



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: January 31, 2025

SUBJECT: Thurston Regional Planning Council's 2025 Consolidated Operating Budget Revised Beginning and Ending Fund Balance

PURPOSE

To consider the adoption of the revised 2025 Consolidated Operating Budget for Thurston Regional Planning Council.

Summary:

- Thurston Regional Planning Council (TRPC) has performed a full reconciliation of the beginning fund balance for 2025.
- This revised budget is based on the updated beginning fund balance for 2025.
- This revised 2025 budget is only updating the beginning and ending fund balance for the 2025 TRPC Consolidated Operating Budget. Projects revenues and expenditures remain the same respectively at \$6,559,588 and \$6,436,723. The updated beginning fund balance is \$906,981 and the revised ending fund balance is \$1,029,846. The Executive Director Daily still intends to bring a mid-year budget adjustment proposal to Council that would adjust staff salaries, which would reduce the projected ending fund balance.

REQUESTED ACTION

Approve Resolution 2025-01 adopting the 2025 Thurston Regional Planning Council's updated Consolidated Operating Budget.

tj:bl

Attachments



Marc Daily
Executive Director

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

EQUITY CONSIDERATIONS

1. What are the equity impacts of this particular decision?

All residents of the region will benefit from a fiscally responsible budget. Additionally, the budget provides for a planning position focused on communications and public engagement, with an emphasis on ensuring diversity, equity, inclusion, and belonging is reflected throughout TRPC's work.

BACKGROUND

Thurston Regional Planning Council staff prepare an annual budget for financial planning purposes. It is adopted each year at the Council's January meeting. The budget lays out the revenues and expenses the Agency is expected to see over the coming calendar year. The budget can be amended throughout the year as changes in either revenue or expenses occur, although there is no requirement that it be amended.

This budget is based on the 2025 Work Program that was developed under the direction of a Council subcommittee during the fall and presented and adopted by Council at the December 2024 meeting. The Work Program presents the annual Regional Assessments (Intergovernmental Assessments), as laid out in Council Bylaws, for review and approval. Revenues are estimated from a variety of sources including the regional assessments, various planning contracts and state/federal grants.

2025 BUDGET

The revised beginning fund balance is \$906,981 and the revised ending fund balance is \$1,029,846. The 2025 Consolidated Operating Budget projects revenues of \$6,559,588 and expenditures of \$6,436,723 remain unchanged. 2025 beginning fund balance reflects the ending fund balance as of December 31, 2024.

February 7, 2025

**THURSTON REGIONAL PLANNING COUNCIL
RESOLUTION NO. 2025-02**

Relating to the amendment of the 2025 Consolidated Operating Budget for the Thurston Regional Planning Council (TRPC);

Whereas this resolution is necessary in the best interest of good government.

NOW, THEREFORE, BE IT RESOLVED BY THE THURSTON REGIONAL PLANNING COUNCIL:

THAT TRPC will amend the Calendar Year 2025 Consolidated Operating Budget, as attached herein, effective immediately; and

Adopted this 7th day of February 2025.

ATTEST:

Marc Daily, Executive Director

Robin Vazquez, Chair
Thurston Regional Planning Council

Attachments:

Attachment A1: Amended Budget

Thurston Regional Planning Council

Calendar Year 2025 Consolidated Operating Budget

01/10/2025



Mission Statement:

“To provide visionary, collaborative leadership on regional plans, policies, and issues for the benefit of all Thurston region residents.”

