

AGENDA

Transportation Policy Board

Wednesday July 12, 2023 - 7:30 - 9:00 a.m.

Remote Meeting Via Zoom

Note: Remote meeting.

Watch the meeting live on Facebook: <https://www.facebook.com/trpc.org>

Public: To register to attend the meeting remotely, click on:

https://trpc-org.zoom.us/webinar/register/WN_bW39sZ0VTtOO46Rqw8FFQQ

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

Note: Policy Board members will be pre-registered and will receive a separate link to join the meeting.

Note: For anyone opting to attend the meeting in person, TRPC will provide access at:

Thurston Regional Planning Council

2411 Chandler Court SW

Olympia, WA 98502

1. **7:30 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) – June 14, 2023, 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, July 11, 2023.
 - For written public comment, please provide: 1) your name and address and 2) your comments. Send them to 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 to comment through this link https://trpc-org.zoom.us/webinar/register/WN_bW39sZ0VTtOO46Rqw8FFQQ.
 - 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. **7:40 – 7:50** **Staff Recognition – Karen Parkhurst Retirement** – Chair Ryder. **RECOGNITION**
10 min
7. **7:50 – 8:15** **Rural Community Support Program Call for Project Timing** (Attachment) – Paul Brewster, TRPC **PRESENTATION**
25 min
15 min. presentation, 10 min. discussion.
8. **8:15 – 8:30** **Thurston County Bicycle Map Update** (Attachment) – Paul Brewster, TRPC **UPDATE**
15 min
10 min. presentation, 5 min. discussion.
9. **8:30 – 9:00** **I-5 Tumwater to Mounts Road** – Ashley Carle, WSDOT **PRESENTATION**
30 min
15 min. presentation, 15 min. discussion.
10. **9:00 am** **Adjourn**

NO AUGUST MEETING

NEXT MEETING

September 13, 2023 – REMOTE

Note: For anyone unable to access the meeting remotely,

TRPC will provide access to the meeting in the conference room at 2411 Chandler Court SW, Olympia, WA 98502

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.

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, June 14, 2023
Remote Meeting

Call to Order

Chair Ryder called the meeting to order at 7:30 am.

Attendance

Members Present:

City of Lacey	Andy Ryder, Chair
City of Olympia	Dani Madrone, Council member
City of Tenino	John O'Callahan, Council member
City of Tumwater	Peter Agabi, Council member
Intercity Transit	Don Melnick, Authority member
Port of Olympia	Joe Downing, Commissioner
Thurston County	Carolina Mejia, Commissioner
WSDOT	Gaius Sanoy, Staff
Business Rep	David Wasson
Community Rep	Michelle Murray
Emeritus Rep	Pete Kmet
Community Rep	Travis Millar

Members Absent:

Nisqually Indian Tribe	Heidi Thomas, Staff
Confederated Tribes of the Chehalis Reservation	Amy Loudermilk, Staff
City of Rainier	Ron Kemp, Council member
City of Yelm	Brian Hess, Council member
North Thurston Public Schools	Garrett Kendall, Staff
Business Rep	Jessica McKeegan-Jensen
Business Rep	Renee Radcliff Sinclair, Second Vice Chair

Staff Present:

Marc Daily, Executive Director
Karen Parkhurst, Planning & Policy Director
Burlina Lucas, Executive Assistant
Dorinda Merrill, Office Specialist IV
Dave Read, IT Manager
Katrina Van Every, Transportation Manager
Krosbie Carter, Associate Planner
Sara Porter, Assistant Planner

Others Present:

Beth Doglio, State Representative, 22nd Legislative District
Emily Bergkamp, Intercity Transit
Jason Hanner, Intercity Transit
Martin Hoppe, City of Lacey
Matt Unzelman, Thurston County
Sophie Stimson, City of Olympia
Michelle Swanson, City of Olympia
Karen Messmer, Citizen
James Sommer, Port of Olympia

Agenda Item 1
INFORMATION

Introductions/Announcements/Updates

Members were introduced.

Agenda Item 2
INFORMATION

Executive Director’s Report & Announcements.

Executive Director Marc Daily announced that (1) rural Transit (rT) received continuing funding for the next four years which includes a new route between Rainier and Yelm and providing Saturday service; (2) the Catholic Community Services and their Thurston County Bus Program was awarded four years of funding to continue with the Bus Buddies Program; and (3) starting in July Martin Way will be receiving improvements including double lines for bicycle lanes to help improve safety.

