$1,000,000 **Match:** \$200,000 **Total Cost:** \$1,200,000
Phase: Construction **Project Duration:** 2018-2019

Project Overview

Construction of Segment A 1 of the Deschutes Valley Trail begins the long-anticipated completion of a vital link in the regional trail system that serves as the backbone of a countywide non-motorized network. Ultimately linking Tumwater Historical Park with Henderson Boulevard via Pioneer Park, the Deschutes Valley Trail will provide a safe and convenient alternative to driving that links important destinations in Tumwater and beyond. This project has benefits for the immediate vicinity and the entire regional trail system and multimodal network. It fully supports objectives of the Regional Transportation Plan, Sustainable Thurston, and the Urban Corridor Communities, as well as Tumwater's Comprehensive Plan.

AGENDA ITEM #10



REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

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

ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Work Program Subcommittee

FROM: R. Veena Tabbutt, Interim Executive Director *@ for VT*
 Jared Burbidge, Deputy Director *JB*
 Karen Parkhurst, Programs & Policy Director *KWP*

DATE: October 28, 2016

SUBJECT: Draft 2017 TRPC Work Program

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

PURPOSE

Review the draft 2017 TRPC Work Program.

Summary:

- TRPC's Work Program highlights Agency projects and programs for the coming year.
- The Work Program Subcommittee met on October 7th to review the draft Work Program. The subcommittee is comprised of: Virgil Clarkson (TRPC Chair and City of Lacey Councilmember), Tom Oliva (City of Tumwater Councilmember), Cynthia Pratt (City of Lacey Councilmember), Nathaniel Jones (City of Olympia Councilmember), Karen Messmer (Intercity Transit Board Member), Alan Vanell (Town of Bucoda Councilmember), and Dave Watterson (City of Tenino Councilmember).
- The draft Work Program projects \$2,749,720 in assessments, grant, and contract funding for the coming year. The Regional Assessment is estimated to be \$605,720 and is consistent with the methodology that was approved by the Council in 2002.
- The Work Program document is the basis for the Agency's 2017 budget which will be developed in December and presented in January, 2017 for adoption.

REQUESTED ACTION

Review the attached draft TRPC 2017 Work Program document. Council will be asked to adopt the Work Program at their December meeting.

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Attachment



Veena Tabbutt
Interim Executive Director

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THURSTON REGIONAL PLANNING COUNCIL DRAFT 2017 Work Program

DESCRIPTION (Total grant amount and duration)	REGIONAL ASSESSMENTS	GRANT or CONTRACT AMOUNT	TOTAL REQUEST	PAGE
1. Information Services				3
Includes <i>The Profile</i> , data, forecasting, etc.*	\$242,301		\$242,301	4
2. Program Support				7
Management of TRPC staff and Regional Council*	\$180,000		\$180,000	8
3. Transportation				9
3a. Unified Planning Work Program (UPWP)**	\$54,779	\$442,000	\$496,779	10
3b. Regional Transportation Work Program Priorities (Includes Transportation Goals from 2015 Council Retreat)	\$93,640	\$570,000	\$663,640	13
3c. Rural & Tribal Transportation (\$1.4 million from mid-2015 to mid-2017. Grant being submitted for future funding mid 2017 – mid 2019)		\$683,000	\$683,000	17
3d. Commute Trip Reduction Program Coordination/SSB 6088 Local Implementation (\$384,000 from mid-2015 to mid-2017. Expect same for mid-2017 to mid-2019)		\$185,000	\$185,000	18
3e. JBLM/I-5 Congestion Relief Action Plan (\$150,000 from 2011 through 2017)		\$22,000	\$22,000	19
3f. Dynameq Model for the Capitol Way and Washington Street Corridors (\$39,500 from 2016 to 2017)		\$5,000	\$5,000	20
3g. Olympia Concurrency (\$27,000 in 2017)		\$27,000	\$27,000	21
3h. Lewis County Travel Demand Model Expansion and Support for North Lewis Industrial Access Study (\$73,473 from 2016 to 2017)		\$20,000	\$20,000	22
4. Council Priority Projects				23
4a. Continue Sustainable Thurston Work	\$10,000	\$30,000	\$40,000	24
4b. Economic Opportunities	\$5,000		\$5,000	25
5. Other Projects and Grants				23
5a. Thurston County Flood Hazard Management Plan (Contract and Scope of Work Pending with Thurston County Water Resources – Duration from December 2016 through December 2017)		TBD	TBD	28
5b. Port of Olympia Real Estate Development Planning Process (\$61,000 from July 2014 through June 2017)		\$5,000	\$5,000	29
5c. Climate Adaptation Plan (WA State Dept. of Commerce) (\$250,000 from October, 2015 through March 2018)	\$20,000	\$120,000	\$140,000	30
5d. Thurston County Comprehensive Plan – Transportation Chapter Update (\$50,000 from 2016 to 2017)		\$35,000	\$35,000	31
6. Rural Community Support				33
Rural Community Planning Support (TBD from January 2017 through December 2017)		TBD	TBD	34
TOTAL	\$605,720	\$2,144,000	\$2,749,720	

These funding amounts do not include approximately \$6,000 in projected revenue from interest on investments. The actual amount of investment interest will be included in the final TRPC budget that is adopted in January 2017.

* Denotes "Core" Program of TRPC.

**Implementation of these programs is necessary to maintain status of MPO, RTPO, and receive Federal and State funding.

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WORK ELEMENT 1
INFORMATION SERVICES

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WORK ELEMENT 1 INFORMATION SERVICES

TRPC's Information Services program meets a variety of information needs of the region. Collection and publication of local population, housing, economic, environmental, and land use information has been an important activity since TRPC was established in 1967.