DECEMBER 2024 MEMBERSHIP

THURSTON REGIONAL PLANNING COUNCIL

Governmental Jurisdiction

City of Lacey	Robin Vazquez , Councilmember
City of Olympia	Dani Madrone , Councilmember
City of Rainier	Dennis McVey , Councilmember
City of Tenino	John O'Callahan , Councilmember
City of Tumwater	Eileen Swarhout , Councilmember
City of Yelm	Joe DePinto , Mayor
Confederated Tribes of the Chehalis Reservation	Amy Loudermilk , Staff
Nisqually Indian Tribe	David Iyall , Tribal Councilmember
Town of Bucoda	Miriam Gordon , Councilmember
Thurston County	Carolina Mejia , County Commissioner
North Thurston Public Schools	Esperanza Badilo-Diiorio , School Board Member
Olympia School District	Hilary Seidel , School Board Member
Tumwater School District	Mel Murray , Staff
Intercity Transit	Debbie Sullivan , Authority Member
LOTT Clean Water Alliance	Carolyn Cox , Board Member
Port of Olympia	Amy Evans-Harding , Port Commissioner
PUD No. 1 of Thurston County	Chris Stearns , PUD Commissioner

Associate Members

Economic Development Council of Thurston County	Michael Cade , Executive Director
Lacey Fire District #3	Liberty Hetzler , Commissioner
Puget Sound Regional Council	Josh Brown , Executive Director
Timberland Regional Library	Cheryl Heywood , Library Director
The Evergreen State College	William Ward , Chief Administration Officer
Thurston Conservation District	David Iyall , Supervisor

Chair

Robin Vazquez
City of Lacey

Vice Chair

Amy Evans-Harding
Port of Olympia

Secretary

John O'Callahan
City of Tenino

Marc Daily, Executive Director

THURSTON REGIONAL PLANNING COUNCIL STAFF

Allison Osterberg	Planning Manager
Katrina Van Every	Transportation Manager
Paul Brewster	Senior Planner
Michael Ambrogi	Senior Planner
Veronica Jarvis	Senior Planner
Scott Carte	GIS and Modeling Manager
Aaron Grimes	Senior Transportation Modeler
Clyde Scott	Senior Transportation Modeler
Theresa Julius	Transportation Modeler
Amy Hatch-Winecka	WRIA 13 Salmon Recovery Lead Entity Coordinator
Aidan Dixon	Associate Planner
Michael Mills	Associate Planner
Chelsea Embree	Associate Planner
Sara Porter	Assistant Planner
George Castillo	Assistant Planner
Burlina Lucas	Executive Assistant
Sarah Selstrom	Communications and Outreach Specialist II
Dorinda Merrill	Office Specialist IV
Max Franklin	IT Manager
Tyson Justis	HR & Finance Manger
Jennifer McCall	Finance Manager
Marc Daily	Executive Director

TITLE VI NOTICE

Thurston Regional Planning Council (TRPC) hereby gives public notice that it is the agency's policy to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities. Title VI requires that no person shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Federal Highway Aid (FHWA) program or other activity for which TRPC receives federal financial assistance. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with TRPC. Any such complaint must be in writing and filed with the TRPC's Title VI Coordinator within one hundred and eighty (180) days following the date of the alleged discriminatory occurrence.

AMERICAN WITH DISABILITIES ACT (ADA) INFORMATION

Materials can be provided in alternate formats by contacting the Thurston Regional Planning Council at 360.956.7575 or email info@trpc.org.

This page left blank intentionally.

Background

As a regional council of governments in Thurston County, Washington, Thurston Regional Planning Council (TRPC) helps make the region an extraordinary place to live, work, and play. TRPC fosters the region’s livability through collaborative, informed planning. It carries out regionally focused plans and studies on topics such as transportation, growth management, and environmental quality. Decision-makers from 23 jurisdictions and organizations in Thurston County make up the Council, which meets monthly to address challenges related to the region’s growth.

TRPC also provides information regarding the region and its emerging planning issues. Regional statistics, trends, analyses, and maps provide a basis for planning and decision-making on both the regional and local levels. A variety of Council-sponsored community forums relating to regional planning help to educate and promote public participation and dialogue.