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 – May 10, 2023

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

Agenda Item 5

Public Comment

Citizen Messmer provided public comment.

Agenda Item 6
PRESENTATION

A Conversation about the 2023 Legislative Session and Planning for 2024: State Representative Beth Doglio, 22nd Legislative District

State Representative Beth Doglio, 22nd Legislative District, provided an update on the 2023 Legislative Session which includes the Move Ahead Washington and Connecting Washington packages.

Agenda Item 7
ACTION

TRPC Allocation of Federal Carbon Reduction Program Funds (CRP)

Transportation Manager Katrina Van Every reviewed staff’s recommendation for programming out allocations of Carbon Reduction Program (CRP) funds over the coming years and provided a recommendation to Council.

The purpose of the CRP is to reduce transportation emissions (CO₂) from on-road highway sources. Eligible projects include:

- Bicycle and pedestrian facilities.
- Energy-efficient street lighting and traffic control devices.
- Projects that support deployment of alternative fuel vehicles like charging stations.
- Public transportation projects.
- Advanced transportation and congestion management technologies.
- Intelligent Transportation System (ITS) capital improvements and vehicle-to-infrastructure communications equipment.

Staff requested that the Policy Board make a recommendation to Council to (1) Award a total of \$1,066,615 in CRP funding to five projects recommended by staff for obligation by June 30, 2024; and (2) Issue a Call for Projects in 2024 for remaining CRP allocations for obligation between 2025 and 2027.

Board member O’Callahan moved, seconded by Board member Melnick, to approve staff’s recommendations as presented. Motion carried.

Agenda Item 8
ACTION

Transit Safety Performance Measures Target – 2023 Update

Transportation Manager Katrina Van Every provided an overview of the 2023 update to the Federal Transit Safety Performance Measure Targets. TRPC is required to adopt transit safety performance targets as the Metropolitan Planning Organization (MPO) for Thurston County.

As Intercity Transit is the only public agency transit provider in the region, staff requested that the Policy Board recommend Council adopt Intercity Transit's transit safety performance measures.

Board member O'Callahan moved, seconded by Board member Melnick, to recommend Council adopt Intercity Transit's safety performance measures. Motion carried.

Agenda Item 9

Adjournment

There being no further business, Chair Ryder adjourned the meeting at 8:51 a.m.

Andy Ryder, Chair

*Minutes prepared by Burlina Lucas, Executive 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

MEMORANDUM

TO: Transportation Policy Board

FROM: Paul Brewster, Senior Planner

DATE: July 5, 2023

SUBJECT: Rural Community Support Program Call for Projects Timing

PURPOSE

To review and discuss the timing of the Rural Community Support Program (RCSP) Call for Projects.

Summary:

- The RCSP is a low barrier grant program that was created by Thurston Regional Planning Council (TRPC) in partnership with Thurston County. By exchanging federal grant funding for local revenue, federal grant administration requirements are eliminated.
- Eligible applicants include Bucoda, Rainier, Tenino, the Confederated Tribes of the Chehalis Reservation, and the Nisqually Indian Reservation.
- In 2022 the Council set aside a \$600,000 Surface Transportation Block Grant (Rural) to continue funding the RCSP. This funding was awarded to Thurston County.
- Thurston County is programming \$550,000 to award successful RCSP applicants. It reserves \$50,000 to cover the administrative and fiduciary costs.
- TRPC plans, organizes, and issues the RCSP Call for Projects. The Council is responsible for selecting projects for funding.
- Staff originally proposed conducting the RCSP Call for Projects in 2023. However, there are practical benefits with conducting the RCSP and Federal Transportation Funding Call for Projects in tandem in 2024.
- On July 12, 2023, staff will introduce this proposal to the Transportation Policy Board (TPB) for discussion.

REQUESTED ACTION

No action required. This agenda item is for discussion only.



Marc Daily
Executive Director

pb:bl

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EQUITY CONSIDERATIONS

How has equity been considered in this agenda item?

Spending federal funding is challenging for all Thurston region communities, however Federal Highway Administration grant programs present barriers to tribal and small rural communities. Compared to larger municipalities, rural communities are underserved by federal transportation grants because they impose a high standard of project management requirements and specifications that rural communities lack the staffing capacity and resources to comply with.