One of the primary efforts of the information services program is in the area of data dissemination. Staff responds to requests for information from the public, community organizations, government agencies, and TRPC members. The program supports the established role of TRPC as an information clearinghouse for the Thurston County region. Information Services also provides support for the update and continual improvement of the TRPC web site (www.trpc.org). The web site is an efficient and cost-effective medium for disseminating TRPC's extensive data resources to member agencies and the public.

A number of on line resources also help disseminate TRPC's data. One of the best known is *The Profile*. *The Profile* is widely recognized as the single-most comprehensive, accessible, and reliable source for data on Thurston County. The *Sustainable Thurston Report Card* (formerly the *Regional Benchmarks Report*) is another of TRPC's Information Services products. *The Report Card* tracks the outcome of Sustainable Thurston Plan goals and growth-management policy. The *Report Card* was released in an on-line version in 2016, and is updated regularly.

While a good deal of data dissemination involves data gathered from other sources, TRPC staff internally generate some data, such as the annual small area population and housing estimates. Another example is staff participation in a quarterly cost of living study for the Olympia, Tumwater, and Lacey region. Staff collects the data and submits it to the Council for Community and Economic Research (C2ER) for compilation into a national report. At other times, various data may come from an outside source, and the raw data may require extensive processing by agency staff. A good example of this is U.S. Census data. TRPC is the designated repository for Census data in Thurston County and an affiliate member of the State Data Center (SDC).

TRPC has prepared population and employment forecasts since 1969, to assist local jurisdictions in planning for new facilities such as hospitals, schools, transportation, water, and sewer infrastructure. The Growth Management Act states that, "*Based upon the growth management population projection made for the county by the Office of Financial Management, the county and each city within the county shall include areas and densities sufficient to permit the urban growth that is projected to occur in the county or city for the succeeding twenty-year period.*" Consistent with the Thurston County County-Wide Planning Policies, TRPC develops small area population forecasts to determine if the minimum 20-year population can be accommodated county wide. In 2017, TRPC staff will continue to update the population and employment forecast.

Whether gathered from other sources or generated internally, maintenance of the increasing amount of digital data by the agency is a growing demand on this program. One facet of this is the maintenance of TRPC's GIS program, which provides critical support for regional and contract programs. The GIS program develops, maintains, and manages comprehensive data and hardware infrastructures. Examples of major TRPC programs that depend on GIS include transportation modeling, population and employment forecasting, *The Profile*, the *Sustainable Thurston Report Card*, and the Census program.

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Another aspect is the ongoing work that must be done to maintain and improve agency computer systems. This includes technology planning, implementation, management, upgrades, disaster recovery, and cybersecurity.

SCOPE OF WORK

1. Provide assistance and information sharing to the public and TRPC members
2. Produce data reports, including *The Profile*, and Cost of Living Study
3. Collect data, including new residential and commercial building activity
4. Analyze data, including population estimates, changes in land use, and Census data releases
5. Update the Population and Employment Forecast
6. Develop and maintain digital databases including GIS data
7. Develop and maintain website
8. Coordinate with local, state, and federal agencies on data issues
9. Conduct information technology planning and management

FUNDING ESTIMATE

- | | |
|-------------------------|----------------------|
| 1. 2017 Cost | \$242,301 |
| 2. Revenue Source | Regional Assessments |

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WORK ELEMENT 2
PROGRAM SUPPORT

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WORK ELEMENT 2 PROGRAM SUPPORT

This work element includes support to the Council and management of TRPC staff. Activities include preparing TRPC and TRPC subcommittee agendas, reviewing and distributing packets, attending meetings, preparing meeting minutes, arranging a Council retreat, conducting new Council member briefings, arranging Council sponsored public events, producing Council informational materials, as well as involvement on regional issues that carry out TRPC’s mission. This program also includes development and monitoring of work program and budget, and staff recruitment, evaluation, and training. Finally, this program provides staff support for activities the Council wishes to undertake during the year, including those which are not specifically identified in the adopted work program. Examples are participation in legislative activities and associated rules and regulations, preparing comments and recommendations on issues of regional and statewide importance, and writing grant applications. 2017 marks the 50th Anniversary of the Thurston Regional Planning Council. This work program will also include efforts to recognize and celebrate this milestone.

SCOPE OF WORK

1. Manage TRPC and TRPC subcommittees
2. Prepare for TRPC and TRPC subcommittee meetings
3. Prepare meeting minutes
4. Brief new Council members
5. Arrange Council-sponsored events
6. Arrange Council retreat
7. Support regional issues that carry out TRPC’s mission
8. Develop and monitor Work Program
9. Recruit, evaluate, and train staff
10. Staff un-programmed activities (e.g., response to emerging issues)
11. Plan and implement TRPC 50th Anniversary Events

FUNDING ESTIMATE

- | | |
|-------------------------|----------------------|
| 1. 2017 Cost | \$180,000 |
| 2. Revenue Source | Regional Assessments |

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**WORK ELEMENT 3
TRANSPORTATION**

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WORK ELEMENT 3a – TRANSPORTATION UNIFIED PLANNING WORK PROGRAM (UPWP)

TRPC is the federally-designated Metropolitan Planning Organization (MPO) and the State-designated Regional Transportation Planning Organization (RTPO) for the Thurston region. This means that a core function of TRPC’s regional transportation work program is to comply with all federal and state planning requirements. This ensures a “comprehensive, continuing, and coordinated approach to regional transportation planning that supports local, state, and tribal planning activities and systems development, and effective, cooperative transportation decision-making.”

