



**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:** Thurston Regional Planning Council  
**FROM:** Tyson Justis, HR & Finance Manager  
**DATE:** March 15, 2024  
**SUBJECT:** Approval of Vouchers

**PURPOSE**

Approve the voucher lists and journal entries.

**Summary:**

- Thurston Regional Planning Council’s (TRPC) procedure is for the Council Secretary (or another officer) to certify and approve vouchers prepared by staff on a weekly basis prior to the issuance of warrants.
- Council receives the vouchers at its next regularly scheduled meeting for consideration and action.

**REQUESTED ACTION**

Approve the following vouchers for warrants dated February 17, 2024 – March 15, 2024 plus journal entries and payroll for a total of \$497,615.05.

Payroll 1/16/2024 – 2/15/2024	\$230,471.03
TRPC Cash Disbursements	\$263,705.51
Journal Entries for February 2024 – March 2024 ( <i>Thurston County Central Services, CMS Postage, and Martin Way ILA</i> )	\$3,438.51

tj:bl  
 Attachments



Marc Daily  
 Executive Director

2411 Chandler Court SW  
 Olympia, WA 98502  
 360-956-7575  
 360-741-2545 Fax  
 www.trpc.org

Thurston County Central Services Charges Processed by Journal Entries  
By Thurston County Financial Services

February 2024

Description	\$ Amount
Infrastructure	0.83
Mailroom	231.58
Indirect	569.67
Computer Services	919.67
Computer Application	922.42
<b>Total</b>	<b>\$ 2,644.17</b>

March 2024

Description	\$ Amount
Infrastructure	-
Mailroom	-
Indirect	-
Computer Services	-
Computer Application	-
CMS Postage	165.83
Martin Way ILA	628.51
<b>Total</b>	<b>\$ 794.34</b>



THURSTON COUNTY  
LABOR DISTRIBUTION AUTHORIZATION  
**Pay Period ended 1/31/2024**

DEPARTMENT: **TRPC**

**TOTAL EMPLOYER OBLIGATIONS \$114,542.49**  
(GROSS SALARY PLUS BENEFITS)

STATE OF WASHINGTON - THURSTON COUNTY

I, THE UNDERSIGNED DO HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT THE LABOR WAS PERFORMED AS DESCRIBED HEREIN, AND THAT THESE ARE JUST, DUE AND UNPAID OBLIGATIONS AGAINST THE COUNTY OF THURSTON AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIMS.

SUBSCRIBED THIS 13 DAY OF February, 2024

(SIGNED) \_\_\_\_\_

FOR (AGENCY) \_\_\_\_\_

APPROVED AND AUTHORIZED BY

\_\_\_\_\_  
HEAD OF AGENCY/DIVISION MANAGER

## Tyson Justis

---

**From:** Amy Evans <amye@portolympia.com>  
**Sent:** Monday, February 26, 2024 9:16 AM  
**To:** Burlina Lucas  
**Cc:** Marc Daily; Tyson Justis  
**Subject:** RE: Please Review and Approve: February 2024 Payroll 1/16 - 2/15

\*\*\*External Email\*\*\* Use caution before clicking links, opening attachments, or replying.

I, THE UNDERSIGNED, DO HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE MATERIALS HAVE BEEN FURNISHED, THE SERVICES RENDERED OR THE LABOR PERFORMED AS DESCRIBED HEREIN, THAT ANY ADVANCE PAYMENT IS DUE AND PAYABLE PURSUANT TO A CONTRACT OR IS AVAILABLE AS AN OPTION FOR FULL OR PARTIAL FULFILLMENT OF A CONTRACTUAL OBLIGATION, AND THAT THE CLAIM IS A JUST, DUE AND UNPAID OBLIGATION AGAINST THE THURSTON REGIONAL PLANNING COUNCIL, AND THAT I AM AUTHORIZED TO AUTHENTICATE AND CERTIFY TO SAID CLAIM.