The Rural Community Support Program (RCSP) was established by TRPC to create a small but reliable funding opportunity for the region's underserved communities. The program can fund small but impactful projects while simplifying the grant application, project eligibility, and reimbursement processes with minimal barriers.

Staff believes the RCSP Call for Projects process deserves more time for policy makers, staff, and applicants to deliberate equity considerations in the evaluation and selection of grant proposals.

BACKGROUND

In 2022 TRPC established a federal \$600,000 Surface Transportation Block Grant (Rural) set aside to continue funding the region's Rural Community Support Program (RCSP). The set aside was awarded to Thurston County's Old Hwy 99/Tilley Rd Intersection Improvements Project. During the 2022 Federal Funding Call for Projects Process, staff informed the TPB and Council that it would issue a RCSP Call for Projects in 2023. This staff report presents an overview of the RCSP process, identifies details that need to be addressed, and proposes scheduling the RCSP Call for Projects to coincide with the 2024 Federal Funding Call for Projects.

Funding Available

Thurston County will program \$550,000 in non-federal funds to reimburse awardees for eligible project expenses. The county will reserve \$50,000 to administer the program, establish agreements with the applicants, and serve as the RCSP fiscal agent.

Eligible Applicants

Eligible applicants include the Nisqually Indian Reservation, the Confederated Tribes of the Chehalis Reservation, the Town of Bucoda, the City of Rainier, and the City of Tenino.

Eligibility Restrictions

TRPC's 2022 Federal Transportation Grant Program Call for Projects stipulated that RCSP communities that received a federal grant award in 2022 would be ineligible to apply to TRPC's 2023 RCSP Call for Projects. The City of Tenino was awarded a \$225,000 Rural Transportation Alternatives grant and is therefore ineligible to submit a proposal in the next RCSP funding cycle.

Eligible Projects

The federal Surface Transportation Block Grant, Transportation Alternatives, and Carbon Reduction programs eligible project types offers a general guideline for RCSP project eligibility. Because projects will be reimbursed with non-federal funds, the applicants have more flexibility to consider proposals that align with their community's priorities. Applicants will be encouraged to coordinate with TRPC and Thurston County staff for technical assistance and guidance on their prospective proposals prior to submitting their applications.

Award Distribution

Thurston County Public Works will serve as the fiscal agent for the RCSP. Successful applicants will receive an award letter from TRPC. A memorandum of understanding between the applicant and Thurston County will specify the grantee's project's funding schedule and the process for requesting grant funds. Funds will be distributed as reimbursement upon the successful completion and documentation of project phases. Projects awarded RCSP funds will be eligible for reimbursed as follows:

- 2025, \$275,000 maximum
- 2026, \$275,000 plus any carry over from 2025

Technical Review

The Technical Advisory Committee (TAC) will perform a peer review for all application submissions. Applicants will be invited to the technical review process to respond to questions and address potential issues in their proposals. The TAC will evaluate the feasibility of each project based on its scope of work description and the funding request. If there are issues identified that need to be corrected, an applicant may receive corrective suggestions to amend their application. If an issue cannot be resolved, applicants may need to amend their scope of work. Any issues that could interfere with a project's implementation will be noted by staff and shared with the applicant, the TPB, and the Council.

ISSUES

Regional Project Priorities

TRPC identified six funding priorities for the Federal Transportation Funding Call for Projects Process:

1. Active Transportation – projects that support walking and bicycling.
2. Efficiency – projects that support meeting adopted vehicle level of service standards and support Transportation Demand Management (TDM) goals and decrease annual vehicle miles traveled.
3. Maintenance – pavement management, transit asset management, bridges, and other transportation infrastructure.
4. Planning – projects that develop project lists, support regional coordination, or provide data to inform transportation decision making.
5. Resiliency – projects that protect the transportation system from natural and technological hazards or disruptions.
6. Safety – projects that reduce non-motorist fatalities and serious injuries to zero by 2030 and projects that reduce transit-related fatalities, serious injuries, and safety incidents.

The TPB should discuss how TRPC's regional project priorities should be applied to the RCSP. Although applicants aspire to submit proposals that align with the region priorities, the amount of funding will influence the applicants' type of projects. Active transportation, maintenance, and safety projects are suitable options. Efficiency projects may be difficult to pursue. Most of the eligible applicants, with some exceptions, don't own or manage signalized intersections and their main streets are formed by or are bordered by state highways.

