

AGENDA

Transportation Policy Board

Wednesday, January 8, 2020 7:00 a.m. – 8:30 a.m.

Thurston Regional Planning Council

Conference Room A, 1st Floor

2424 Heritage Court SW, Suite A

Olympia, WA 98502-6031

1. **Introductions/Announcements/Updates** Andy Ryder, Chair
TRPC Staff
2. **Approval of Agenda** **ACTION**
Andy Ryder, Chair
3. **Approval of Meeting Notes from December 11, 2019** **ACTION**
(Attachment) Andy Ryder, Chair
4. **Public Comment Period**
5. **7:10 – 7:15 2020 Meeting Schedule** (Attachment) **ACTION**
Consistent with its Bylaws, in January of each year the TPB adopts its annual meeting schedule. Karen Parkhurst, TRPC
6. **7:15 – 7:25 Member Re-appointment and Recruitment** (Attachment) **ACTION**
The Board will consider reappointment/replacement of business and community representatives. Karen Parkhurst, TRPC
7. **7:25 – 7:30 Preparation for 2020 Election of Officers** **BRIEFING**
In February, the TPB holds elections for Chair and Vice-Chair. Staff will review that process. Karen Parkhurst, TRPC
8. **7:30 – 7:50 2020 Call for Projects Process** (Attachment) **ACTION**
The Board will be asked to approve the 2020 Call for Projects Process. Paul Brewster, TRPC
9. **7:50 – 8:10 Regional Transportation Plan (RTP) - Financial Forecast Chapter** (Attachment) **PRESENTATION**
As part of updating the Regional Transportation Plan, staff will provide an overview of the Finance Chapter. This chapter demonstrates that the RTP is financially constrained, in compliance with state and federal laws. It provides an overview of the long-range forecast parameters for both revenues and costs. Katrina Van Every, TRPC
10. **2020 Legislative Session** **BRIEFING**
At the discretion of the Chair, this may be covered in the After-Meeting Summary. Karen Parkhurst, TRPC
11. **Outside Committee Report** **BRIEFING**
At the discretion of the Chair, this may be covered in the After-Meeting Summary. Doug DeForest

Next Meeting – February 12, 2019

Regular Time: 7:00 to 8:30 a.m.

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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.

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MINUTES OF MEETING

TRANSPORTATION POLICY BOARD

Wednesday, December 11, 2019

2424 Heritage Court SW

Conference Room A, 1st Floor

Olympia, WA 98502

Call to Order

Chair Ryder called the meeting to order at 7:00 a.m.

Attendance

Members Present:

| | |
|-------------------------------|---------------------------------|
| City of Lacey | Andy Ryder, Chair |
| City of Olympia | Clark Gilman, Council member |
| City of Tenino | John O'Callahan, Council member |
| City of Tumwater | Pete Kmet, Mayor |
| City of Yelm | Tracey Wood, Council member |
| Intercity Transit | Don Melnick, Board member |
| North Thurston Public Schools | John Suessman, Staff |
| Port of Olympia | Bill McGregor, Commissioner |
| State Government | Kevin Dragon, DES Staff |
| Thurston County | Tye Menser, Commissioner |
| WSDOT | Joseph Perez, Staff |
| Emeritus Business Rep | Doug DeForest |
| Community Rep | Graeme Sackrison, Vice Chair |
| Business Rep | Renee Radcliff Sinclair |
| Community Rep | Kevin Pestinger |

Members Absent:

| | |
|--|--------------------------------|
| City of Rainier | George Johnson, Council member |
| Nisqually Indian Tribe | Heidi Thomas, Staff |
| Confederated Tribes of the Chehalis Reservation | Amy Loudermilk, Staff |
| Business Rep | Angela White |

Staff Present:

Marc Daily, Executive Director
Veena Tabbutt, Deputy Director
Karen Parkhurst, Planning & Policy Director
Burlina Martin, Administrative Assistant
Paul Brewster, Senior Planner
Katrina Van Every, Senior Planner
Sara Porter, Associate Planner

Others Present:

Tom Crawford, Thurston Climate Action Team
Sophie Stimson, City of Olympia
Whitney Holm, SCJ Alliance
Matt Unzelman, Thurston County Public Works
Martin Hoppe, City of Lacey
Mary Heather Ames, City of Tumwater

Agenda Item 1
INFORMATION

Introductions/Announcements/Updates

All present provided self-introduction.