**I approve payroll for the pay period of 1/16/24 – 1/31/24 in the amount of \$114,542.49.**

**I approve payroll for the pay period of 2/1/24 – 2/15/24 in the amount of \$115,928.54.**

**SUBSCRIBED THIS 26TH DAY OF FEBRUARY 2024.**

Amy Harding, Vice Chair

**From:** Burlina Lucas <lucasb@trpc.org>  
**Sent:** Saturday, February 24, 2024 5:54 PM  
**To:** Amy Evans <amye@portolympia.com>  
**Cc:** Marc Daily <dailym@trpc.org>; Tyson Justis <JustisT@trpc.org>  
**Subject:** Please Review and Approve: February 2024 Payroll 1/16 - 2/15

STATE OF WASHINGTON - COUNTY OF THURSTON

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Amy Harding, Vice Chair

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Tyson Justis, Senior Accountant  
Thurston Regional Planning Council  
2411 Chandler Court SW, Olympia, WA 98502  
360.741.2515 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)  
[www.trpc.org](http://www.trpc.org) | [Facebook](https://www.facebook.com/trpc) | [Twitter](https://twitter.com/trpc)



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THURSTON COUNTY  
LABOR DISTRIBUTION AUTHORIZATION  
**Pay Period ended 2/15/2024**

DEPARTMENT: **TRPC**

**TOTAL EMPLOYER OBLIGATIONS \$115,928.54**  
(GROSS SALARY PLUS BENEFITS)

STATE OF WASHINGTON - THURSTON COUNTY

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SUBSCRIBED THIS 23 DAY OF February, 2024

(SIGNED) 

FOR (AGENCY) \_\_\_\_\_

APPROVED AND AUTHORIZED BY

  
HEAD OF AGENCY/DIVISION MANAGER

## Tyson Justis

---

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STATE OF WASHINGTON - COUNTY OF THURSTON

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Amy Harding, Vice Chair

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Tyson Justis, Senior Accountant  
Thurston Regional Planning Council  
2411 Chandler Court SW, Olympia, WA 98502  
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## TRPC CASH DISBURSEMENT JOURNAL

VENDOR	NAME	INVOICE NO	CHECK NO	AMOUNT	CHECKDATE
2025	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	94659544	1592582	15,620.18	2/28/2024
6098	FIRST CHOICE HEALTH NETWORK	0117466	1592583	100.00	2/28/2024
8823	PIONEER FIRE & SECURITY INC	117960	1592584	131.40	2/28/2024
8823	PIONEER FIRE & SECURITY INC	117861	1592584	219.00	2/28/2024
9753	FEHR & PEERS	172753	1592585	9,517.50	2/28/2024
9784	RODNEY T ICENHOUR	1236	1592586	3,680.00	2/28/2024
13210	ACCESS INFORMATION INTERMEDIATE HOLDINGS I LLC	10725938	1592587	320.39	2/28/2024
2836	TOGETHER!	3897	44181	8,189.49	3/1/2024
7836	PRODUCTIVE ONLINE CORPORATION	INV-000527	44182	1,300.00	3/1/2024
9662	RICOH	5068865912	44183	308.47	3/1/2024
9662	RICOH	108036498	44183	787.48	3/1/2024
11254	ATS TRANS LLC	27571	44184	94,221.55	3/1/2024
3745	DELL MARKETING LP	10731939670	1593167	424.98	3/13/2024
3745	DELL MARKETING LP	10731405573	1593167	1,633.85	3/13/2024
3745	DELL MARKETING LP	10731405581	1593167	915.55	3/13/2024
6098	FIRST CHOICE HEALTH NETWORK	0118023	1593168	100.00	3/13/2024
7710	US BANK NATIONAL ASSO ND	1855692	1593169	44.95	3/13/2024
7710	US BANK NATIONAL ASSO ND	1855693	1593169	1,640.66	3/13/2024
7710	US BANK NATIONAL ASSO ND	1855694	1593169	2,907.18	3/13/2024
7710	US BANK NATIONAL ASSO ND	1855695	1593169	1,360.42	3/13/2024
7710	US BANK NATIONAL ASSO ND	1855696	1593169	61.28	3/13/2024
7710	US BANK NATIONAL ASSO ND	1855697	1593169	765.00	3/13/2024
8823	PIONEER FIRE & SECURITY INC	118239	1593170	109.50	3/13/2024
607880	AMY HATCH-WINECKA	1856373	1593171	77.45	3/13/2024
7836	PRODUCTIVE ONLINE CORPORATION	INV-000553	44446	1,173.50	3/15/2024
9662	RICOH	5069028546	44447	110.64	3/15/2024
11254	ATS TRANS LLC	27812	44448	94,221.55	3/15/2024
12889	DM VENTURES EVERGREEN LLC	TRPC 24-04	44449	21,555.00	3/15/2024
13035	US BANK NATIONAL ASSOCIATION	523628774	44450	2,208.54	3/15/2024
<b>TOTAL</b>				<b>263,705.51</b>	

