

## MINUTES OF MEETING

### THURSTON REGIONAL PLANNING COUNCIL

Friday, November 1, 2024

In-person meeting with a remote option.

#### Call to Order

Chair Vazquez called the meeting to order at 8:30 a.m.

#### Attendance

##### Members Present:

City of Lacey  
City of Olympia  
City of Rainier  
City of Tenino  
City of Tumwater

Robin Vazquez, Council member  
Robert Vanderpool, Council member  
Dennis McVey, Council member  
John O'Callahan, Council member  
Eileen Swarthout, Council member

Town of Bucoda  
Intercity Transit  
Lacey Fire District #3  
LOTT Clean Water Alliance  
North Thurston Public Schools  
Olympia School District  
PUD No. 1 of Thurston County  
Thurston County  
Thurston EDC  
Timberland Regional Library

Miriam Gordon, Council member  
Debbie Sullivan, Authority member  
Liberty Hetzler, Board member  
Carolyn Cox, Board member  
Esperanza Badillo-Diiorio, Director  
Hilary Seidel, Board member  
Chris Stearns, Commissioner  
Caroline Mejia, Commissioner  
Michael Cade, Executive Director  
Cheryl Heywood, Executive Director

##### Members Absent:

Confederated Tribes of the  
Chehalis Reservation  
Nisqually Indian Tribe  
Thurston Conservation District  
City of Yelm  
Port of Olympia  
The Evergreen State College  
Tumwater School District

Amy Loudermilk, Staff  
David Iyall, Tribal Council Member  
David Iyall, Supervisor  
Joe DePinto, Mayor  
Amy Evans-Harding, Commissioner  
William Ward, Staff  
Mel Murray, Staff

##### Staff Present:

Marc Daily, Executive Director  
Burlina Lucas, Executive Assistant  
Dorinda Merrill, Office Specialist IV  
Katrina Van Every, Transportation Manager  
Allison Osterberg, Planning Manager  
Max Franklin, IT Manager  
Paul Brewster, Senior Planner  
Veronica Jarvis, Senior Planner  
Michael Mills, Associate Planner  
Aidan Dixon, Associate Planner  
Chelsea Embree, Associate Planner  
George Castillo, Assistant Planner  
Amy Hatch-Wineka, WRIA 13 Lead Entity Coordinator

##### Others Present:

Emily Bergkamp, Intercity Transit  
Peter Stackpole, Intercity Transit  
Brian Meier, Thurston County  
Martin Hoppe, City of Lacey  
Vanessa Dolbee, City of Lacey  
Karen Messmer, Thurston County Resident  
Kameko Marquez, Thurston County Resident  
Joyce Phillips, City of Olympia  
April Hunter, WA State Patrol  
Kirsten Peterson, SCJ Alliance

**Agenda Item 2**

**Introductions**

All present were introduced.

**Agenda Item 3**  
ACTION

**Approval of Agenda**

***Councilmember O’Callahan moved, seconded by Councilmember Mejia, to approve the agenda. Motion carried.***

**Agenda Item 4**  
ACTION

**Approval of Consent Calendar**

- a. Approval of Minutes – October 4, 2024
- b. Approval of Vouchers – October 2024
- c. TRPC Comprehensive Plan Review Guidance & Certification Process

***Councilmember O’Callahan moved, seconded by Councilmember Mejia, to approve the consent calendar. Motion carried.***

**Agenda Item 5**

**Public Comment**

There were no public comments.

**Agenda Item 6**  
ACTION

**Member Assessments: Technology Fee Assessment**

Executive Director Marc Daily reviewed suggested changes to membership fees to include a Technology Fee that would help manage the fund balance and support the agency’s required Information Technology infrastructure. Council was asked to approve the proposed membership fees and associated changes to the Bylaws.

***Councilmember O’Callahan moved, seconded by Councilmember Cox, to approve amending TRPC’s Council Bylaws to change the location of member tier definitions and to incorporate by reference the Council Member Assessment Policy. Motion carried by a unanimous vote (2/3 majority required for bylaw changes).***

***Councilmember O’Callahan moved, seconded by Councilmember McVey, to approve adopting a new TRPC Member Assessment Policy. Motion carried.***

**Agenda Item 7**  
ACTION

**Congestion Management Process**

Associate Planner Aidan Dixon reviewed a proposed Congestion Management Process (CMP), which includes a systematic and regionally accepted approach for managing congestion that provides accurate, up-to-date information on transportation system performance and assesses alternative strategies for congestion management. As a Transportation Management Area (TMA), TRPC is required to establish a CMP.

***Councilmember O’Callahan moved, seconded by Councilmember Cox, to adopt a Congestion Management Process as outlined in Resolution 2024-07. Motion carried.***

**Agenda Item 8**  
1<sup>st</sup> REVIEW

**Growth Management Act (GMA) Housing Need Allocations**

Senior Planner Michael Ambrogio provided an overview of the revised Growth Management Act (GMA) Housing Need Allocations. TRPC is working with local partners to implement new state requirements for jurisdictions to “plan for and accommodate” housing affordable to a range of incomes in their Comprehensive Plan updates (HB 1220). Staff presented revised housing need allocations recommended for the region based on the findings of the land capacity analysis required by HB 1220. Staff will ask Council to adopt the revised housing need allocations at their December meeting.

**Agenda Item 9**

**Break**

**Agenda Item 10**  
1<sup>st</sup> REVIEW

**Regional Transportation Improvement Program (RTIP) Contingency List**

Transportation Manager Katrina Van Every reviewed a proposal to add TRPC’s Multimodal Level of Service Phase 2 project to the agency’s contingency list from the Regional Transportation Improvement Program’s (RTIP) Appendix A. Council will be asked to take action at their December 6, 2024, meeting.

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

**Draft 2025 TRPC Annual Work Program**

Planning Manager Allison Osterberg reviewed TRPC’s 2025 Annual Work Program, which highlights Agency projects and programs for the coming year and is the basis for the agency budget. Staff will bring the Work Program back to Council for adoption at their December 6, 2024, meeting.

**Agenda Item 12**  
PRESENTATION

**High-Capacity Transportation Study Visioning Event Recap**

Senior Planner Veronica Jarvis provided a recap of the High-capacity Transportation Visioning Event held on October 23, 2024. Council members discussed the event and next steps.

**Agenda Item 13**  
INFORMATION

**Report from Outside Committee Assignments**

Council member Stearns provided an update on the Puget Sound Regional Council's Growth Management Policy Board meetings.

**Agenda Item 14**  
INFORMATION

**Executive Director's Report**

Executive Director Marc Daily announced that staff will be setting up meetings with representatives to discuss TRPC's 2025 Legislative Priorities. Mr. Daily also commented on the Economic Development Council's Board's excellent retreat, which he sits on.

**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 Vazquez adjourned the meeting at 10:47 a.m.***

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Robin Vazquez, Chair

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Marc Daily, Executive Director

*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.*