Federal and state laws govern much of the transportation work undertaken by TRPC. Following is a high-level overview of the mandated Unified Planning Work Program (UPWP) that ensures compliance with state and federal requirements for planning and programming, and administrative functions. The UPWP core program and its implementing budget, adopted by TRPC in May 2016, provide detail of all the tasks and deliverables within this element. *A full copy of the UPWP is available through TRPC staff or on our website at www.trpc.org.*

SCOPE OF WORK

1. PLANNING AND PROGRAMMING

Sub-tasks

Compliance

- Monitor, evaluate, and respond to federal transportation legislation and its potential implications for the region
- Transition from MAP-21 to FAST Act implementation (federal Transportation legislation)

Ladders of Opportunity

- Identify transportation connectivity gaps in access to essential services as part of the transportation planning process.

Regional Transportation Plan

- Maintain the long-range Thurston Regional Transportation Plan on an annual basis
- Conduct air quality conformity analysis

Performance Measures

- Monitor federal requirements for performance measures
- Develop and report on performance measures

Transportation Improvement Plan

- Develop and maintain a four-year Regional Transportation Improvement Program
- Develop a compilation of local six-year Transportation Improvement Programs
- Develop an Annual Listing of Obligated Projects
- Conduct air quality conformity consultation with federal and state agencies
- Conduct air quality conformity analysis

Program Funding

- Work with the state to determine available obligation authority
- Complete programming of federal surface transportation program (STP), Transportation Alternatives Program (TAP), and Congestion Mitigation Air Quality (CMAQ) funds and provide support as needed to comply with federal and state requirements on the use of these funds
- Track and report on funded projects throughout their lifecycle and at project completion

Partnerships and Models of Regional Cooperation

- Support public transportation by participating with Intercity Transit on special studies, planning efforts, and other projects as requested, and through communication and coordination with other transit agencies as appropriate
- Coordinate non-emergency human services transportation by maintaining and implementing the Regional Coordinated Public Transit and Human Services Transportation Plan for the Thurston region, and providing support to service providers to ensure coordination with applicable metropolitan and statewide planning processes, increasing ridership and system efficiencies, and maximizing service coordination.
- Adopt prioritized project list for human services transportation
- Coordinate with Washington State Department of Transportation (WSDOT) as appropriate on issues related to the Washington Transportation Plan, corridor plans or studies, corridor sketch planning, modal and safety plans
- Participate in activities of the MPO/RTPO Coordinating Committee
- Participate in the activities of the Association of Metropolitan Planning Organizations and the Transportation Research Board
- Consult with local, tribal, state, and federal officials

Communications and Outreach

- Conduct public education and outreach as appropriate for planning and programming activities, including maintaining a web and social media presence for project-specific needs
- Respond to inquiries from the public and the media

Federal Systems Review

- Update MPO boundary (as needed)
- Update Federal Functional Classification system (as needed)
- Update Freights and Goods Classification (as needed)

Growth Management Compliance

- Review local agency plans and policies for their compliance with Growth Management Act requirements and provide support in their development and implementation (on-going, as needed)
- Review county-wide planning policies (as needed)

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Modeling and Forecasting

- Develop annual Population and Employment estimates
- Update the Population and Employment forecast
- Maintain and update the regional transportation models
- Develop estimates of vehicle miles traveled

Technology

- Support local compliance with federal Intelligent Transportation System (ITS) requirements
- Update the regional ITS architecture

2. AGREEMENTS AND CERTIFICATIONS

Sub-tasks

- Maintain and update Unified Planning Work Program
- Complete annual self-certification
- Comply with Title VI requirements
- Develop other agreements (as needed)

3. PROGRAM SUPPORT

Sub-tasks

- Perform general program management and supervisory functions
- Manage transportation personnel
- Recruit and train staff as needed
- Develop calendar year budget and staffing patterns
- Monitor and adjust budget as necessary
- Provide management and administrative support to the Thurston Regional Planning Council, Transportation Policy Board, Technical Advisory Committee and any subcommittees as may be established by these bodies
- Acquire the necessary training and professional development to effectively carry out state and federal transportation planning requirements
- Maintain hardware and software necessary to ensure consistency between UPWP program requirements and the overall agency technical strategy

4. COMPLIANCE WITH STATE AND FEDERAL ACCOUNTING PROCEDURES

Sub-tasks

- Execute mandated accounting activities, including program accounting, financial documentation, and development of annual Indirect Cost Plan
- Participate in state and federal program audits

FUNDING ESTIMATE (Based on SFY 2017-2018 UPWP)

1. 2017 Cost	\$496,779
2. Revenue Sources	
FHWA/FTA/RTPO.....	\$442,000
Regional Assessments (match)	\$54,779

WORK ELEMENT 3b – TRANSPORTATION REGIONAL TRANSPORTATION WORK PROGRAM PRIORITIES

In addition to complying with federal and state transportation planning requirements, TRPC has a long history of funding additional activities that support implementation of the long-range Regional Transportation Plan and Growth Management objectives. Policy makers identify these work program priorities which result in an integrated approach to regional transportation planning that is multimodal by nature, consistent with adopted Comprehensive Plans, and which facilitates local, regional, and state implementation efforts. These activities and the implementing budget were adopted in May 2016 by TRPC as a part of the overall Unified Planning Work Program development and approval process mandated under state and federal law.

SCOPE OF WORK

The work program items below 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.

1. 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 may involve 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.