updated 12/27/18

JOURNAL ENTRY # (SYSTEM GENERATED): \_\_\_\_\_

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

Date: \_\_\_\_\_

EFFECTIVE DATE: 03/11/24

YEAR/PERIOD: 2024 / 03

### JOURNAL ENTRY REQUEST

L I N E	ORG	OBJT	PROJECT	DEBIT AMOUNT	CREDIT AMOUNT	OBJECT CODE DESCRIPTION
1	6490TRPC	589400		165.83		AGENCY TYPE DISBURSEMENTS
2	5210B905	348103			165.83	ISF COMM SVS-POSTAGE
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PAGE TOTAL				165.83	165.83	
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Explanation: (Include numbers of original documents and attach pages if necessary)  
CMS POSTAGE

Department No.: **TRPC**

Submitting Dept: **RP THURSTON REG PLANNING COM**

Prepared by: **Tyson Justis**

Date: **3/11/2024** Phone #: **360-741-2515**

Reviewed/Authorized by: 

Date: **March 11, 2024**

MUNIS Data Entry:

Short Description

Type

Reference 2

Reference 3

Desc - Screen 2



# Central Services

## January Invoice

Invoice: 25-01028P

Date: February 12, 2024

BILL TO:

**99 - Regional Planning**                      **Non-General**

### January Billings: CMS Postage, Misc.

<u>Code</u>	<u>Quantity</u>	<u>Service Provided</u>	<u>Resource</u>	<u>Unit Price</u>	<u>Amount</u>
699	1	CMS Postage - Actual Charge	5210 B905 348103	\$165.83	\$165.83
<b>Total for this department:</b>					<b>\$ 165.83</b>

Washington State  
Department of Enterprise Services

**Outgoing/Inserting Billing Detail 82143549**

To copy data from Internet Explorer to Excel:

- Right-mouse click anywhere in the table of data
- In the context menu that appears, select Export to Microsoft Excel

