

## MINUTES OF MEETING

### THURSTON REGIONAL PLANNING COUNCIL

Friday, May 5, 2023

In person and remote

#### 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               | Debbie Sullivan, Council member (alternate) |
| Intercity Transit              | Debbie Sullivan, Authority member           |
| Lacey Fire District #3         | Liberty Hetzler, Board member               |
| LOTT Clean Water Alliance      | Carolyn Cox, Board member                   |
| North Thurston Public Schools  | Graeme Sackrison, Board member              |
| Nisqually Indian Tribe         | David Iyall, Tribal Council Member          |
| Olympia School District        | Hilary Seidel, Board member                 |
| Port of Olympia                | Amy Evans Harding, Commissioner             |
| PUD No. 1 of Thurston County   | Chris Stearns, Commissioner                 |
| The Evergreen State College    | Scott Morgan, Staff                         |
| Thurston Conservation District | David Iyall, Supervisor                     |
| Thurston County                | Gary Edwards, Commissioner                  |
| Timberland Regional Library    | Cheryl Heywood, Executive Director          |
| Tumwater School District       | Mel Murray, Staff                           |

##### Members Absent:

|  |                                  |
|--|----------------------------------|
| Confederated Tribes of the<br>Chehalis Reservation | Amy Loudermilk, Staff            |
| City of Yelm                                       | Joe DePinto, Mayor               |
| Thurston EDC                                       | Michael Cade, Executive Director |
| Town of Bucoda                                     | Robert Gordon, Mayor             |

##### 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

##### Others Present:

Emily Bergkamp, Intercity Transit  
Jonathon Yee, Intercity Transit  
Martin Hoppe, City of Lacey  
Matt Unzelman, Thurston County  
Kimber Starr, Staff, Congresswoman Marilyn Strickland's Office  
Robert Gelder, Thurston County  
Ursula Euler, Public

- Agenda Item 2**                    **Introductions**  
All present were introduced.
- Agenda Item 3**                    **Approval of Agenda**  
ACTION  
*Councilmember Sackrison moved, seconded by Councilmember O'Callahan, to approve the agenda. Motion carried.*
- Agenda Item 4**                    **Approval of Consent Calendar**  
ACTION  
a. Approval of Minutes – April 7, 2023  
b. Approval of Vouchers – April 2023  
c. Transportation Performance Measures – Resolution 2023-03  
*Councilmember O'Callahan moved, seconded by Councilmember McVey, to approve the consent calendar. Motion carried.*
- Agenda Item 5**                    **Public Comment**  
Thurston County resident Euler provided public comment regarding the minutes of the Council's April 7, 2023, meeting, and about holding a conversation regarding aviation and a potential airport in Thurston County.
- Agenda Item 6**                    **Executive Session – Executive Director's Annual Evaluation**  
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 6-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 9:01 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 3.5% of the Executive Directors' base salary.  
  
*Councilmember O'Callahan 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 3.5% of the Executive Directors' base salary. Motion carried*
- Agenda Item 8**                    **State Fiscal Year 2024 Indirect Cost Proposal**  
ACTION  
Executive Director Marc Daily reviewed the State Fiscal Year 2024 Indirect Cost Proposal. Indirect costs are shared costs incurred by an organization that may not be associated with a specific project or program but are necessary to the overall operation of the agency. These costs are associated with items like office and computer supplies, office rental, equipment rental, and repairs and maintenance.  
  
Staff recommended that the Council approve the Indirect Cost Rate as presented.  
  
*Councilmember Vazquez moved, seconded by Councilmember Gilman, to approve the Indirect Cost Rate as presented. Motion carried.*
- Agenda Item 9**                    **New Position Classification – Planning Manager**  
ACTION  
Executive Director Marc Daily provided an overview of a new position classification – Planning Manager. This position is necessary due to the upcoming retirement of Planning & Policy Director Karen Parkhurst. The new Planning Manager position will focus on supervision, mentorship, and project/program management and will be a part of the Management Team. It is different from the Planning & Policy Director's position as it will have a lot less of a project and program workload.  
  
Staff is recommending that the Council approve the new position classification of Planning Manager.  
  
*Councilmember McVey moved, seconded by Councilmember Sackrison, to approve the new position classification of Planning Manager. Motion carried.*
- Agenda Item 10**                    **Break**

**Agenda Item 11**  
1<sup>st</sup> REVIEW

**State Fiscal Year 2024 Unified Planning Work Program (UPWP)**

Transportation Manager Katrina Van Every reviewed the State Fiscal Year 2024 Unified Planning Work Program (UPWP). The Work Program is a requirement to receive federal and state planning funds.

The Work Program consists of six parts:

- Program management
- Project programming and tracking
- Ongoing planning and outreach
- Data collection, analysis, and forecasting
- Major initiatives
- Contingency and carryover

Council will be asked to take action on the UPWP at their June 2, 2023, meeting.

**Agenda Item 12**  
UPDATE

**Legislative Update**

Planning & Policy Direct Karen Parkhurst provided an update on the 2023 Legislative Session.

**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 announced the following: (1) TRPC received a grant for more than \$700,000 through the Move Ahead Washington Connecting Communities Program. The grant will go towards implementing the outreach and design work for pedestrian crossings along parts of the Martin Way Corridor; (2) the newly approved Planning Manager position with TRPC will be advertised starting May 9<sup>th</sup>; and (3) Mr. Daily has been asked to serve as Vice Chair for the eighteen Metropolitan Planning Organizations (MPO) and Regional Transportation Planning Organizations (RTPO) that meet quarterly.

**Agenda Item 15**  
INFORMATION

**Member Check In**

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

**Agenda Item 16**

**Adjournment**

*There being no further business, Chair Seidel adjourned the meeting at 11:01 a.m.*



Hilary Seidel, Chair



Marc Daily, Executive Director