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- **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 – including adding zonal level detail and other necessary enhancements, development of Population and Employment forecasts, maintaining and updating Geographic Information System (GIS) data layers, working with the Technical Advisory Group on transportation model development and updates, and coordinating with local engineering staff, Intercity Transit, and private consultants engaged in supporting local planning efforts. 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 cannot be anticipated 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, significant effort was focused 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, reducing 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 2016. Work program items are arranged in topic categories.

2. 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.

3. 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.

4. TRANSPORTATION AND HEALTH AND HUMAN SERVICES

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

5. 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.

6. TRANSPORTATION, ENERGY, AND CLIMATE CHANGE

- **Develop a Climate Adaptation Plan**, focusing on the transportation element. Assess and prioritizing vulnerabilities.
- 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.)
- Periodically **report on** air quality, greenhouse gas, and vehicle miles traveled data and targets.

7. 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.

8. 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).

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9. 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, increase neighborhood connectivity to public transportation, and prioritize projects.
- Work with interested stakeholders to create **transportation management areas** where traditional fixed-route transit service is not feasible.
- Identify opportunities to **connect urban and rural bicycle and pedestrian pathways with parks and open spaces** to encourage more active transportation and use of natural areas. (Regional Open Space Plan)
- 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**.

10. 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.

FUNDING ESTIMATE (Based on 2017-18 UPWP)

1. 2017 Cost	\$663,640
2. Revenue Sources	
STP.....	\$570,000
Regional Assessments (match)	\$93,640

Level of Effort Breakout (annual estimates)

State of the System	\$40,000
Urban Corridors II	\$30,000
Vision Reality II	\$100,000
Siting of Public Facilities	\$10,000
Climate Adaptation Plan	\$20,000
Regional Dynameq Model	\$40,000
Economics and Transportation	\$20,000
Safety and Security	\$10,000
School/Youth Based TDM	\$10,000
GIS & Information Technology	\$65,000
Local Support & Interagency Coordination	\$50,000
Multimodal and Demand Management	\$40,000
Technical Capacity	\$110,000
Communication and Outreach	\$40,000
Other Priorities	\$78,640
	\$663,640

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WORK ELEMENT 3c – TRANSPORTATION RURAL & TRIBAL TRANSPORTATION

Since 2000, TRPC has partnered with TOGETHER! – a local non-profit – to implement several projects that improve general purpose transportation options for the rural community. Funded through a mix of federal, state, regional, and local funds secured by TRPC, all projects involve coordination and collaboration between public, private, and non-profit entities.

Rural & Tribal Transportation (RT)

This program provides fixed route and complementary paratransit services for the residents of the Rochester, Tenino, Bucoda, Rainier, and Yelm communities. The program also serves the Nisqually Indian Tribe and the Confederated Tribes of the Chehalis Reservation. Each weekday, RT transports passengers from centralized pickup points to centralized drop off points that allow for transfers to final destinations. TRPC subcontracts this service, which is designed to connect with, but not duplicate Intercity Transit (Thurston County) and Twin Transit (Lewis County) services.

After School Programs

RT coordinates with Boys and Girls Club and ROOF Kid’s Place to supply transportation for children, youth, parents, staff, and the general public in support of after-school programs in Rochester and other rural communities. By coordinating program times, the groups can share trips, reducing costs for all.

SCOPE OF WORK

1. Provide transportation services to the rural communities of the Thurston region, connecting to other public, private, and non-profit services.
2. Depending on funding success in WSDOT’s 2017-19 Consolidated Grant Program, begin new biennial service in July 2017 that will continue through June 30, 2019. This will entail adjusting routes and schedules to meet community needs and available funding, as well as processing new contracts with WSDOT, partners, and providers.
3. Provide timely reporting to satisfy state and federal regulations and best practices. This includes, but is not limited to, processing certificates and assurances, drug and alcohol testing certifications, and complying with quarterly, annual and final reporting requirements.
4. Staff the Thurston County Human Services Transportation Forum, and other coordination efforts.
5. Provide outreach and marketing to both north and south counties, with emphasis on people with low incomes, elders, youth, veterans, and people with disabilities.
6. Continue to seek funding and community support to continue and expand services.

FUNDING ESTIMATE

1. 2017 Cost	\$683,000
2. Revenue Source	
State	\$260,500
Federal	\$320,500
Local-Tribal Funds	\$102,000

DRAFT

WORK ELEMENT 3d – TRANSPORTATION COMMUTE TRIP REDUCTION PROGRAM COORDINATION

The State Commute Trip Reduction Efficiency Act requires certain counties, cities, and towns to develop ordinances, plans and programs to reduce Vehicle Miles Traveled (VMT) and Single Occupant Vehicle (SOV) commute trips, and thereby reduce vehicle-related air pollution, traffic congestion, and energy use. The Act provides technical assistance to counties, cities, and towns in developing and implementing Commute Trip Reduction (CTR) plans and programs, and provides for distribution of funds for local CTR implementation efforts.

The affected jurisdictions in the Thurston Region have a strong history of coordination, recognizing that commuters travel across jurisdictional lines and that pooling limited resources provides more cost-effective program support. The Cities of Olympia, Lacey, and Tumwater and Thurston County contract with TRPC to serve as lead agency to implement the requirements of the CTR Law. With jurisdictional support, TRPC may also subcontract with Intercity Transit for certain CTR marketing tasks. Intercity Transit and the Washington State Department of Transportation (WSDOT) are critical partners in these efforts.

This work program is divided into two categories – the **Base Program** category and the **Small State Agencies** category. The core of both programs is to provide support to CTR worksites, helping them to develop programs that are compliant with local and state law, as well as local and regional Commute Trip Reduction Plans. There are currently 190 CTR worksites in Thurston County.