Thurston Regional Planning Council is a public agency that is governed by a council comprised of elected and appointed officials from jurisdictions and organizations in the Thurston region. The agency - as well as the council - are both often referred to as “TRPC.” To distinguish between the two, we will often use the term “TRPC” when referring to the organization, and the term “Council” when referring to the elected and appointed members of TRPC.

Agency Mission

TRPC is a 23-member intergovernmental board made up of local governmental jurisdictions within Thurston County, plus the Confederated Tribes of the Chehalis Reservation and the Nisqually Indian Tribe. The council was established in 1967 under RCW 36.70.060, which authorized creation of regional planning councils.

TRPC's mission is to, “Provide visionary, collaborative leadership on regional plans, policies, and issues for the benefit of all Thurston region residents.”

To support this mission, we:

- Conduct regional transportation planning consistent with state and federal requirements.
- Address growth management, environmental quality, economic opportunity, and other topics to sustain and enhance the region's quality of life.
- Assemble and analyze data that support informed local and regional decision making.
- Act as a “convener” to build regional consensus on issues through information and inclusive public involvement.
- Build intergovernmental consensus on regional plans, policies, and issues in support of local implementation.

This page left blank intentionally.

Operating Budget Development

Budget

TRPC prepares a budget for financial planning purposes. Typically, the budget is presented to the Council for review and approval in January, and is sometimes amended over the course of a year, as the need arises. The budget operates on a calendar year.

Work Program and Regional Assessments

TRPC's Work Program is a snapshot of the projects and programs the Agency will engage in over the coming calendar year. The Work Program is developed with oversight from a Council-appointed Work Program Subcommittee and is presented to the Council for review in November and approval by December. The Work Program presents the annual Regional Assessments, as laid out in the Council Bylaws, for review and approval by Council. Letters informing Council members of their Regional Assessments are mailed in early December. The Work Program also helps inform the revenue side of the Agency budget for other funding sources. The other funding sources such as grants and contracts are adjusted based on end-of-the-year updates.

