

MINUTES OF MEETING

THURSTON REGIONAL PLANNING COUNCIL

Friday, September 2, 2022

Hybrid – In person and remote

Call to Order

Chair Hilary Seidel called the meeting to order at 8:32 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 Yelm	Joe DePinto, Mayor
Intercity Transit	Don Melnick, Board member
Lacey Fire District #3	Rick Kelling, Board member
LOTT Clean Water Alliance	Carolyn Cox, Board member
Olympia School District	Hilary Seidel, Board member
Port of Olympia	Bob Iyall, 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	Scott Lindblom, Staff
Thurston EDC	Michael Cade, Director
Timberland Regional Library	Cheryl Heywood, Executive Director
Tumwater School District	Mel Murray, Staff

Members Absent:

Confederated Tribes of the Chehalis Reservation	Amy Loudermilk, Staff
City of Tumwater	Eileen Swarthout, Council member
Town of Bucoda	Steve Purcell, Council member
Nisqually Indian Tribe	David Iyall, Tribal Council Member
North Thurston Public Schools	Gretchen Maliska, Board member

Staff Present:

Veena Tabbutt, Deputy Director
Karen Parkhurst, Planning & Policy Director
Burlina Lucas, Administrative Assistant
Sarah Selstrom, Communications & Outreach Specialist II
Dorinda Merrill, Office Specialist III
Dave Read, IT Manager
Paul Brewster, Senior Planner
Michael Ambrogi, Senior Planner
Katrina Van Every, Transportation Manager
Tyson Justis, HR & Finance Manager
Allison Osterberg, Senior Planner
Theressa Julius, Senior Planner
Aaron Grimes, Senior Transportation Modeler
Amy Hatch-Wineka, WRIA Lead Entity Coordinator

Others Present:

Ann Freeman-Manzanares, Intercity Transit
Eric Phillips, Intercity Transit
Matt Unzelman, Thurston County
Jessica Gould, Intercity Transit
Joyce Phillips, City of Olympia
Mary Heather Ames, City of Tumwater
Brian Hess, City of Yelm

- Agenda Item 2** **Introductions**
All Council members were introduced.
- Agenda Item 3** **Approval of Agenda**
ACTION
Councilmember O’Callahan moved, seconded by Councilmember Vazquez, to approve the agenda. Motion carried.
- Agenda Item 4** **Approval of Consent Calendar**
ACTION
a. Approval of Minutes – July 1, 2022
b. Approval of Vouchers – July and August 2022
c. Mid-year 2022 Financial Report
Councilmember McVey moved, seconded by Councilmember O’Callahan, to approve the consent calendar. Motion carried.
- Agenda Item 5** **Public Comment**
There were no public comments.
- Agenda Item 6** **TRPC Staff Recognition**
RECOGNITION
Chair Seidel recognized Deputy Director Veena Tabbutt for over 23 years of service at TRPC. Veena’s last day with the organization was September 16, 2022.
- Agenda Item 7** **Appointment of 2023 Work Program Subcommittee**
ACTION
Chair Seidel asked for volunteers to be on the 2023 Work Program Subcommittee.
Chair Seidel, and Councilmembers Wheatley, Vazquez, and Cox, volunteered to be on the 2023 Work Program Subcommittee.
- Agenda Item 8** **Appointment of 2023 Legislative Session Subcommittee**
ACTION
Planning & Policy Director Karen Parkhurst advised that a 2023 State Legislative Session Subcommittee is being convened to discuss priority issues for the 2023 Legislative Session. The subcommittee will consist of members from both Council and the Transportation Policy Board.
Vice Chair Gilman, and Councilmember DePinto, volunteered to be on the 2023 Legislative Session Subcommittee. Chair Seidel, and Councilmembers Stearns, Iyall, and Cade volunteered to be on the subcommittee if needed.
- Agenda Item 9** **New Position Classification**
ACTION
Deputy Director Veena Tabbutt requested the Council take action to create a new Executive Assistant position to replace the current Administrative Assistant position. The new Executive Assistant position would include routine accounting responsibilities and other administrative tasks such as records requests. The reclassification of the Administrative Assistant position would move from salary range 16 to salary range 19.
Councilmember Vazquez moved, seconded by Councilmember O’Callahan, to approve the reclassification of the Administrative Assistant position at salary range 16 to the Executive Assistant position at salary range 19. Motion carried.
- Agenda Item 10** **TRPC Bylaws & Agreement Review**
1st REVIEW
Deputy Director Veena Tabbutt reviewed proposed changes to the TRPC Bylaws and Agreement. The proposed changes include language on remote meetings, the definition of County Urban Population, and consistency when referencing Thurston Regional Planning Council. The Council will be asked to take action on the updates at their October 7, 2022, meeting.
- Agenda Item 11** **Break**

Agenda Item 12
ACTION

TRPC Federal Funding Call for Projects Process

Senior Planner Paul Brewster reviewed TRPC's Revised Call for Projects Process details and discussed the Transportation Policy Board's (TPB) recommendation to Council.

The objectives for the Call for Projects Process revisions are to:

1. Provide direct ties between project selection and the region's performance goals and targets.
2. Create a fair and competitive process with clear evaluation criteria.
3. Improve the region's ability to meet annual obligation targets.
4. Improve opportunities to leverage additional federal funding.

Staff requested the Council (1) approve the revised TRPC Metropolitan Planning Federal Transportation Grant Program Call for Projects Process as outlined in the staff report attachment "TRPC Metropolitan Planning Federal Transportation Grant Program Call for Projects Process"; and (2) approve TRPC's Fall 2022 Call for Projects to implement the revised process to request applications for project selection for funding in years 2025-2027.

Councilmember O'Callahan moved, seconded by Councilmember Melnick, to approve the revised TRPC Metropolitan Planning Federal Transportation Grant Program Call for Projects Process as outline in the staff report attachment: "TRPC Metropolitan Planning Federal Transportation Grant Program Call for Projects Process". Motion carried.

Councilmember O'Callahan moved, seconded by Councilmember Vazquez, to approve TRPC's Fall 2022 Call for Projects to implement the revised process to request applications for project selection for funding in years 2025-2027. Motion carried.

Agenda Item 13
1st REVIEW
PRESENTATION

2023-2026 Draft Regional Transportation Improvement Program (RTIP)

Transportation Modeler, Theresa Julius, provided an overview of the draft 2023-2026 Regional Transportation Improvement Program (RTIP). The RTIP is a 4-year programming document that identifies projects to be included in the State's Transportation Improvement Program (STIP). The Council will be asked to consider adoption of the RTIP at their October 7, 2022, meeting.

Agenda Item 14
INFORMATION

Report from Outside Committee

Board member Wheatley provided an update on the last Puget Sound Regional Council's (PSRC) Growth Management Policy Board meeting.

Agenda Item 15
INFORMATION

Executive Director's Report

Deputy Director Veena Tabbutt announced (1) in-person Council meetings, with a remote option, will be held quarterly in the months of March, June, September, and December. The rest of the year, the meetings will be remote. TRPC will have a small conference room available for individuals to attend if they do not have access to the internet; (2) the Climate Advisory Workgroup is currently recruiting for two community members; and (3) the week without driving starts on September 19th.

Agenda Item 16
INFORMATION

Member Check In

Council members had the opportunity to share information occurring in their organizations/communities.

Agenda Item 17

Adjournment

There being no further business, Chair Seidel adjourned the meeting at 10:48 a.m.

Hilary Seidel, Chair

Marc Daily, Executive Director