

## AGENDA

Transportation Policy Board

**Wednesday June 8, 2022 - 7:00 - 8:30 a.m.**

**Hybrid Meeting – In person and remotely**

2411 Chandler Court SW

Olympia, WA 98502

This hybrid meeting format will allow participants to attend in person or use the remote option through the Zoom link.

**Watch the meeting live on Facebook:**

<https://www.facebook.com/trpc.org>

**To register to attend the meeting remotely:**

[https://trpc-org.zoom.us/webinar/register/WN\\_pQj-EBTTSTCKeNEOdNSskQ](https://trpc-org.zoom.us/webinar/register/WN_pQj-EBTTSTCKeNEOdNSskQ)

After registering, you will receive a confirmation email containing information about joining the meeting.

**Note: Policy Board members will be registered as panelists and will receive a separate link to join the meeting.**

1. **7:00 am** **Introductions** – Andy Ryder, Chair
2. **Executive Director's Report & Announcements** – Marc Daily, TRPC
3. **Approval of Agenda** – Andy Ryder, Chair **ACTION**
4. **Consent Calendar** **ACTION**
  - a. **Approval of Meeting Notes** (Attachment) – May 11, 2022, Andy Ryder, Chair
5. **Public Comment Period**

Public comment for this meeting will be accepted in written and oral format.

  - The deadline for submitting written public comments or registering for oral public comment at the meeting is noon (12:00 p.m. Pacific Daylight Time) the day preceding the meeting, June 7, 2022.
  - For written public comment, please provide: 1) your name and address and 2) your comments. Send them to [info@trpc.org](mailto:info@trpc.org). Written comments received by the deadline will be provided to the Policy Board members prior to the meeting.
  - Commenters may attend the meeting in person or choose the remote option. For either, please register through this link. [https://trpc-org.zoom.us/webinar/register/WN\\_pQj-EBTTSTCKeNEOdNSskQ](https://trpc-org.zoom.us/webinar/register/WN_pQj-EBTTSTCKeNEOdNSskQ)

1) check the box indicating you wish to provide public comment; and 2) list a general topic. The Chair may accept public comment from individuals that did not pre-register after registered public comment has been provided. The Chair may also limit oral public comment to three minutes or less, depending on the meeting agenda and number of people wishing to comment.
6. **7:10 - 7:40** **Regional Transportation Improvement Program (RTIP) Amendment 22-06 and Contingency Project List** (Attachment) – Veena Tabbutt, TRPC, Theresa Julius, TRPC, and Sara Porter, TRPC **ACTION**

*TRPC reviewed a list of contingency projects to submit to Washington State Department of Transportation for possible funding. This agenda item is to review the list, associated Regional Transportation Improvement Plan amendments, and public comments. 20 min. presentation, 10 min. questions*
7. **7:40 – 8:05** **Call for Projects Update: Additional Discussion** – Paul Brewster, TRPC; Veena Tabbutt, TRPC; and Karen Parkhurst, TRPC. **PRESENTATION**

*Staff will bring another element of the potential changes to the Call for Project process. 10 min. presentation, 15 min. questions*
8. **8:05 - 8:25** **Human Services Transportation Plan (HSTP) Update** (Attachment) – Karen Parkhurst **PRESENTATION**

*This plan focuses on people, who because of age, income, or ability, may face transportation challenges. Staff will discuss early findings and updates. 10 min. presentation, 10 min. questions.*
9. **8:25 – 8:30** **Outside Committee Report** **BRIEFING**

*At the discretion of the Chair, this may be covered in the After- Meeting Summary.*
10. **8:30 am** **Adjourn**

**NEXT MEETING**  
**July 13, 2022**

**Public Comment:**

The following is not acceptable as either written or oral public comment and is considered disruptive behavior.

- Promoting or advertising commercial services, entities, or products.
- Supporting or opposing political candidates or ballot propositions.
- Distributing obscene content.
- Engaging in illegal activity or encouragement of illegal activity.
- Promoting, fostering or perpetuating discrimination on the basis of creed, color, age, religion, gender, gender identification, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation information that may tend to compromise the safety or security of the public or public systems.
- Threatening or intimidating language, including cyber bullying.
- Otherwise engaging in disruptive behavior.