Agency	Account	Pieces	Postage	CMS Charge	Total Charges
13400	00000 - THURSTON COUNTY	292	\$45.629	\$64.150	\$109.779
13400	01140 - ASSESSOR	295	\$174.235	\$61.480	\$235.715
13400	02210 - AUDITOR RECORD	262	\$1,196.754	\$185.280	\$1,382.034
13400	02220 - AUDITOR AUTO	3636	\$2,384.366	\$375.190	\$2,759.556
13400	02232 - PRIMARY	106	\$64.640	\$43.900	\$108.540
13400	02233 - GENERAL	214	\$188.320	\$52.120	\$240.440
13400	02250 - VOTER REG	1535	\$871.383	\$163.520	\$1,034.903
13400	02A10 - FIN SERV ADMIN	3524	\$1,854.004	\$319.030	\$2,173.034
13400	03001 - COMMISSIONER	8	\$4.303	\$35.640	\$39.943
13400	04400 - TREASURER	135	\$70.394	\$46.070	\$116.464
13400	04401 - TREASURER	131	\$141.533	\$53.420	\$194.953
13400	05A50 - CLERKS ADMIN	355	\$314.290	\$101.630	\$415.920
13400	06600 - SUPERIOR COURT	9746	\$5,037.471	\$814.680	\$5,852.151
13400	06620 - SUPERIOR CT	136	\$81.148	\$47.870	\$129.018
13400	07043 - DIST CT ADMIN	2037	\$1,312.780	\$230.810	\$1,543.590
13400	08540 - JUVINILE PROB	187	\$173.136	\$53.110	\$226.246
13400	09ADM - PROS ATT ADMIN	493	\$331.174	\$82.220	\$413.394
13400	09CVN - PAO BLDG 2 CVAN	5	\$4.500	\$35.470	\$39.970
13400	09FAM - PROS ATT FAMILY SUPPORT	146	\$235.565	\$60.560	\$296.125
13400	09VAD - PROS ATT VAD	4	\$3.900	\$35.390	\$39.290
13400	10001 - SHERIFF	3	\$1.617	\$35.240	\$36.857
13400	11001 - CORRECTIONS	1315	\$984.791	\$262.700	\$1,247.491
13400	12190 - CPED COMPLIANCE UNIT	6	\$3.298	\$35.480	\$38.778
13400	12210 - CORONER ADMIN	11	\$11.150	\$36.390	\$47.540
13400	22201 - HUMAN RESOURCES	45	\$83.192	\$47.470	\$130.662
13400	22270 - HR RISK MANAGEMENT	8	\$4.258	\$35.640	\$39.898
13400	24327 - PUBLIC DEFENSE	87	\$76.864	\$47.910	\$124.774
13400	25521 - CENTRAL SERVICES	16	\$12.089	\$38.200	\$50.289
13400	25541 - CENTRAL SERVICES ER&R	1	\$78.220	\$37.000	\$115.220
13400	27103 - FAIR	4	\$2.120	\$35.320	\$37.440
13400	27410 - CPED DEVELOPMENT SERVICES	488	\$337.040	\$86.170	\$423.210
13400	29412 - MEDIC 1 ADMIN	1	\$0.530	\$35.080	\$35.610
13400	34403 - PW SOLID WASTE	100	\$53.009	\$43.000	\$96.009
13400	34406 - PW STORMWATER	2	\$9.060	\$36.580	\$45.640
13400	34420 - PW UTILITIES	1049	\$568.029	\$119.130	\$687.159
13400	3491A - RATS RD FUND	90	\$146.433	\$51.090	\$197.523
13400	36013 - PLANNING	26	\$25.753	\$39.420	\$65.173
13400	4081A - HEALTH ADMIN	3667	\$2,966.366	\$463.280	\$3,429.646
13400	99699 - THURSTON COUNTY REGIONAL PLANNING	88	\$109.100	\$56.730	\$165.830
Grand Total					\$24,365.814

Export Summary to Excel

updated 12/27/18

JOURNAL ENTRY # (SYSTEM GENERATED): \_\_\_\_\_

Entered By: \_\_\_\_\_

Date: \_\_\_\_\_

Checked By: \_\_\_\_\_

Date: \_\_\_\_\_

EFFECTIVE DATE: 03/11/24

YEAR/PERIOD: 2024 / 03

### JOURNAL ENTRY REQUEST

LINE	ORG	OBJT	PROJECT	DEBIT AMOUNT	CREDIT AMOUNT	OBJECT CODE DESCRIPTION
1	6490TRPC	589400		628.51		AGENCY TYPE DISBURSEMENTS
2	0136P199	333200	36938		628.51	FI-DEPT OF TRANSPORTATION
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PAGE TOTAL				628.51	628.51	
JE TOTAL				628.51	628.51	

Explanation: (Include numbers of original documents and attach pages if necessary)  
MARTIN WAY ILA

Department No.: **TRPC**

Submitting Dept: **RP THURSTON REG PLANNING COM**

Prepared by: **Tyson Justis**

Date: **3/11/2024** Phone #: **360-741-2515**

Reviewed/Authorized by: 