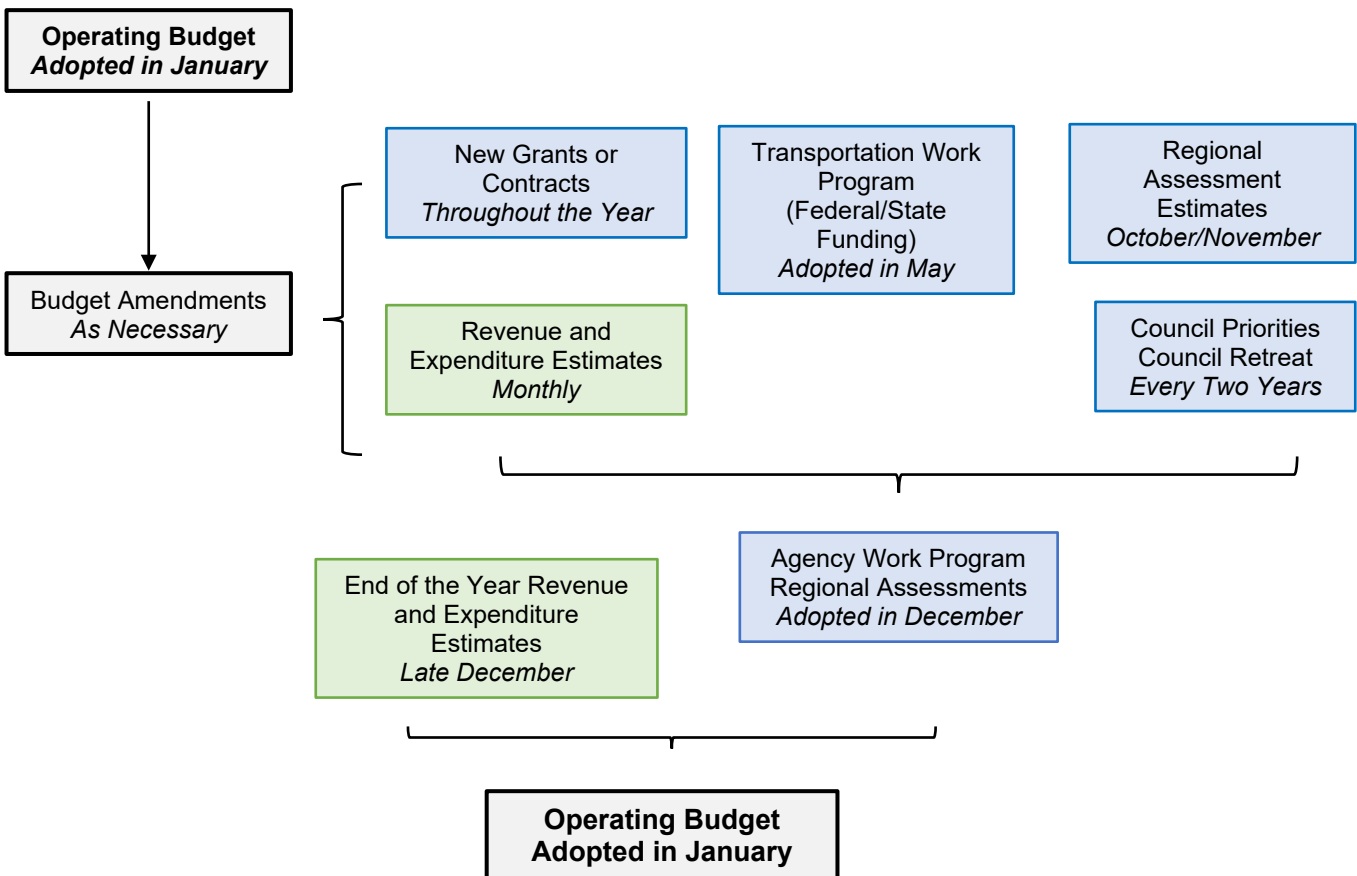
Transportation Work Program

TRPC is the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Organization (RTPO) for Thurston County. This gives the Agency federal and state responsibilities for transportation planning and grant funding allocation. Washington State Department of Transportation supplies Federal and State transportation funding estimates at the end of each calendar year. The Transportation Work Program, known as the Unified Planning Work Program (UPWP), outlines the work program associated with transportation planning funds. The UPWP operates on the State Fiscal Year cycle (July 1 to June 30). The UPWP is developed in spring of each year and presented to the Transportation Policy Board for review and recommendation, and to the Council for review and approval. Tasks outlined in the UPWP are incorporated into the Annual Work Program. Funding estimates in the UPWP are used to inform the agency budget.

Other Grants and Contracts

TRPC supports our members by taking on a variety of member contracts or grant-funded work related to planning activities. In addition, state funding for many of our standing programs such as WRIA 13 Lead Entity, Commute Trip Reduction, and ruralTransit are developed in the state biennial budget.

Figure 1: Relationship of Budget to Work Program and Funding Sources



Financial Management Practices

TRPC tracks all financial activity under a single governmental fund. Per Council's bylaws, the fund resides in an account controlled by the office of the Thurston County Treasurer. All funds paid to TRPC are deposited to the account and all lawful claims against TRPC are disbursed by the County Treasurer. All expenditures are approved by the Executive Director or Human Resources and Finance Manager and the Council Chair, Vice Chair, or Secretary.

All transactions are recognized using the cash basis of accounting and are recorded under single-entry accounts. Audited financial statements are prepared in accordance to the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Audited financial statements include an activity statement, financial notes, and other required supplementary information. The financial statements are meant to help assess the finances of TRPC in its entirety, determine historical performance, and help evaluate whether our revenues were sufficient to pay for our current year's services.

The Executive Director reviews and approves monthly financial statements prepared by the Human Resources and Finance Manager. The Human Resources and Finance Manager prepares semi-annual and annual reports that are provided to the Council at regularly scheduled meetings. The reports provide budget expenditures to date and balances remaining in each budget category.