Members of the public engaging in disruptive behavior may have their emails blocked (for written comments) or be removed from the meeting (for oral comments).

Thurston Regional Planning Council 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 Title VI Coordinator at 360.956.7575 or email [info@trpc.org](mailto:info@trpc.org).

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.

## MINUTES OF MEETING

### Regular Meeting

### TRANSPORTATION POLICY BOARD

Wednesday, May 11, 2022

2411 Chandler Court SW

Olympia, WA 98502

Hybrid – In person and remote

### Call to Order

Chair Andy Ryder called the meeting to order at 7:02 am.

### Attendance

#### Members Present:

City of Lacey	Andy Ryder, Chair
City of Olympia	Dani Madrone, Council member
City of Rainier	Ron Kemp, Council member
City of Tenino	John O'Callahan, Council member
City of Tumwater	Peter Agabi, Council member
City of Yelm	Brian Hess, Council member
Intercity Transit	Don Melnick, Authority member
Port of Olympia	Amy Evans, Commissioner
Thurston County	Carolina Mejia, Commissioner
WSDOT	Gaius Sanoy, Staff
State Government	Kevin Dragon, DES Staff
Business Rep	Renee Radcliff Sinclair
Community Rep	Kevin Pestinger
Emeritus Rep	Pete Kmet

#### Members Absent:

Nisqually Indian Tribe	Heidi Thomas, Staff
Confederated Tribes of the	
Chehalis Reservation	Amy Loudermilk, Staff
North Thurston Public Schools	Deanna Maddux, Staff

#### Staff Present:

Marc Daily, Executive Director  
Veena Tabbutt, Deputy Director  
Karen Parkhurst, Planning & Policy Director  
Sarah Selstrom, Communications & Outreach Specialist II  
Burlina Lucas, Administrative Assistant  
Dorinda Merrill, Office Specialist III  
Dave Read, IT Manager  
Paul Brewster, Senior Planner  
Katrina Van Every, Senior Planner

#### Others Present:

Eric Phillips, Intercity Transit  
Ann Freeman-Manzanares, Intercity Transit  
Mary Heather Ames, City of Tumwater  
Matt Unzelman, Thurston County  
Sophie Stimson, City of Olympia  
Michelle Swanson, City of Olympia

**Agenda Item 1**  
INFORMATION

**Introductions/Announcements/Updates**

All attendees were introduced.

**Agenda Item 2**  
INFORMATION

**Executive Director’s Report & Announcements**

Executive Director Marc Daily reported that (1) applications are being accepted through June 1 for community members to participate in the Climate Advisory Workgroup. The Workgroup will act as a Stakeholder Committee to support implementation of the Thurston Climate Mitigation Plan; (2) a public meeting for the Martin Way Project will occur on Thursday, May 12 from 5:30 pm – 7:00 pm. An online open house will run through the end of May. (3) Director Daily also provided an update on the Community and Business Representative recruitment for TPB: the Officers will provide their recommendations to the full Board at their July meeting.

**Agenda Item 3**  
ACTION

**Approval of Agenda**

***Board member O’Callahan moved, seconded by Board member Melnick, to approve the agenda. Motion carried.***

**Agenda Item 4**  
ACTION

**Approval of Consent Calendar**

- a. Approval of Meeting Notes – March 9, 2022

***Board member O’Callahan moved, seconded by Board member Madrone, to approve the consent calendar. Motion carried.***

**Agenda Item 5**

**Public Comment**

No public comment.

**Agenda Item 6**  
DISCUSSION

**Organizational Changes and New Position Classifications**

Executive Director Marc Daily briefed the Board 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. Council approved two new positions at their April meeting: Finance and HR Manager and Transportation Manager.

**Agenda Item 7**  
ACTION

**Federal Infrastructure and Capacity for Grant Application Process**

At the April TPB meeting Chair Ryder discussed the Federal Infrastructure Package, noting this is a rare opportunity to fund transformational regional projects and programs. He proposed that we identify additional staff resources to track funding opportunities; review jurisdictional and regional projects and needs; and package compelling transformational applications.

Executive Director Marc Daily discussed two options to support member organizations to coordinate and develop regional applications for new Bipartisan Infrastructure Law (BIL) federal grant opportunities.