Executive Director Marc Daily announced the following:

- Staff anniversaries – Aaron Grimes 5 years, Scott Carte 20 years, Veena Tabbutt 20 years, and Sarah Selstrom 25 years.
- Karen Messmer representing Intercity Transit on the Council, and Chair Jones representing the City of Olympia on the Council, attended their last Council meeting on December 6, 2019. New council members will be appointed.
- Intercity Transit adopted a zero-fare system that will start on January 1, 2020.
- rural Transit (rT) is looking into going to a zero-fare system.
- Reminded the Policy Board that the census is coming and TRPC is working with jurisdictions on the Complete Count Committee.

Agenda Item 2
ACTION

Approval of Agenda

Board member O'Callahan moved, seconded by Board member DeForest to approve the agenda. Motion carried unanimously.

Agenda Item 3
ACTION

Approval of Meeting Notes from November 13, 2019

Council member Pestinger moved to change the spelling of the Nisqually Indian Tribe member to reflect the correct spelling of the last name.

Board member O'Callahan moved, seconded by Board member Pestinger, to approve the meeting notes from November 13, 2019, after the correction. Motion carried unanimously.

Agenda Item 4

Public Comment

Tom Crawford, Thurston Climate Action Team, provided public comment.

Senior Planner Paul Brewster read a comment that was emailed to Mr. Brewster from Lynn Carey, Tenino, WA.

Agenda Item 5
DISCUSSION
ACTION

2020 Call for Projects

Executive Director Marc Daily updated the Board on changes to the federal funding process. This year, Washington State received redistributed funds from other states that were not able to meet their obligation targets. As the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Organization (RTPO), TRPC received an addition \$882,000 which must be obligated by August 1, 2020.

Deputy Director Veena Tabbutt provided details on the staff proposal on how to allocate the redistributed funds. Staff recommends that the Board approve programming out additional years and creating a contingency list of projects that are easy to obligate if they meet certain criteria.

Board member DeForest moved, seconded by Board member Sackrison, to approve programming out additional years and creating a contingency list. Motion carried unanimously.

Senior Planner Paul Brewster went over regional funding priorities and funding set asides for the 2020 Call for Projects. The regional priorities discussed at the November TPB meeting: (1) safety; (2) maintenance and preservation; and (3) multimodal system efficiency. Staff recommends that the Board recommend to Council set aside 5% for non-traditional and 5% to rural communities for the 2020 Call for Projects. The Board would like staff to identify potential projects between today's meeting and the January meeting.

Board member O'Callahan moved, seconded by Board member Sackrison, to make a recommendation to Council that funding of 5% for non-traditional and

5% to rural communities be set aside for the Call for Projects and that staff work to identify potential projects between today's meeting and the January 2020 meeting. Motion carried unanimously.

Programs & Policy Director Karen Parkhurst led the discussion on the type of questions that will be added to the application. Based on TPB Retreat discussions, topics include:

- Project readiness
- Equity
- Partnerships & Collaboration
- Cost efficiency/effectiveness
- Economic Vitality
- Environmental sustainability/reduction on greenhouse gas emissions
- Use of new technologies
- Finishing a current/ongoing project
- Mobility & accessibility
- Multimodal operations
- Safety, preservation, maintenance

Staff recommends that the Board take action to support the type of new application questions. Staff will work with the Technical Advisory Committee (TAC) and others on the wording.

Board member DeForest moved, seconded by Board member Ryder to support the type of new application questions given that staff will work with TAC and others on the wording. Motion carried unanimously.

Agenda Item 6
DISCUSSION

Legislative Session Update

Programs & Policy Director Karen Parkhurst provided an update on the legislative session which will begin on January 13, 2020.

Agenda Item 7
PRESENTATION
DISCUSSION

Yelm-Tenino Trail Extension Feasibility Study Findings

Paul Brewster, Senior Planner, and Whitney Holm with SCJ Alliance, briefed the Board on the findings of the Yelm-Tenino Trail Extension Feasibility Study and informed the Board on the next steps.

Agenda Item 8
DISCUSSION

Outside Committee Report

No outside committee reports due to timing.

Adjournment

There being no further business, Chair Ryder adjourned the meeting at 9:20 a.m.

Andy Ryder, Chair

Minutes prepared by Burlina Montgomery, Administrative Assistant, Thurston Regional Planning Council. These minutes are not verbatim. A recording 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
- Tumwater 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: Transportation Policy Board

FROM: Karen M. Parkhurst, Planning & Policy Director

DATE: December 30, 2019

SUBJECT: 2020 Meeting Schedule

PURPOSE: To adopt the 2020 TPB meeting schedule.

