

MINUTES OF MEETING

THURSTON REGIONAL PLANNING COUNCIL

Friday, April 6, 2018

Conference Room A

2424 Heritage Court SW, Suite A

Olympia, WA

Call to Order

Chair Nathaniel Jones called the meeting to order at 8:30 a.m.

Attendance

Members Present:

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| City of Olympia | Nathaniel Jones, Chair |
| City of Lacey | Carolyn Cox, Council member |
| City of Tenino | David Watterson, Council member |
| City of Tumwater | Tom Oliva, Council member |
| City of Rainier | George Johnson, Council member |
| City of Yelm | JW Foster, Vice Chair |
| Town of Bucoda | Alan Vanell, Secretary |
| Intercity Transit | Karen Messmer, Board member |
| LOTT Clean Water Alliance | Cynthia Pratt, Board member |
| North Thurston Public Schools | Chuck Namit, Board member |
| Port of Olympia | E.J. Zita, Commissioner |
| PUD No. 1 of Thurston County | Russ Olsen, Commissioner |
| Lacey Fire District #3 | Gene Dobry, Board member |
| Nisqually Indian Tribe | Heidi Thomas, Staff |
| The Evergreen State College | Jeanne Rynne, Staff |
| Thurston EDC | Michael Cade, Director |
| Timberland Regional Library | LG Nelson, Staff |

Members Absent:

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|--|------------------------------|
| Confederated Tribes of the Chehalis Reservation | Amy Loudermilk, staff |
| Olympia School District | Leslie Huff, Board member |
| Thurston County | John Hutchings, Commissioner |
| Tumwater School District | Mel Murray, Staff |

Staff Present:

Marc Daily, Executive Director
Jared Burbidge, Deputy Director
Burlina Montgomery, Administrative Assistant
Sarah Selstrom, Communications & Outreach Specialist
Karen Parkhurst, Program & Policy Director
Veena Tabbutt, Research & Data Director
Rosalie Bostwick, Office Manager
Holly Gilbert, Senior Planner
Michael Ambrogi, Senior GIS Analyst

Others Present:

Renata Rollins, City of Olympia
Doug DeForest, Transportation Policy Board
Andy Ryder, Transportation Policy Board
Pete Kmet, Transportation Policy Board
JoAnn Schueler, Washington State Department of Transportation
Eric Phillips, Intercity Transit
Joyce Phillips, Olympia Community Planning & Development
Kevin Pestinger, Transportation Policy Board
Tomy Mollas, Department of Enterprise Services

Agenda Item 2 **Introductions**
All present provided self-introductions.

Agenda Item 3 **Approval of Agenda**
ACTION
Councilmember Zita moved, seconded by Councilmember Namit, to approve the agenda. Motion carried unanimously.

Agenda Item 4 **Public Comment**
There was no public comment.

Agenda Item 5 **Consent Calendar**
ACTION
a. Approval of Minutes – March 2, 2018
b. Approval of Vouchers – March 2018
Councilmember Namit moved, seconded by Councilmember Oliva, to approve the consent calendar. Motion carried unanimously.

OTHER BUSINESS

Agenda Item 6 **Unified Planning Work Program (UPWP) Review**
1st REVIEW
Research & Data Director Veena Tabbutt briefed the Council on the Unified Planning Work Program (UPWP), a required document under Federal and State Requirements. Ms. Tabbutt went over the four elements of the document: (1) program management, (2) project programming and tracking, (3) multimodal transportation planning, (4) data collection, analysis, and forecasting.

Agenda Item 7 **Thurston Community Economic Alliance (TCEA) TRPC Resolution**
ACTION
Programs & Policy Director brought before the Council a resolution to formalize support of the Thurston Community Economic Alliance (TCEA) and the regional economic development strategy.
Councilmember Namit moved, seconded by Councilmember Watterson, to approve the resolution to support the TCEA and regional economic development strategy. Motion carried unanimously.

Agenda Item 8 **Indirect Cost Proposal**
1st REVIEW
Deputy Director Jared Burbidge presented the Indirect Cost Proposal and explained that staff develop the proposal to provide the Federal Highway Administration (FHWA) information on the distribution of indirect costs ascribed to federally-funded grant programs. The Indirect Cost Proposal is used to establish TRPC's overhead rate charged against most projects.

Mr. Burbidge indicated the Proposal would come before the Council in May for adoption.

Agenda Item 9 **Executive Session – Executive Director Yearly Evaluation**
CLOSED
SESSION
Chair Nathaniel recessed the meeting to an executive session to discuss the Executive Director's one-year performance evaluation.

Agenda Item 10 **Executive Director Evaluation**
ACTION
The Council reconvened and expressed appreciation for Mr. Daily's performance over the past year. A one-time merit payment of 3% was recommended.

Councilmember Namit moved, seconded by Councilmember Thomas, to approve Executive Director Daily's evaluation and a one-time merit payment of 3%. Motion carried unanimously.

- Agenda Item 11**
PRESENTATION **State of the Transportation System**
Washington State Department of Transportation Secretary, Roger Millar, presented on the state of the transportation system. The topics included economy, an overview of the transportation system, available funding, congestion, practical solutions, and creating a diverse workforce and inclusive culture at WSDOT.
- Agenda Item 12**
INFORMATION **Report from Outside Committee Assignments**
Due to time restraints there was no report from outside committee assignments. Executive Director Marc Daily included the report from outside committee assignments in the after-meeting summary.
- Agenda Item 13**
DISCUSSION **Member Check-In**
There was no member check-in.
- Agenda Item 14**
INFORMATION **Executive Director's Report**
There was no Executive Director's report.
- Agenda Item 15**
Adjournment
There being no further business, Chair Jones adjourned the meeting at 11:06 a.m.



Nathaniel Jones, Chair



Marc Daily, Executive Director

*Minutes prepared by Burlina Montgomery, Administrative Assistant
Thurston Regional Planning Council*

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