This page left blank intentionally.

Calendar Year 2025 Budget

Summary of Budgeted Positions

Position	CY 2024 FTE	CY 2025 FTE
Executive Director	1.00	1.00
Executive Assistant	1.00	1.00
Human Resources and Finance Manager ¹	1.00	0.00
Finance Manager ¹	0.00	1.00
IT Manager	1.00	1.00
Planning Manager	1.00	1.00
Transportation Manager ²	0.75	0.80
Senior Planner	4.00	4.00
Associate Planner ³	2.00	3.00
Assistant Planner ³	2.75	2.00
Senior Transportation Modeler	1.75	1.75
Transportation Modeler	1.00	1.00
GIS and Modeling Manager	1.00	1.00
Communications and Outreach Specialist II	1.00	0.75
Office Specialist IV	1.00	1.00
Intern	0.50	0.00
Total	20.75	20.30

¹ Previous HR & Finance Manager will be separating from agency. HR & Finance Manager position was retitled as Finance Manager.

² Transportation Manager's hours increased from 0.75 FTE to 0.80 FTE.

³ Communications and Outreach planner was brought on as an Associate Planner in 2024. Existing Assistant Planner's hours increased to one full time FTE up from 0.75 FTE.

THURSTON REGIONAL PLANNING COUNCIL CONSOLIDATED OPERATING BUDGET

BEGINNING FUND BALANCE¹ \$ \$906,981

REVENUE

Federal and State Revenue

Programs

Federal Highway Administration (FHWA)	415,099
Federal Highway Administration (FTA)	149,024
Surface Transportation Program Block Grant (STBG) Planning	750,000
WSDOT: Regional Transportation Planning Organization	115,462
rural Transit	1,627,005
rural Transit Deviation	35,632
rural Transit Flag	35,632
WSDOT: Commute Trip Reduction and Emergency Ride Home	406,217
RCO: WRIA 13 Salmon Recovery Lead Entity	113,919

Planning Projects

Capitol Campus Travel Demand Management Telework	64,400
Bicycle Connectivity Strategy	283,999
State Route and Interstate Emergency Detour Route	115,987
Freight Goods and Services Mobility Strategy	127,886
High-Capacity Transportation Project	84,500
WSDOT: Martin Way Crossing Strategy	606,296
Regional Multimodal Level of Service	108,652
Regional Safety Plan	197,752
Stormwater Road Retrofit	348,490
Thurston County Bicycle Map	34,148
VMT Reduction Proviso	52,985
WSDOT: I-5 Marvin PEL	29,755

Total Federal and State Revenue \$5,702,840

Local Revenue

Contracts for Services

Boundary Review Board	16,306
GMA Phase II	1,986
Rochester-Grand Mound Trail Study	13,539

Local Match for Projects

State Route and Interstate Emergency Detour Route	18,102
---	--------

Total Local Revenue \$49,933

Intergovernmental Assessments & Tech Fee²	Assessment	Tech Fee	Total
City of Lacey	123,559	17,497	141,056
City of Olympia	117,895	16,695	134,590
City of Rainier	2,632	373	3,005
City of Tenino	2,124	301	2,425
City of Tumwater	56,372	7,983	64,355
City of Yelm	22,327	3,162	25,489
Confederated Tribes of the Chehalis Reservation	1,016	144	1,160
Intercity Transit	43,019	6,092	49,111
Lacey Fire District #3	1,000	141	1,141
LOTT Clean Water Alliance	43,019	6,092	49,111
Nisqually Indian Tribe	869	123	992
North Thurston Public Schools	7,511	1,064	8,575
Olympia School District	4,630	656	5,286
Port of Olympia	43,019	6,092	49,111
Puget Sound Regional Council	1,000	141	1,141
The Evergreen State College	1,000	141	1,141
Thurston County	205,552	29,108	234,660
Thurston PUD	2,110	299	2,409
Timberland Regional Library	1,000	141	1,141
Town of Bucoda	700	99	799
Tumwater School District	3,032	429	3,461
Thurston Conservation District	1,000	141	1,141
Total Intergovernmental Assessments	\$684,386	\$96,914	\$781,300
Miscellaneous Revenue			\$9,315
Interest			\$16,200
TOTAL REVENUE			\$6,559,588