Evaluation Criteria

TRPC's existing Federal Call for Project's point-based criteria is less suitable to ranking and informing RCSP project selection than federally funded projects. Reviewing proposals with the existing criteria would yield few points:

- Efficient Use of Federal Funds – not applicable; RCSP awards are non-federal funds.
- Sustainable Thurston Urban Corridors and Neighborhood Centers – not applicable; this criterion only applies to projects in the region's urban areas.
- Greenhouse Gas Emissions Reduction – several eligible project types for this criterion would incur project costs that exceed the amount of funding available.
- Equity – applicable, but all applicants could score the maximum two points.

Policy makers should consider a project selection process that is fair, transparent, and easy to understand. Does the TPB believe the process should evaluate and rank projects with point-based criteria, or do members prefer to discuss and evaluate the proposals on their individual merits? In the 2020 RCSP Call for Projects, four applicants agreed to submit proposals that equally split the funding requests. TRPC awarded all four proposals.

Timing

Although staff believes it could conduct a RCSP Call for Projects in 2023, there are practical benefits for postponing the process until 2024:

- The earliest the next round of RCSP funding awards would become available for reimbursement will be \$275,000 in 2025 and the remainder in 2026.
- Previous awarded applicants have not yet started their projects; Thurston County still has funding available to reimburse projects that were selected in 2020.
- It is more cost effective for staff to manage one call for projects than conduct two separate processes.
- Scheduling the RCSP in 2024 offers TRPC and Thurston County staff and policy makers more time to establish the RCSP process details and help prepare applicants to plan for their next round of applications.
- Executive Director Daily and staff are scheduling a meeting with applicants to discuss their project needs, ideas, and preferences on details including the timing and project selection options for the Call for Projects process.

STAFF RECOMMENDATION

TRPC and Thurston County have partnered on the RCSP since 2016. Prior to 2020 the RCSP Call for Projects coincided with the Federal Funding Call for Projects. To give all interested parties sufficient time to deliberate on the RCSP Call for Projects objectives and process details, staff proposes that TRPC conduct the next RCSP funding cycle in 2024 instead of 2023. Staff is confident that it can successfully manage both the RCSP and Federal Funding Calls for Projects simultaneously.

On July 12, 2023, staff will introduce the staff proposal for the TPB's Discussion.



MEMBERS:

- City of Lacey
- City of Olympia
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ASSOCIATE MEMBERS:

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

MEMORANDUM

TO: Transportation Policy Board

FROM: Paul Brewster, Senior Planner

DATE: July 5, 2023

SUBJECT: Thurston County Bicycle Map Update

PURPOSE

To introduce the 7th Edition Thurston County Bicycle Map.

Summary:

- In 2018 the Council awarded Thurston Regional Planning Council (TRPC) a \$38,925 Federal Surface Transportation Program grant to produce the 7th Edition Thurston County Bicycle Map.
- TRPC started updating the map in Spring 2023. It will soon be printed. 10,000 copies should arrive throughout the county in August.
- Transportation Policy Board (TPB) members can preview a draft version of the map online at: <https://www.trpc.org/1152/2023-TCBM-Draft>.
- On July 12, 2023, staff will share the story of the 7th Edition Bike Map: its various forms, contents, points of distribution, and how it benefits the community.

REQUESTED ACTION

No action needed. This agenda item is for information sharing.

pb:bl



Marc Daily
Executive Director

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MEMORANDUM

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July 5, 2023

EQUITY CONSIDERATIONS

Over the years, the bike map's cover photos have showcased the diversity of people who ride bikes. The images within the folds and the narratives in the sidebars highlighted that bicycling is an affordable, fun, healthy, inclusive, low environmental impact, and practical means to travel or recreate in Thurston County.

The map is free to individuals and in bulk to organizations that request them. TRPC distributes maps through workplaces, bike shops, businesses, fairs, and by mail. The print maps are a staple handout at Intercity Transit's Walk N Roll Youth Education Program activities and at Bicycle Community Challenge events.

Unfortunately, the map is only available in English. Staff has discussed how the map could reach non-English speakers, but the 7th Edition project budget did not afford us the opportunity to do it at this time. TRPC has funding to produce the 8th Edition Bike Map. We will continue being creative and work with partners to make the map more accessible.