Date: **March 11, 2024**

MUNIS Data Entry:

Short Description

Type

Reference 2

Reference 3

Desc - Screen 2



COUNTY COMMISSIONERS

Carolina Mejia  
 District One  
 Gary Edwards  
 District Two  
 Bud Blake  
 District Three

**Community Planning & Economic Development**

*Creating Solutions for Our Future*

**THURSTON COUNTY COMMUNITY PLANNING  
 2000 LAKERIDGE DR  
 OLYMPIA, WA 98502**

**To:** Thurston Regional Planning Council  
 Attn: Tyson Justis  
 2411 Chandler Court SW  
 Olympia WA 98502

**Invoice No:** 24-0136-009  
**Date:** 02/29/24

**You are hereby requested to pay the total shown below to Community Planning:**

Description	Quantity	Unit Cost	Net Amount	Surcharge	Total Cost
Thurston County billable hours	9.00		\$628.51		\$628.51
December 2023					
ILA Martin Way Corridor Study					
TOTAL Contract \$25,000.00					
Less \$6,984.17					
Remaining \$18,015.83					

Please make checks payable to: Community Planning **TOTAL DUE** \$628.51

Please credit the following account for JE:  
 0136P199 333200 36938

Prepared By: Jason Albert  
 Phone Number: 360 867-2115

ORGANIZATION	OBJECT

Remit Address: Thurston County Community Planning  
 2000 Lakeridge DR SW  
 Olympia, WA 98502

ILA Martin Way Corridor Study  
 Project # 36938  
 May 12, 2020 - October 31, 2025  
 CHARGE CODE 36-913

	Budget	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Total Expenses	Remaining Budget
Salaries	\$ 13,125.00					277.06	455.17		55.93	44.74	37.23	81.36		283.11	\$ 4,215.96	\$ 8,909.04
Benefits	\$ 5,625.00					90.84	149.22		17.57	14.12	11.76	25.67		119.70	\$ 1,971.97	\$ 4,253.63
						\$ 367.90	\$ 604.39	\$ -	\$ 73.50	\$ 58.86	\$ 49.05	\$ 107.03	\$ -	\$ 502.81	\$ 5,587.33	\$ 13,162.67
Overhead	\$ 6,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$91.98	\$151.10	\$0.00	\$18.38	\$14.72	\$12.26	\$26.76	\$0.00	\$125.70	\$1,396.84	\$ 4,853.16
Total	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ 459.88	\$ 755.49	\$ -	\$ 91.88	\$ 73.58	\$ 61.31	\$ 133.79	\$ -	\$ 628.51	\$ 6,984.17	\$ 18,015.83

Labor Distribution Report

THURSTON COUNTY

PP ID's: 1008,1006 - *Tan*

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Account #	Employee #	Employee Name	Amount	Hours
E 0136P199.510000.36938 - Salaries	06916	DAVIS, LEAH	383.11	9.00
E 0136P199.521000.36938 - Social Security	06916	DAVIS, LEAH	29.32	
E 0136P199.522000.36938 - Retirement	06916	DAVIS, LEAH	36.51	
E 0136P199.523000.36938 - Medical/Dental/Life	06916	DAVIS, LEAH	48.31	
E 0136P199.524000.36938 - Worker's Compensation	06916	DAVIS, LEAH	1.40	
E 0136P199.525000.36938 - Unemployment Compensation	06916	DAVIS, LEAH	1.15	
E 0136P199.526000.36938 - Paid Family Medical Leave	06916	DAVIS, LEAH	0.82	
E 0136P199.527000.36938 - Long Term Disability	06916	DAVIS, LEAH	2.19	
		<b>Position Title: ASSOCIATE PLANNER</b>	<b>502.81</b>	<b>9.00</b>
		<b>Position #: 7004-27-R-01376</b>	<b>502.81</b>	<b>9.00</b>
		<b>Employee #: 06916</b>	<b>502.81</b>	<b>9.00</b>
		<b>Employee: DAVIS, LEAH</b>	<b>502.81</b>	<b>9.00</b>