EXPENDITURES

Salary, Wages, and Benefits

Salary and Wages

Salaries and Wages	2,182,992
Accrued Vacation	5,000
Overtime	500

Benefits

Social Security	198,652
Retirement	198,871
Medical/Dental/Life/Vision	382,409
Industrial Insurance	6,465
Unemployment Compensation	4,410
Paid Family Medical Leave	14,364

Total Salary, Wages, and Benefits **\$2,993,663**

Professional Services

Professional Services – Non-specified	119,000
Professional Services – rural Transit	1,387,463
Professional Services – Multimodal LOS	50,000
Professional Services – Martin Way Crossing Strategy	420,000
Professional Services – Stormwater Road Retrofit	250,000
Professional Services – Bicycle Connectivity	100,400
Professional Services – Freight Mobility Strategy	66,500
Professional Services – Capitol Campus	2,039
Professional Services – Emergency Route Detour	95,000
Professional Services – Regional Safety Plan	65,000
Professional Services – Bicycle Map 8 th Ed.	400

Total Professional Services **\$2,555,802**

Other Services and Charges

Office Supplies	11,000
Minor Equipment	2,000
Capital Outlay	10,000
Legal Services	5,000
Communications / Postage	40,000
Travel	36,000
Advertising	8,750
Office Rental	270,190
Equipment Rental	3,340
Copier Lease	9,500
Insurance	56,217
Repairs and Maintenance	2,550
Dues	8,000
Annual State Audit	24,500
Conference/Training	14,912
Printing	22,709
Subscriptions	550

Total Other Services and Charges	\$526,218
---	------------------

Information Technology

IT Capital Outlay	24,380
IT Supplies & Equipment	53,742
IT Services & Maintenance	196,490
IT Communications	15,369
IT Professional Services	39,546

Total Information Technology	\$329,527
-------------------------------------	------------------

Intergovernmental Services

Thurston County Central Services	\$24,894
Thurston County Auditor (payroll services)	\$7,619

Total Intergovernmental Services	\$32,513
---	-----------------

TOTAL EXPENDITURES	\$6,436,723
---------------------------	--------------------

ENDING FUND BALANCE	\$ \$1,029,846
----------------------------	-----------------------

Reserved ³	\$378,263
-----------------------	-----------

¹The beginning fund balance is rounded to the nearest whole dollar. Beginning fund balance reflects 2024 ending fund balance as of December 27, 2024.

²Does not include assessments for the Thurston Economic Development Council (EDC) as they are waived in exchange for the EDC waiving its dues to TRPC. Approved by Council in 2024, Tech Fees will be added as a separate line item on Assessment invoices for 2025.

³Reserves are estimated contractual and severance liabilities owed if TRPC were to cease as a going concern or dissolved.

This page left blank intentionally.

Budget Details

Revenue Notes

Federal Highway Administration (FHWA) Public Law (PL) Funds: Funds are distributed through a formula by the Washington State Department of Transportation (WSDOT) based on the federal fiscal year (October 1 to September 30).

Surface Transportation Block Grant (STBG) Planning Funds: The funding level of STBG Planning funds is determined through the annual update of the Unified Planning Work Program.

Regional Transportation Planning Organization Funds: Funds are distributed through a formula by WSDOT based on the state biennial budget.

Surface Transportation Block Grant (STBG) and STBG Set-Aside Funded Projects: Council awards STBG and STBG Set-Aside funds to a variety of projects in Thurston County. Those planning projects either awarded directly to TRPC or awarded to a member agency and transferred to TRPC for management are listed in this budget section.

