

## MINUTES OF MEETING

### THURSTON REGIONAL PLANNING COUNCIL

Friday, April 1, 2022

#### REMOTE ACCESS

#### Call to Order

Chair Hilary Seidel called the meeting to order at 8:30 a.m.

#### Attendance

##### Members Present:

City of Lacey	Robin Vazquez, Council member
City of Olympia	Clark Gilman, Council member
City of Rainier	Dennis McVey, Council member
City of Tenino	John O'Callahan, Council member
City of Tumwater	Eileen Swarthout, Council member
City of Yelm	Joe DePinto, Mayor
Intercity Transit	Debbie Sullivan, Board member
Lacey Fire District #3	Rick Kelling, Board member
LOTT Clean Water Alliance	Carolyn Cox, Board member
Nisqually Indian Tribe	David Iyall, Tribal Council Member
North Thurston Public Schools	Gretchen Maliska, Board member
Olympia School District	Hilary Seidel, Board member
Port of Olympia	Amy Evans, Commissioner
PUD No. 1 of Thurston County	Chris Stearns, Commissioner
The Evergreen State College	Scott Morgan, Staff
Thurston Conservation District	Helen Wheatley, Supervisor
Thurston County	Gary Edwards, Commissioner
Thurston EDC	Michael Cade, Director
Tumwater School District	Mel Murray, Staff

##### Members Absent:

Confederated Tribes of the Chehalis Reservation	Amy Loudermilk, Staff
Timberland Regional Library	Cheryl Heywood, Executive Director
Town of Bucoda	Steve Purcell, Council member

##### Staff Present:

Marc Daily, Executive Director  
Veena Tabbutt, Deputy Director  
Karen Parkhurst, Planning & Policy Director  
Burlina Lucas, Administrative Assistant  
Dorinda Merrill, Office Specialist III  
Dave Read, IT Manager  
Theresa Julius, Transportation Modeler  
Katrina Van Every, Senior Planner  
Veronica Jarvis, Associate Planner

##### Others Present:

Mary Heather Ames, City of Tumwater  
Ann Freeman-Manzanares, Intercity Transit  
Eric Phillips, Intercity Transit  
Matt Unzelman, Thurston County  
Jessica Gould, Intercity Transit  
Martin Hoppe, City of Lacey  
Aubrey Collier, City of Lacey  
Joyce Phillips, City of Olympia