The two program categories stem from the passage of SSB 6088 in 2009 which amended the law such that all state worksites in the urban growth areas of Olympia, Lacey and Tumwater became affected by the CTR law, no matter their size. At the time, approximately 120 worksites were added to the Thurston County program. Since that time, funding has been further delineated such that the Base program covers worksites with 50 or more employees, while the Small State Agencies program supports worksites with fewer than 50 employees. There are unique challenges to administering CTR at smaller worksites and the Small State Agencies program includes policy and program planning to most efficiently support them.

SCOPE OF WORK

Typical CTR program elements for worksites of all sizes include:

1. Administration
2. Compliance & Enforcement
3. Worksite Program Development, Review & Evaluation
4. Employee Transportation Coordinator & Worksite Support
5. Outreach & Communications
6. Data Analysis
7. Survey Administration

FUNDING ESTIMATE

1. 2017 Cost	\$185,000
2. Revenue Source	State Grants

DRAFT

WORK ELEMENT 3e – TRANSPORTATION JBLM/I-5 CONGESTION RELIEF ACTION PLAN

There is mounting public and political pressure for remediation of Interstate 5 (I-5) congestion, especially between Joint Base Lewis-McChord (JBLM) and Lacey. In May 2011, TRPC applied for a federal grant in cooperation with local, regional, state, and federal partners in Thurston and Pierce Counties. TRPC received funding for the JBLM/I-5 Congestion Relief Action Plan.

The Action Plan incorporates results from the November 2012 ‘Moving Washington’ value planning process and analyses for the I-5 at JBLM study to identify quick-turnaround, cost-effective strategies for relieving vehicular congestion on I-5 between JBLM and Lacey. While efforts proceed on long-term strategies to retrofit outdated infrastructure, the time and cost associated with that retrofit is huge. The Action Plan generates an interim implementation package for alleviating growing congestion on I-5 with measures that improve operational efficiency of the entire system while providing incentives for the use of transit, vanpools, and carpools as recommended in the Regional Transportation Plan and the Joint Base Lewis-McChord Growth Coordination Plan.

Measures include a mix of investments, strategies and policies to make I-5 travel more reliable, more efficient, and as cost effective as possible. Key to this are measures that promote alternatives to driving alone, such as HOV lane conversions, increased vanpool and transit, extended Commute Trip Reduction (CTR) efforts on-base, and other employer-based programs like telework, flex schedules, and ride share.

Other elements of this grant enabled the extension of an on-base CTR coordinator position for one year, leveraged a targeted deployment of additional vanpools vehicles for JBLM personnel, provides outreach through the South Sound Military and Communities Partnership, and ensures technical analysis that supports this and subsequent projects. The grant will also fund the coordination and development of outreach and education materials to inform commuters about existing commuter programs and services offered for Thurston, Pierce, and JBLM commuters along the I-5 Corridor.

SCOPE OF WORK

1. Coordination of Thurston to Pierce I-5 Transportation Demand Management Activities
2. Promotion of Commute Trip Reduction – Distribution of marketing materials to JBLM and CTR affected worksites
3. Promotion of transit (on and off-base), vanpool, and JBLM bike share programs
4. Participation in the South Sound Military Communities Partnership Transportation Committee
5. Project Management

FUNDING ESTIMATE

- | | |
|-------------------------|---------------|
| 1. 2017 Cost | \$22,000 |
| 2. Revenue Source | Federal Grant |

DRAFT

WORK ELEMENT 3f – TRANSPORTATION DYNAMIQ MODEL FOR THE CAPITOL WAY AND WASHINGTON STREET CORRIDORS

The City of Olympia is studying design alternatives for the Capital Way and Washington Street Corridors in downtown Olympia. To support this effort, TRPC staff are developing a detailed transportation model (mesoscopic) using Dynamiq software. TRPC’s work efforts include developing cutting a subarea out of the regional transportation model, coding the intersections with turning movements, traffic signal timing, and other necessary features, calibrating the model, refining current and future land use and transportation analysis zone configurations. TRPC and City of Olympia staff will work together to model street design alternatives. This work commenced in August 2016 and will continue into 2017.

SCOPE OF WORK

1. Completion of the Dynamiq model for the Capital Way and Washington Street corridors

FUNDING ESTIMATE

1. 2017 Cost\$5,000
2. Revenue Source City of Olympia

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WORK ELEMENT 3g – TRANSPORTATION OLYMPIA CONCURRENCY

The City of Olympia prepares a transportation concurrency report on an annual basis. TRPC staff have assisted the city in this work effort for over a decade. TRPC’s work efforts include updating the transportation model network and land use base and future year, developing multiple runs of the regional transportation model, generating volume plots, growth tables, and maps, updating the text of the report, and coordinating with city staff.

SCOPE OF WORK

1. Updated 2016 Concurrency Report

FUNDING ESTIMATE

1. 2017 Cost\$27,000
2. Revenue Source City of Olympia

DRAFT

WORK ELEMENT 3h – TRANSPORTATION LEWIS COUNTY TRAVEL DEMAND MODEL EXPANSION AND SUPPORT FOR NORTH LEWIS INDUSTRIAL ACCESS STUDY

TRPC entered into an agreement with Lewis County to: 1) expand the TRPC travel demand model to cover all of Lewis County, and 2) support analysis of transportation impacts of North Lewis County Industrial Access study future alternatives. The expanded model will replace the existing model (Greater Thurston Model) with an expanded (Greater Thurston Lewis Model).