Summary:

- TPB Bylaws call for adoption of the annual meeting schedule at the January meeting.
- The Policy Board regularly meets on the second Wednesday of each month from 7:00 a.m. to 8:30 a.m. Due to holidays, the meeting dates may shift. Depending on the agenda, the Board may also hold extended meetings (typically 7:00 a.m. to 9:00 a.m.).
- For the last several years, TPB elected to not meet in August – consistent with TRPC scheduling.
- The draft schedule for consideration reflects current meeting times, no meeting in August, and shifting the November meeting to the 3rd Wednesday to account for Veterans Day.

REQUESTED ACTION

Take action to set the meeting dates for 2020 Transportation Policy Board meetings.

71:bm

Attachment: Proposed 2020 Meeting Schedule.



Marc Daily
Executive Director

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PROPOSED 2020 TPB SCHEDULE

H HOLIDAY

 TRPC MEETINGS

 TPB MEETINGS

January 2020

| S | M | T | W | T | F | S |
|----|----------|----|------------|----|---|----|
| | | | H | 2 | 3 | 4 |
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February 2020

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March 2020

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April 2020

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May 2020

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June 2020

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July 2020

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August 2020

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September 2020

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October 2020

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November 2020

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December 2020

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | H | 26 |
| 27 | 28 | 29 | 30 | 31 | | |



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ASSOCIATE MEMBERS:

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- Puget Sound Regional Council
- The Evergreen State College
- Thurston Economic Development Council
- Timberland Regional Library

MEMORANDUM

TO: Transportation Policy Board

FROM: Karen M. Parkhurst, Planning & Policy Director

DATE: December 30, 2019

SUBJECT: 2020 Business and Community Representatives

PURPOSE:

To consider reappointment and recruitment of Business and Community Representatives.

Summary:

- According to its Bylaws, the Transportation Policy Board (TPB) may appoint up to three business representatives and two community representatives to its membership. Such appointment requires approval by a majority of voting members present at a regularly scheduled TPB meeting.
- There are no term limits. After a second term, the Board may recruit to fill the position. The current member may reapply.
- The term of a business or community representative who is serving as an officer shall coincide with the term of office.
- Action:
 - The Board will consider reappointing the following Community Representatives: Graeme Sackrison and Kevin Pestinger.
 - The Board will consider reappointing the following Business Representative: Renee Radcliff Sinclair.
 - Angela White, Business Representative, will be leaving the Board.
 - In addition to the position vacated by Angela White, the Board has another Business Representative position, created when Doug DeForest moved to Emeritus status.

REQUESTED ACTION

1. Reappoint Graeme Sackrison and Kevin Pestinger as Community Representatives for a term of 2 years.
2. Reappoint Renee Radcliff Sinclair as a Business Representative for a term of 2 years.
3. Open recruitment for two Business Representatives.

71:bm



Marc Daily
Executive Director

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MEMORANDUM

TO: Transportation Policy Board

FROM: Karen M. Parkhurst, Planning & Policy Director

DATE: December 30, 2019

SUBJECT: 2020 Election of Officers

PURPOSE: To review the process for February election of Chair and Vice-Chair for 2020.

Summary:

- TPB Bylaws provide for the annual election of officers – Chair and Vice-Chair – at the February meeting. All voting members are eligible to serve as officers. The Bylaws do not set term limits, nor require written nominations.
- The Chair: presides at all meetings; coordinates with TRPC staff to set agendas; calls special meetings; sets meeting time and place, in consultation with membership; establishes committees as needed; and represents TPB before other groups. The Vice-Chair assumes these duties in the Chair’s absence.
- Chair Andy Ryder and Vice-Chair Graeme Sackrison have indicated their willingness to continue to serve in 2020.
- Any other TPB members interested in serving as Chair or Vice Chair are encouraged to send a message expressing their interest to Burlina Martin at Martinb@trpc.org by February 11, 2020.
- At the February 12, 2020 meeting, the TPB will also take nominations from the floor and vote for Chair and Vice Chair.

REQUESTED ACTION
Information only.

71:bm



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MEMORANDUM

TO: Transportation Policy Board

FROM: Paul Brewster, Senior Planner

DATE: December 30, 2019

SUBJECT: 2020 Call for Projects, Application Questions

PURPOSE

To discuss application questions for the 2020 Call for Projects Process.