1. Hire a part time project Senior Planner at TRPC; or
2. Hire a consultant to perform the coordination and grant application support scope of work.

TPB recommends Option 1 - TRPC use the \$100k of contingency funds identified in the Unified Planning Work Program (UPWP) to hire a temporary staff person. Council will discuss TPB’s recommendation at their June 3 meeting.

**Agenda Item 8**  
PRESENTATION

**High Capacity Transportation Study - Update**

Senior Planner Katrina Van Every provided an update on the High Capacity Transportation Study, which will create a roadmap to move toward future high capacity transportation options. In addition to the High Capacity Transportation Study effort, TRPC received \$250,000 in the state Supplemental Transportation Budget to explore options for multimodal high capacity transportation serving travelers on the I-5 corridor between Thurston and Pierce County.

**Agenda Item 9**  
PRESENTATION

**Call for Projects Update: Set Asides, Funding Caps, and Public Process**

Deputy Director Veena Tabbutt provided an overview of the Call for Projects Update: Set Asides, Funding Caps, and Public Process. The goal of the update:

- Provide a more direct tie to performance goals and targets.
- Provide a competitive process with clear and transparent project eligibility and evaluation criteria.
- Continue to position the region to meet obligation targets and be eligible for redistributed funding.

Staff will continue to work with the Technical Advisory Committee (TAC) on refining criteria before this topic is brought back to the Policy Board and Council for action.

**Agenda Item 10**  
BRIEFING

**Outside Committee Reports**

No outside committee reports.

**Agenda Item 11**

**Adjournment**

There being no further business, Chair Ryder adjourned the meeting at 8:48 a.m.

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Andy Ryder, Chair

*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.*



**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 Conservation District
- Thurston Economic Development Council
- Timberland Regional Library



Marc Daily  
Executive Director

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**MEMORANDUM**

**TO:** Transportation Policy Board

**FROM:** Veena Tabbutt, Deputy Director  
Theressa Julius, Transportation Modeler  
Sara Porter, Assistant Planner

**DATE:** June 1, 2022

**SUBJECT:** Regional Transportation Improvement Program (RTIP) Amendment 22-06 and review of Contingency Project List

**PURPOSE**

Requesting the Transportation Policy Board (TPB) to act on a proposed amendment to the 2022-2025 Regional Transportation Improvement Program (RTIP) and review the contingency project list. Additional federal funds may become available from the Washington State Department of Transportation (WSDOT). These additional funds may require an amendment to the 2022-2025 RTIP.

**Summary:**

- In late April, the Washington State Department of Transportation (WSDOT) received unexpected obligation authority from the federal infrastructure bill. They have indicated that they will consider awarding additional funding to local projects, or fund new or existing transit, and new design (preliminary engineering) and planning projects.
- Thurston Regional Planning Council (TRPC) staff worked with local partners to develop a list of projects to submit to WSDOT. There is no guarantee of funding. WSDOT has requested a list from all Metropolitan Planning Organizations (MPO) throughout the State.
- Public comment will be provided to TPB at the meeting.
- Adding projects to the RTIP may trigger a State Transportation Improvement Program (STIP) amendment, which will allow the projects to go forward.
- This project amendment is consistent with the Regional Transportation Plan (RTP).
- TRPC will review the project list at their June meeting.

**REQUESTED ACTION**

Amend the 2022-2025 Regional Transportation Improvement Program to include the Contingency Project List, on page 3.

tj:bl

## BACKGROUND

### **About the RTIP and STIP**

The RTIP is a four-year programming document derived from the comprehensive six-year Transportation Improvement Programs (TIPs) that each local agency develops and adopts annually. In turn, the RTIP is used by the state to prepare the State Transportation Improvement Program (STIP).