SCOPE OF WORK

1. Project Management
2. Development of New Transportation Analysis Zone Structure
3. Development of 2015 and 2040 Land Use
4. Development of 2015 and 2040 Network Refinements and Road System Coding
5. 2015 Model Calibration, Trip Assignments, and Network Validation
6. 2040 Model Forecast and Alternatives Analysis
7. Ongoing Technical Support

FUNDING ESTIMATE

- | | |
|-------------------------|--------------|
| 1. 2017 Cost | \$20,000 |
| 2. Revenue Source | Lewis County |

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WORK ELEMENT 4 COUNCIL PRIORITY PROJECTS

These projects were identified by the Council as Priority Projects. The dollar figures presented in these projects are estimated start-up costs. We acknowledge that some of these projects could take multiple years to complete and will take more resources than initially allocated. Staff will strive to find additional grant and/or contract funds to fully implement the projects.

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WORK ELEMENT 4a – COUNCIL PRIORITY PROJECTS CONTINUATION OF SUSTAINABLE THURSTON

Policy makers throughout the region recognize that the Sustainable Thurston Plan adoption by resolution of TRPC members marks the beginning - not the end - of the community conversation that began with the Sustainable Thurston process and products. Implementation of the bold vision, priority goals, targets and next step actions, and the sustainability topic goals and actions will require ongoing informed, dedicated and inspired leaders and residents throughout the region.

In this work program, you will see that TRPC is moving forward, like our member jurisdictions, in incorporating the vision and direction of the Sustainable Thurston Plan into many of the ongoing TRPC projects. TRPC regional planning efforts cover many of the goals and actions of the Regional Sustainability Plan, but making sure that all planning efforts include and follow through with sustainability goals will require a shift in emphasis as we develop regional plans and products.

SCOPE OF WORK

For TRPC to implement the goals of the Regional Plan for Sustainable Development, the following major tasks will be undertaken:

1. Continue to develop and add new indicators to the Sustainable Thurston Report Card, and on-line document monitoring Sustainable Thurston goals.
2. Publish the annual “Main Street Journal” – a TRPC Newsletter Reporting Sustainable Thurston Activities.
3. Continue to seek grant funding to implement Sustainable Thurston actions.
4. Support local jurisdictions and staff as needed regarding implementation and discussion of Sustainable Thurston issues in their planning processes. Utilize those planner meetings to share ideas and provide resources for regional efforts.
5. Convene planning directors as needed to facilitate interjurisdictional efforts such as updating joint planning agreements.
6. Participate in state-wide discussions on efforts relating to Buildable Lands and Affordable Housing.
7. Provide Sustainable Thurston Plan information and data for the ongoing community conversation by public, private and non-profit groups. This information will be incorporated into our current census clearing house work.
8. Monitor progress and examples of action by the public, private and non-profits in the region.

This work program element will rely on funding from a variety of sources, including assessment dollars, transportation funds, and other grant sources.

FUNDING ESTIMATE

1. 2017 Cost\$40,000
2. Revenue Source Regional Assessments leveraged with State and Federal dollars

DRAFT

WORK ELEMENT 4b – COUNCIL PRIORITY PROJECTS ECONOMIC OPPORTUNITIES

At their 2015 retreat, the Council identified a desire for TRPC to enhance and strengthen combined efforts with organizations that focus on developing and promoting economic opportunities throughout the region. This work program will target such activities that are consistent with the overall targets and goals presented in Sustainable Thurston.

SCOPE OF WORK

1. Provide periodic updates to the Council from the Thurston Economic Development Council regarding efforts underway in pursuing economic opportunities.
2. Incorporate presentations and dialog at TRPC meetings with other economic opportunity partners, such as the jurisdictions with dedicated economic development staff, local chambers of commerce, Port of Olympia, housing, colleges and universities, Timberland Regional Library, and other non-profits and non-governmental organizations with vested interests.
3. Cross promote and provide links to economic opportunity partners through the TRPC website and social media outlets.
4. Provide reports at TRPC meetings related to buildable lands, Sustainable Thurston Report Card, and other products generated by agency staff to inform and promote economic growth in the region.
5. Act as a convener to coordinate with agencies that produce, develop, analyze, and/or store data. Determine if there are opportunities to facilitate information exchanges and increase efficiencies between agencies.

FUNDING ESTIMATE

1. 2017 Cost\$5,000
2. Revenue SourceRegional Assessments

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**WORK ELEMENT 5
OTHER PROJECTS & GRANTS**

DRAFT

WORK ELEMENT 5a – PROJECTS THURSTON COUNTY FLOOD MANAGEMENT PLAN

Thurston County is an active participant in the National Flood Insurance Program (NFIP) and continually demonstrates flood management practices that exceed minimum standards. Over the last decade, the county has enrolled in the Community Rating System (CRS), a national flood management program, that rates communities for best practices in a variety of flood planning, development regulations, mitigation activities, community services, and public outreach efforts to safeguard people and property from flood damage in the unincorporated county. The county has received a Class 4 rating (range 1-10). The lower the rating, the greater the discount flood insurance policy holders receive on their insurance premium. A Class 4 rating provides a 30 percent discount.

Comprehensive flood management plans are a prerequisite for participation in the CRS and must be updated every five years. Thurston County’s Plan is set to expire and must be updated by December 2017 to maintain compliance with the NFIP’s CRS and to maintain or improve its rating.

SCOPE OF WORK

Thurston County Water Resources and TRPC staff will be negotiating a scope of work and contract to update the county’s Flood Management Plan following the planning requirements of the CRS planning process by the end of the year. The planning process will follow the requirements specified in the Federal Emergency Management Agency’s CRS Coordinator’s Manual.