Summary:

- On December 11, 2019, the Transportation Policy Board (TPB) recommended drafting new application questions for the 2020 Call for Projects Process.
- The new questions will serve two functions: 1) To gather additional project details to assist policy makers in their 2020 project selection process; and 2) Inform staff development of measurable criteria for a next generation performance-based project selection process for future calls for projects process.
- On January 2, 2020, TRPC staff will review the questions with the Technical Advisory Committee
- On January 8, 2020, the TPB will review the updated questions
- On January 10, 2020, the Council will review the 2020 Call for Projects Process and receive a briefing on the application questions.

REQUESTED ACTION

Review and advise staff on the general nature of the 2020 Call for Projects application questions.

73:bm



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BACKGROUND

On December 11, 2019, the Transportation Policy Board (TPB) approved a recommendation to Thurston Regional Planning Council (TRPC) to update the questions for the 2020 Call for Projects application forms.

The questions will serve two functions: 1) To gather additional project details to assist policy makers in their 2020 project selection process; and 2) Inform staff development of measurable criteria for a next generation performance-based project selection process in a future call for projects process.

The TPB's recommendation guides TRPC to staff coordinate with the Technical Advisory Committee (TAC). The TAC will review and provide feedback to the questions on January 2, 2020. The TPB will review the final draft questions on January 8, 2020. Staff anticipates seeking the TPB's approval on the general direction to finalize the questions. Staff will brief the Council on the questions on January 10, 2020.

Questions will be considered for the following project details:

1. **Cost Efficiency and Effectiveness**—Description of how and why the proposal was selected over other alternatives to address the need.
2. **Economic Vitality**—Explanation of how the project supports economic vitality, access to business, access to work, and placemaking in the community.
3. **Environmental Sustainability/Reduction in Greenhouse Gas Emissions**—Description of how the project protects the environment and reduces greenhouse gas emissions.
4. **Equity**—Description of how the proposal accounts for the transportation needs of people in the community who are economically, socially, physically, or developmentally disadvantaged. And a description of how stakeholders and community members who represent the interests of transportation services to such populations were involved in planning for or scoping the proposal.
5. **Multimodal Accessibility**— Description of how a project/program provides and/or improves accessible transportation services and facilities for all users.
6. **New Technologies**—Description, if applicable, of how project/program employs new technologies such as mobility on demand, intelligent transportation systems, g5 wireless, autonomous vehicles, signal operations, transit signal prioritization.
7. **Partnerships & Collaboration**—Explanation of how the proposal includes partners (with other internal agency departments, other jurisdictions, business community, non-profit), and an explanation of how the partners will work together.
8. **Preservation/Maintenance**—Description of how the proposal maintains the life cycle of existing infrastructure or services.
9. **Project Completion**—Explanation, if applicable, of how requested funding will complete or advance the project to the next phase
10. **Project Readiness**—Description of a proposal's status with regard to a project's right-of-way phase, environmental permitting issues, and inclusion of the project in jurisdiction investment planning documents such as Transportation Improvement Programs and Capital Facility Plans.

11. **Safety**—Description of how a project/program addresses a location with a documented safety problem or includes identified systemic risk factors as part of a community's safety plan.

TRPC staff and the Technical Advisory Committee (TAC) will review the questions on January 2, 2020. Staff will consider the following factors to review each question:

1. How the categories and questions may influence the type of proposals an applicant may submit for the 2020 Call for Projects.
2. How the questions will impact an applicant's resources in preparing the application and the extent of information readily available to complete the questions/satisfy the requests.
3. How responses to the questions may impact TRPC staff resources in prescreening and preparing the proposals for TAC, public comments, and policy maker review.
4. What specific types of responses will be most useful to policy makers to evaluate the effectiveness of the proposals to achieve their stated objectives?
5. What additional criteria and questions could assist policy makers in prioritizing projects for federal transportation grants?

On January 8, TRPC staff will present the application questions to the TPB for review and discussion. If necessary, staff will revise the questions based on policy maker feedback. The updated questions will be incorporated into new federal funding application forms.

ACTION

Review and advise staff on the general nature of the 2020 Call for Projects application questions.



MEMBERS:

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MEMORANDUM

TO: Transportation Policy Board

FROM: Veena Tabbutt, Deputy Director
Katrina Van Every, Senior Planner

DATE: December 30, 2019

SUBJECT: Regional Transportation Plan – Financial Forecast

PURPOSE

Staff will provide a brief overview of the financial forecast for the Regional Transportation Plan (RTP) update.