The RTIP serves these main purposes:

- 1) It identifies a list of transportation projects that will be forwarded to the state for inclusion in the STIP. For federally funded projects, even if project funding has been awarded, it is not available to jurisdictions and agencies until the project is included in the STIP. To be included in the STIP, projects must be programmed for funding (funding-secured) in local Transportation Improvement Programs (TIPs) in the four-year period for both urban and rural areas and meet one or more of the following criteria:
  - a. Have federal funding.
  - b. Are WSDOT projects.
  - c. Are regionally significant, regardless of funding source.
- 2) It demonstrates financial constraint for the projects referenced above.
- 3) It demonstrates consistency with RCW 36.70A, Section 70 of the Washington State Growth Management Act requiring transportation planning to be coordinated and consistent with local comprehensive plans.
- 4) It demonstrates that regionally significant projects programmed for funding during the time period will not cause or contribute to any new violation of the federal air quality standards for particulate matter of 10 microns or less (PM<sub>10</sub>), will not increase the frequency or severity of any existing violation of the standards, nor delay timely attainment of the standards.
- 5) It identifies other programmed and planned transportation projects adopted in local six-year Transportation Improvement Programs.

### **RTIP and STIP Amendments**

Federal requirements stipulate that changes to the RTIP require an amendment to the original document, which then triggers an amendment to the STIP. This is important because a jurisdiction cannot proceed with a project for which it has been awarded federal money until the STIP is formally amended and approved by the federal agencies.

Depending upon the kind of change required of the RTIP, this amendment may be a “formal amendment” process or a streamlined “administrative modification.” TRPC’s amendment and modifying processes for the RTIP incorporates guidance provided by WSDOT on amending and modifying the STIP. The project under consideration today requires an amendment to the RTIP, which in turn will trigger an amendment to the STIP.

In November 2017 TRPC approved a change to the RTIP amendment process such that the TPB is now the approving body for formal RTIP amendments.

## EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

This agenda item will help position the region to receive additional federal funding for transportation projects.

**RTIP Amendment 22-06 and Contingency Project List**

Partner	STIP-ID	Project/Proposal	Phase*	Proposed Additional Funding		
				Federal Funds	Matching Funds	Total
Thurston County	WA-11389	Little Rock Road & 113th Ave. SW Bridge and Intersection Improvements	PE	\$400,000	\$62,428	\$462,428
Tumwater	WA-12858	X Street Roundabout	ROW	\$1,296,030	\$160,829	\$1,456,859
Tumwater	WA-11046	Israel Rd & Linderson Way Pedestrian and Bicycle Improvements	PE	\$100,000	\$15,607	\$115,607
Intercity Transit	IT-09458	Pattison MOA Rehabilitation, Expansion & Modernization	CN	\$343,227	\$53,567	\$396,794
Intercity Transit	IT-2223	Propane-Fueled Vans for Dial-A-Lift Service	CN	\$1,079,510	\$168,478	\$1,247,988
Intercity Transit	WA-12934	Bus Stop Enhancements	CN	\$384,733	\$60,045	\$444,778
Thurston County	WA-11392	Yelm Hwy. at Spurgeon Creek Rd SE	PE	\$300,000	\$0	\$300,000
Thurston County	WA-12305	Rochester Main St Improvements	PE	\$600,000	\$0	\$600,000
Tumwater	WA-13558	Tumwater Boulevard Interchange	PE	\$1,500,000	\$0	\$1,500,000
Tumwater	WA-12859	I-5 & SR121/93rd Ave SE Interchange Improvements Study	PL	\$200,000	\$0	\$200,000
TRPC	WA-12789	Freight Goods and Services Mobility Strategy	PL	\$500,000	\$0	\$500,000
TRPC	WA-12787	Countywide Bicycle Connectivity Strategy	PL	\$310,000	\$0	\$310,000
TRPC	WA-12790	Regional Multimodal Level of Service	PL	\$250,000	\$0	\$250,000
<b>Total</b>				<b>\$7,263,500</b>	<b>\$520,955</b>	<b>\$7,784,455</b>

\* Phases  
PL = Planning  
PE = Preliminary Engineering  
ROW = Right of Way  
CN = Construction

TRPC is soliciting public comment through its website ([www.trpc.org](http://www.trpc.org)). As of the writing of this report, none has been received. Additionally, TRPC will receive a copy of this staff report as an informational item in their packet. Due to the New Year holiday, the TPB meets before TRPC for their January meeting. Therefore, TRPC will not have the opportunity to comment on the project prior to TPB action. However, due to the routine nature of this project and amendment, TPB can make an informed decision without comment from TRPC. If public comment is received, it will be provided at the TPB meeting.