FUNDING ESTIMATE

- 1. 2017 CostTBD
- 2. Revenue Source Thurston County

DRAFT

WORK ELEMENT 5b – PROJECTS

PORT OF OLYMPIA REAL ESTATE PLANNING PROCESS

The Port of Olympia is preparing a Real Estate Development Master Plan to guide future development on port-owned properties within the New Market Industrial Campus (NMIC) and Tumwater Town Center in the vicinity of the Olympia Regional Airport in Tumwater. The plan will guide future planning events such as the formation of Local Improvements Districts, necessary comprehensive plan updates, infrastructure investments, and any necessary environmental reviews for activities and projects identified. A consultant team will conduct the necessary studies, develop materials, and develop the plan. The Port is contracting with TRPC to manage and implement a public participation process. The majority of this planning effort is expected to be completed by fourth quarter 2016 with potential carry over into 2017 for public outreach to coincide with the Port of Olympia reviewing and taking action on the plan.

SCOPE OF WORK

1. Project management and reporting
2. Develop and maintain public outreach website and materials development
3. Liaison and communications services
4. Public process logistics

FUNDING ESTIMATE

- | | |
|-------------------------|-----------------|
| 1. 2017 Cost | \$5,000 |
| 2. Funding Source | Port of Olympia |

DRAFT

WORK ELEMENT 5c – PROJECTS CLIMATE ADAPTATION PLAN

Climatologists project warmer, wetter winters and hotter, drier summers across the Puget Sound region in the decades ahead. This could mean shrinking snowpack, rising seas, deeper droughts, and other threats that would affect both the built and natural environments – everything from rural farms, to urban shorelines, to coastal fisheries. TRPC has secured about \$250,000 in National Estuary Program (NEP) Watershed Protection and Restoration Grant Program funding to create a watershed-based adaptation plan that identifies strategies to address climate change vulnerabilities and risks to the natural and built environments. The planning timeframe spans 2015 through first quarter 2018, and the planning area covers the Kennedy/Goldsborough, Deschutes, and Nisqually watersheds that overlay Thurston County and drain into Puget Sound.

Project Partners and Roles

TRPC staff are managing the project. Tasks include: conducting research; analyzing data; facilitating a stakeholder workgroup; working with a science advisory committee; implementing public outreach; and, drafting the plan and presenting it to TRPC policy makers for approval.

TRPC is subcontracting with Thurston County for planning services and with the Tacoma-based non-profit organization Earth Economics to conduct a cost-benefit analysis of adaptation strategies. Other project partners include the LOTT Clean Water Alliance, Port of Olympia, Squaxin Island Tribe, Thurston Conservation District, and nonprofits such as the Nisqually River Council.

SCOPE OF WORK

1. Work with the latest regional climate models and document anticipated changes in temperature, precipitation, snowpack and sea-level. Build off work completed for “Forest and Water Climate Adaptation Plan – Nisqually Watershed.”
2. Identify areas of potential vulnerability through mapping (where possible) and narrative.
3. Identify vulnerabilities in the natural and built environment and identify data gaps.
4. Conduct a risk assessment — the probability of occurrence and consequences of occurrence — for each vulnerability.
5. Develop adaptation and mitigation strategies for higher-risk areas of interest.
6. Develop benefit-cost analysis for select strategies, evaluating the economics of both natural ecosystems (Earth Economics) and the built environment.
7. Develop a Climate Adaptation Plan highlighting the risks, vulnerabilities, economic considerations, and strategies.
8. Integrate adaptation and mitigation strategies, as appropriate, into local land use and development code updates and capital facilities planning within Thurston County - with the primary focus on the update of Thurston County’s Comprehensive Plan.

FUNDING ESTIMATE

1. 2017 Cost:	\$140,000
2. Revenue Sources:	
NEP Grant (WA State Dept. of Commerce).....	\$120,000
Regional Assessments (Regional Council Priority Project)	\$20,000

DRAFT

WORK ELEMENT 5d – PROJECTS THURSTON COUNTY COMPREHENSIVE PLAN TRANSPORTATION CHAPTER UPDATE

Thurston Regional Planning Council will assist Thurston County with the update of the transportation chapter of their comprehensive plan, as per the requirements of the Washington State Growth Management Act (GMA). TRPC will coordinate predominately with Thurston County Public Works staff, but will also coordinate timing of planning commission meetings, public workshop, and board briefings with the overall comprehensive plan update schedule.

SCOPE OF WORK

1. Review current comprehensive plan transportation chapter to check for consistency
2. Address Level of Service
3. Review other elements
4. Update Plan
5. Update Maps
6. Conduct Outreach

FUNDING ESTIMATE

- | | |
|-------------------------|-----------------|
| 1. 2017 Cost | \$35,000 |
| 2. Revenue Source | Thurston County |

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WORK ELEMENT 6
RURAL COMMUNITY SUPPORT

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WORK ELEMENT 6 – RURAL COMMUNITY SUPPORT COMMUNITY PLANNING SUPPORT

Thurston Regional Planning Council provides planning services to the communities of South Thurston County. This relationship has traditionally been based on a contract-for-service basis with the communities of Rainier and Tenino. TRPC’s contracted planner works hand in hand with the communities in South Thurston County to promote and enhance the economic vitality and livability in their communities.

Contract for Planning Services: TRPC offers day to day planning services for the Cities of Rainier and Tenino as part of a contract with the communities. The 2016 annual contract with the City of Rainier is \$33,000 and the City of Tenino is \$27,000. TRPC staff responds to permit questions, zoning inquiries, and processes all land use permits within the jurisdictions. Staff also provides support to the City Council and Planning Commissions regarding strategic and comprehensive planning issues, and amendments to municipal codes and plans.