- Agenda Item 2**                    **Introductions**  
All Council members were introduced.
- Agenda Item 3**                    **Approval of Agenda**  
ACTION  
*Councilmember O’Callahan moved, seconded by Councilmember Edwards, to approve the agenda. Motion carried.*
- Agenda Item 4**                    **Consent Calendar**  
ACTION  
a. Approval of Minutes – March 4, 2022  
b. Approval of Vouchers – March 2022  
c. Indirect Cost Proposal State Fiscal Year 2023  
*Councilmember O’Callahan moved, seconded by Councilmember Edwards, to approve the consent calendar. Motion carried.*
- Agenda Item 5**                    **Public Comment**  
There were no public comments.
- Agenda Item 6**                    **Executive Session**  
CLOSED SESSION  
Chair Seidel recessed the meeting to executive session at 8:40 a.m. Ms. Seidel read the following: “As stated on the agenda, agenda item #6 is an executive session. The purpose of this executive session is to discuss a personnel item, Executive Director’s 5-year evaluation. No decisions will be made in executive session, it will serve only as an opportunity for Council members to have discussion and ask questions. The Council will reconvene at approximately 9:00 a.m. to continue with the published agenda. The Council will now adjourn to executive session. Audience participants will be placed in a virtual waiting room”.
- Chair Seidel reconvened the meeting at 9:00 a.m. and indicated the Council needed more time in Executive Session. Chair Seidel recessed the meeting to executive session at 9:00 a.m. Ms. Seidel read the following: “As stated on the agenda, agenda item #6 is an executive session. The purpose of this executive session is to discuss a personnel item, Executive Director’s 5-year evaluation. No decisions will be made in executive session, it will serve only as an opportunity for Council members to have discussion and ask questions. The Council will reconvene at approximately 9:10 a.m. to continue with the published agenda. The Council will now adjourn to executive session. Audience participants will be placed in a virtual waiting room”.
- Chair Seidel reconvened the meeting at 9:10 a.m. and moved to agenda item #7.
- Agenda Item 7**                    **Executive Director’s Evaluation**  
ACTION  
Chair Seidel entertained a motion to approve the evaluation subcommittee’s recommendation for Executive Director Daily’s evaluation and approve a one-time merit pay bonus of 4% of the Executive Directors’ base salary.  
*Councilmember Cox moved, seconded by Councilmember Vazquez, to approve the evaluation subcommittee’s recommendation for Executive Director Daily’s evaluation and approve a one-time merit pay bonus of 4% of the Executive Directors’ base salary. Motion carried.*
- Agenda Item 8**                    **Organization Changes and New Position Classifications**  
ACTION  
Executive Director Marc Daily briefed the Council on staff changes that will occur due to the Deputy Director leaving the organization in September 2022 and the Planning & Policy Director leaving in early 2023. Mr. Daily went over updates to the organizational chart and proposed two new position classifications. The proposed position classifications are a Finance and HR Manager, and a Transportation Manager.  
*Councilmember O’Callahan moved, seconded by Councilmember Sullivan, to approve the Finance and HR Manager position, and the Transportation Manager. Motion carried.*
- Agenda Item 9**                    **State Fiscal Year (SFY) 2023 Unified Planning Work Program (UPWP)**  
1<sup>st</sup> REVIEW  
PRESENTATION  
Deputy Director Veena Tabbutt reviewed the draft State Fiscal Year 2023 Unified Planning Work Program (UPWP) and asked for Council feedback. The work program is a requirement to receive federal and state funding. Council will be asked to take action on the plan at their May meeting.
- Agenda Item 10**                    **Break**

**Agenda Item 11**  
PRESENTATION

**Human Services Transportation Plan Update and Here to There Mobility Management Update**  
Planning & Policy Director Karen Parkhurst provided an overview of the Human Services Transportation Plan (HSTP) and the Here to There Mobility Management (H2T) Update.

TRPC must adopt and update the HSTP every four years to qualify for certain federal funding. The plan addresses transportation needs for people, who because of age, income, or ability, may face mobility issues. The final plan is due in the fall of 2022.

Years ago, TRPC received a grant to create the Here to There website. The website is an online resource to help people in the region find transportation services. Recently, TRPC received another grant to update the site and to expand marketing and outreach.

**Agenda Item 12**  
PRESENTATION

**High Capacity Transportation Study Update**  
Executive Director Marc Daily, and Senior Planner Katrina Van Every provided an update on the High Capacity Transportation Study. In 2022 TRPC received \$250,000 to conduct a study examining options for multimodal high capacity transportation to serve travelers on the I-5 corridor between Thurston and Pierce County.

**Agenda Item 13**  
INFORMATION

**Report from Outside Committee**  
There was no outside committee report.

**Agenda Item 14**  
INFORMATION

**Executive Director's Report**  
Executive Director Marc Daily advised that he will be setting up meetings to present to the City Council's and County Commissioner's to talk about the I-5 work and the \$75 million that was awarded from the state for the project.

**Agenda Item 15**  
INFORMATION

**Member Check In**  
Council members had the opportunity to share information occurring in their organizations/communities.

**Agenda Item 14**

**Adjournment**  
*There being no further business, Chair Seidel adjourned the meeting at 10:57 a.m.*



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Hilary Seidel, Chair



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Marc Daily, Executive Director

*Minutes prepared by Burlina Lucas, Administrative Assistant, Thurston Regional Planning Council.  
These minutes are not verbatim. A recording of this meeting is available upon request.*