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- Port of Olympia
- PUD No. 1 of Thurston County

**ASSOCIATE MEMBERS:**

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

MEMORANDUM

**TO:** Transportation Policy Board

**FROM:** Veena Tabbutt, Deputy Director  
Karen Parkhurst, Planning and Policy Director  
Paul Brewster, Senior Planner

**DATE:** June 1, 2022

**SUBJECT:** Call for Projects Update: Additional Discussion

PURPOSE

To discuss additional elements and modifications to the proposed Call for Projects Update.

**Summary:**

- Staff have developed a proposed structure for Thurston Regional Planning Council's (TRPC) Federal Funding Call for Projects process update.
- The goal is to:
  - Provide a more direct tie to performance goals and targets.
  - Provide clear and transparent project eligibility and evaluation criteria.
  - Continue to position the region to meet obligation targets and be eligible for redistributed funding.
- Based on feedback from project partners, staff will be working with the Technical Advisory Committee (TAC) to look at potential modifications to the proposed structure. A workshop is scheduled for June 2, 2022. Goals will include:
  - How to better integrate geographic equity, including looking at distributions across multiple funding cycles.
  - How to better poise the region to capture redistributed funds from other states.
  - How to better align the federal urban geographies with the Sustainable Thurston Centers, Corridors, and Neighborhood centers criteria.
  - How to refine criteria for clarity and transparency.
- Due to the timing of the next TAC meeting and the Transportation Policy Board (TPB) meeting, specific ideas could not be included in this staff report.

REQUESTED ACTION

Feedback to staff is requested.

vt:bl

Attachment



Marc Daily  
Executive Director

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MEMORANDUM  
Page 2  
June 1, 2022

EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

Equity criteria for reviewing and ranking projects were developed for the Call for Projects process.



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- City of Lacey
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**MEMORANDUM**

TO: Transportation Policy Board

FROM: Karen Parkhurst, Planning and Policy Director

DATE: June 1, 2022

SUBJECT: Human Services Transportation Plan (HSTP) Update

**PURPOSE**

To provide an overview of early outreach on the update to the Human Services Transportation Plan and enlist help from members to reach a diverse community.

**Summary:**

[Human Services Transportation Plan \(HSTP\)](#)

- To qualify for certain funding sources, federal and state law requires that the Thurston Regional Planning Council (TRPC) adopt and update a Human Services Transportation Plan (HSTP). This coordinated plan must be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public."
- The HSTP articulates current transportation services, needs, gaps, and strategies to support people - who because of age, ability, or income - may face transportation barriers and challenges. The update - due later this year - includes a greater focus on equity and an overview on the impacts of COVID on transportation options - including use of COVID funds to support transportation services.
- The HSTP also includes a project list. For projects to qualify for the Washington State Department of Transportation's (WSDOT) Consolidated Grant Program, they must be on this list. TRPC also has the opportunity to "grade" the projects. Based on demographics, WSDOT provides each RTP/MPO with a certain number of A's, B's, C's, and an unlimited number of D's. These grades equate to points. Once WSDOT has completed initial review and ranking of submitted projects, it then applies the regional points.
- Every 4 years, TRPC must update the HSTP. Every 2 years, TRPC must update the Prioritized Project List.
- Early outreach shows that the goals set forth in the last several versions of the Plan still resonate with the community:
  - Increase mobility options.
  - Improve individual service.
  - Increase coordination with other systems and programs.
  - Improve efficiency.
  - Identify and obtain sustainable funding to close gaps.
  - Broadly distribute information about available transportation options.

**REQUESTED ACTION**

Identify other ways to communicate with underserved members of the community. The Plan will be released to stakeholders and WSDOT for comment by September 1, 2022. Once staff makes changes based on those comments, the Plan will return to the Council for action in November 2022.

kp:bl



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Executive Director

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## EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

The recently completed Transportation Priorities Survey will inform this project, as it identifies transportation needs and priorities for the diverse population of the region. For both projects, TRPC will use focus groups, interviews, presentations at meetings, and other outreach tools, to identify needs, gaps, and to broaden awareness of available transportation services and tools. The plan focuses on those who - because of age, income, or ability - may face limited transportation options, which includes populations who may not traditionally participate in planning efforts.