Summary:

- Federal and state law requires the RTP to be financially constrained, meaning expenditures cannot exceed revenues.
- Historically, 66% of transportation revenue comes from local sources while 33% comes from state and federal sources.

REQUESTED ACTION

This is for discussion; staff seeks any questions and feedback you might have on the financial forecast.

87:bm



Marc Daily
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BACKGROUND

The Regional Transportation Plan (RTP) is required to be updated every four years; the last update (not including amendments) occurred in 2016. The Plan includes a list of regionally significant projects from the local jurisdictions and other transportation partners; these projects make up the bulk of the Plan's recommendations. State and federal regulations require the projects included in the RTP to be financially constrained; this means expenditures on such projects must not exceed reasonably anticipated revenues. Between 2020 and 2045, total revenues and expenditures are expected to be about \$2.3 billion for streets, roads, and bridges (including sidewalks and bicycle facilities) and \$2.9 billion for public transportation (Intercity Transit and rural Transit).

Streets, Roads, and Bridges Revenues. The forecast consolidates the various revenue sources into three basic categories:

- **Local Revenue** such as city and county taxes, sales taxes, fees, and farebox revenues, and sales tax generated by Intercity Transit. Local revenues also include impact fees that jurisdictions charge developers and revenues generated by local Transportation Benefit Districts (TBDs).
- **State Revenue** such as the fuel tax and various license or weight fees. Local agencies receive small parts of this revenue directly through distributions but must compete for most state revenue through grant programs.
- **Federal revenue** such as the federal motor fuel tax, other vehicle taxes, and some general fund sources that are passed on to local transportation projects, either through regional grants awarded by TRPC, through legislative processes, or statewide competitions.

Between 2010 and 2017, about 66% of transportation funding came from local sources (property taxes, sales tax, B&O taxes, etc) while another 33% came from state and federal sources. The forecast assumes these sources of funding will continue and keep up with inflation. Three revenue sources are forecasted to increase:

- State Fuel Tax distributions
- To be determined revenue
- \$100 million in state revenue approved through the legislative process for major infrastructure projects.

While most revenue sources are held constant (keep up with inflation) for the forecast, three revenue sources are forecast to increase:

- State Fuel Tax distributions
- Transportation Benefit District (TPB) revenue
- Legislative appropriations for major infrastructure projects

Tumwater, Lacey, and Olympia currently collect TBD revenue – Tumwater and Lacey through sales and use taxes and Olympia through vehicle licensing fees. Passage of I-976 has put Olympia's car tab revenue collection at risk, and the financial forecast assumes Olympia will move to a retail sales collection. This will actually increase the revenue Olympia collects. The forecast also assumes that Yelm will establish its own retail sales in the next five years.

Streets, Roads, and Bridges Expenditures. Expenditures consider maintaining the current transportation system as well as expanding it. The expenditure forecast assumes approximately:

- 41% of transportation expenditures will be on maintaining, preserving, and operating the transportation network;
- 22% on locally significant projects that expand the existing transportation network;
- 19% on regionally significant projects; and
- 18% on administration and debt service.

Transit Revenues and Expenditures. In 2018, voters approved Intercity Transit's Proposition 1 thereby increasing the sales and use tax the agency collects for maintaining, improving, expanding public transportation. As a result, projected transit revenues and expenditures will increase significantly over the next 25 years.

TAC Review. Information on local jurisdictions' revenues and expenditures was presented and discussed at the November 7, 2019, TAC meeting.



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
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

MEMORANDUM

TO: Transportation Policy Board

FROM: Karen M. Parkhurst, Planning & Policy Director

DATE: December 30, 2019

SUBJECT: 2020 Legislative Session

PURPOSE: To brief the Board on any state Legislative issues.

Summary:

- Each year, the Regional Council prioritizes important regional issues to bring to our 2nd, 20th, 22nd, and 35th district State Legislative delegation and other members of the Legislature.
- Staff will distribute copies of the 2020 Legislative Priorities packet and update the Council on communication with other local, regional, and state partners.
- We are meeting with our delegation and will continue to contact them as warranted throughout the 60-day session, which commences on January 13, 2020.

REQUESTED ACTION

Briefing and discussion only.

71:bm

ASSOCIATE MEMBERS:

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



Marc Daily
Executive Director

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