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Labor Distribution Report  
THURSTON COUNTY  
PP ID's: 1008,1006

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<u>Account #</u>	<u>Employee #</u>	<u>Employee Name</u>	<u>Amount</u>	<u>Hours</u>
<b>Grand Total :</b>			<b>502.81</b>	<b>9.00</b>

*NOTE: Report data has been filtered according to activity security settings.*



COUNTY COMMISSIONERS

Carolina Mejia, District One  
Gary Edwards, District Two  
Tye Menser, District Three  
Wayne Fournier, District Four  
Emily Clouse, District Five

**COMMUNITY PLANNING &  
ECONOMIC DEVELOPMENT DEPARTMENT**

*Creating Solutions for Our Future*

Joshua Cummings, Director

**MEMORANDUM**

**TO:** Allison Osterberg, TRPC  
**FROM:** Leah Davis, Thurston County CPED  
**SUBJECT:** Martin Way Corridor Study Grant  
**DATE:** January 31, 2024

Ms. Osterberg:

In January we had 9 billable hours for the Martin Way Corridor Study grant. These hours reflect staff time creating an implementation plan for the MWC Study goals. When the implementation plan is complete, it will be forwarded to you.

Unfortunately, at this time CPED has reprioritized projects, so we will not meet the June 2024 deadline. Later this year we anticipate collaboration between Thurston County and the City of Lacey to develop specific code amendments to work toward implementing the goals set out in the MWC study.

Thank you for your work on the MWC Study and the support provided to Thurston County staff.  
Sincerely,

*Leah Davis*

Leah Davis, Associate Planner

## Tyson Justis

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**From:** Allison Osterberg  
**Sent:** Thursday, February 29, 2024 5:10 PM  
**To:** Tyson Justis  
**Subject:** RE: Martin Way Corridor # 36938 - January Invoice

Hi Tyson,

I have reviewed and approve payment of this invoice. Please process under billing code 80092.05a.

Thanks,  
Allison

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Allison Osterberg, Planning Manager (she/her/hers)  
Thurston Regional Planning Council  
2411 Chandler Court SW, Olympia, WA 98502  
360.741.2513 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)  
[www.trpc.org](http://www.trpc.org) | [Facebook](#) | [Twitter](#)



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**From:** Tyson Justis <JustisT@trpc.org>  
**Sent:** Thursday, February 29, 2024 9:59 AM  
**To:** Allison Osterberg <OsterbergA@trpc.org>  
**Subject:** FW: Martin Way Corridor # 36938 - January Invoice

Hi Allison,

Is this okay to pay.

Tyson

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Tyson Justis, Human Resources and Finance Manager  
Thurston Regional Planning Council  
2411 Chandler Court SW, Olympia, WA 98502  
360.741.2515 (Direct) | 360.956.7575 (Main) | 360.741.2545 (Fax)  
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**From:** Jason Albert <[jason.albert@co.thurston.wa.us](mailto:jason.albert@co.thurston.wa.us)>

**Sent:** Thursday, February 29, 2024 8:53 AM

**To:** Tyson Justis <[JustisT@trpc.org](mailto:JustisT@trpc.org)>

**Cc:** Davis, Leah-2 <[leah.davis@co.thurston.wa.us](mailto:leah.davis@co.thurston.wa.us)>; Summer Miller <[summer.miller@co.thurston.wa.us](mailto:summer.miller@co.thurston.wa.us)>

**Subject:** Martin Way Corridor # 36938 - January Invoice

\*\*\*External Email\*\*\* Use caution before clicking links, opening attachments, or replying.

Hi Tyson,

Here is the Martin Way Corridor grant # 36938 invoice for January 2024. Let me know if you have any questions.

Thanks

**Jason Albert, CGFM**

Financial Analyst

Thurston County | Community Planning Economic Development

Phone # (360) 867-2115

Work Cell Phone # (360) 463-7205