SCOPE OF WORK

1. Rainier and Tenino Contracts – Day to Day Short and Long-Range Planning

FUNDING ESTIMATE

1. 2017 Cost
2. Revenue Sources
 - City of Rainier.....TBD
 - City of Tenino.....TBD

**THURSTON REGIONAL PLANNING COUNCIL
PROPOSED 2017 ASSESSMENTS**

	2015		2016		2017		2016		2017		2016		2017		2016		2017		
	Population	Population	Population	Population	Factor	Adjusted Population	Rate	Assessment	Rate	Assessment	Change								
Tier 1. Charter Members																			
<i>Cities, town, and county populations are based on OFM April 1 estimates. The unincorporated county population is split proportionately between urban and rural using the Urbanized Area Boundary. Tribal population is based on their enrollment figures.</i>																			
Thurston County Urban	57,755	55,183	1	55,183	2.05	\$113,125		\$118,521											
Thurston County Rural	81,175	82,617	0.5	41,309	2.05	\$84,682		\$83,291											
Thurston County Total	138,930	137,800				\$197,808		\$201,812											-2%
Olympia	51,020	51,600	1	51,600	2.05	\$105,780		\$104,700											1%
Lacey	46,020	47,540	1	47,540	2.05	\$97,457		\$94,439											3%
Tumwater	19,100	23,040	1	23,040	2.05	\$47,232		\$39,196											17%
Yelm	8,165	8,480	1	8,480	2.05	\$17,384		\$16,756											4%
Tenino	1,730	1,775	0.5	888	2.05	\$1,819		\$1,775											2%
Rainier	1,880	1,885	0.5	943	2.05	\$1,932		\$1,929											0%
Bucoda	565	570	0.5	285	2.05	\$700 *		\$700											0%
Nisqually Indian Tribe	785	785	0.5	393	2.05	\$805		\$805											0%
Confederated Tribes of the Chehalis Reservation	914	941	0.5	471	2.05	\$965		\$938											3%
Tier 2. School Districts:																			
<i>Student body FTE counts as reported to OSPJ on October 13, 2016</i>																			
North Thurston Public Schools	14,326	14,368	0.25	3,592	2.05	\$7,364		\$7,350											0%
Olympia School District	9,294	9,520	0.25	2,380	2.05	\$4,879		\$4,768											2%
Tier 3. Regional Service Providers																			
<i>Increased by percent change in total county population (2%)</i>																			
Intercity Transit						\$38,240		\$37,489											2%
Thurston PUD						\$1,876		\$1,857											1%
Port of Olympia						\$38,240		\$37,489											2%
LOTT Cleanwater Alliance						\$38,240		\$37,489											2%
Tier 4. Associate Members																			
<i>\$1,000 Flat Rate as established in the TRPC Bylaws</i>																			
The Evergreen State College						\$1,000		\$1,000											0%
Timberland Regional Library						\$1,000		\$1,000											0%
Puget Sound Regional Council						\$1,000		\$1,000											0%
Lacey Fire District #3						\$1,000		\$1,000											0%
Economic Development Council of Thurston County						\$1,000		\$1,000											0%
TOTAL						\$605,720		\$594,493											2%

*Council established minimum

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LIST OF ACRONYMS

CMAQ	Congestion Mitigation and Air Quality
CTR	Commute Trip Reduction
EPA	United States Environmental Protection Agency
FAST ACT	Fixing America's Surface Transportation Act (federal transportation legislation)
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GIS	Graphic Information System
HOV	High Occupancy Vehicle
I-5	Interstate 5
ITS	Intelligent Transportation Systems
JBLM	Joint Base Lewis-McChord
MAP-21	The Moving Ahead for Progress in the 21st Century Act
MPO	Metropolitan Planning Organization
NMIC	New Market Industrial Campus
RT	Rural & Tribal Transportation Program
RTIP	Regional Transportation Improvement Program
RTPO	Regional Transportation Planning Organization
SDC	State Data Center
STEDI	South Thurston Economic Development Initiative
STP	Surface Transportation Program
TAP	Transportation Alternatives Program
TDM	Travel Demand Management
UPWP	Unified Planning Work Program
VMT	Vehicle Miles Traveled
WSDOT	Washington State Department of Transportation

AGENDA ITEM #12



REGIONAL VISION • COOPERATION • INFORMATION

MEMBERS:

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Confederated Tribes of the Chehalis Reservation
- Nisqually Indian Tribe
- Town of Bucoda
- Thurston County
- North Thurston Public Schools
- Olympia School District
- Intercity Transit
- LOTT Clean Water Alliance
- Part 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 *AD for VT*

FROM: R. Veena Tabbutt, Interim Executive Director

DATE: October 28, 2016

SUBJECT: Executive Director Recruitment Committee

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

PURPOSE

To update Council on the progress of Executive Director recruitment.

Summary:

- The Executive Director Recruitment Committee met in October to review the consultant's Candidate Profile and refine the recruitment schedule.
- The recruitment will have a soft close on November 15th, 2016. The Executive Director Recruitment Committee will meet in late November to select semi-finalists. They will conduct semi-finalist interviews in-person or by Skype in mid-December.
- The consultants will brief Council at TRPC's December meeting and be available to answer questions.
- Finalist forums are tentatively set for January 5th, 2016 (daytime and evening). The Council will conduct final interviews and make a selection during their regular meeting on January 6th. To accommodate this process, the meeting time will be extended from 8 am to noon.

ACTION

None. This is for Council's information.



Veena Tabbutt
Interim Executive Director

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