Other Federal and State Programs and Grants: Includes a variety of competitive and pass-through state funds, as well as contracts with WSDOT.

Local Revenue Contracts for Services: Includes TRPC contracts with members or other clients.

Local Match for Federal Projects: Includes the cash-match provided by local partners to support STBG and STBG Set-aside Planning Projects managed by TRPC and undertaken on behalf of a member.

Intergovernmental Assessments & Tech Fee: Regional Assessments as laid out in the Council Bylaws and approved in the annual Work Program. Approved by Council in 2024, the Tech Fee covers technology related purchases made by TRPC. The Tech Fee is an annual due in addition to Assessment dues and are scheduled for review every five years.

Expenditure Notes

Salary, Wages, and Benefits: Salary, wages, and benefits account for the total personnel costs for current and future employees. Salaries and wages are based on industry averages for specific job classifications and are approved by the Council in the Agency's Pay and Classification Plan. The Executive Director's salary is established separately through a contract with the Council. The Executive Director is also eligible for annual merit pay. A cost-of-living adjustment is included with the budgeted cost for salaries and wages following procedures outlined in the Personnel Policies. TRPC offers employees retirement plans and health insurance through the State of Washington. Retirement plans are structured as a defined benefit plan or a hybrid of a defined benefit plan and defined contribution plan. Insurance such as health, dental, and long-term disability are purchased through the Washington State Health Care Authority. Insurance costs and eligibility requirements are coordinated by the Public Employees Benefits Board.

Professional Services: Services provided to TRPC through professional services, service contracts, or interlocal agreements.

Other Services and Charges: Other services and charges encompass a large majority of our daily operating expenditures. Office rent makes up a substantial portion of other services and charges. The office lease is a triple net lease. Rent is made up of a base rent amount plus variable operating expenses associated with managing and operating the property.

Information Technology (IT): Information technology expenditures have been separated into five distinct categories. Each category is meant to represent the primary functions of IT.

- Capital outlay includes all expenditures of hardware, software, and supplies related to IT with a value of equal or greater than \$10,000 and a useful life greater than a year.
- Supplies and equipment include all expenditures for hardware, software, and supplies related to IT in which TRPC takes ownership of the product with a value of less than \$10,000 per item.
- Services and maintenance. Services and subscriptions are the ongoing fees attached to each IT product. User fees grant TRPC the right to use an application, software, or hardware for a set duration of time. Maintenance is the expense for vendor supplied maintenance associated with software and hardware, including technical support and updates to software and firmware.
- Communication relates to all expenditures attributable to phone and internet services.
- Professional Services are services provided to TRPC on a consultant basis. Professional services can be provided on site or off site. Services may be employed to assist in daily ongoing maintenance of current IT systems or are utilized on an as-needed basis.

Intergovernmental Services: Intergovernmental support services are provided to TRPC by Thurston County. The cost for Thurston County Central Services and the Thurston County Auditor is an agreed upon amount determined by Thurston County. It is evenly charged against TRPC's cash account throughout the current fiscal year. Central services include mail, postage, and accounting information system transactions. County auditor fees include the processing of payment vouchers, payroll, financial policies, and reporting.

Fund Balance Notes

For cash-basis entities, the fund balance in the Agency governmental fund represents net cash after all revenues have been deposited and all expenses have been paid. The Agency tracks the fund balance at the beginning of each month. The BARS manual requires beginning and ending cash and investments be classified as either reserved or unreserved.

- A portion of unreserved funds have been earmarked as reserve for budgetary purposes only. They represent the amounts of cash with specific purpose or use restrictions imposed by external parties (e.g., enabling legislation, grantors, creditors, etc.) or from formal internal commitments. For the Agency budget, the reserve consists of incurred liabilities if TRPC were to stop operating under the going concern assumption or were to dissolve. Contractual liabilities consist of operating and capital leases and severance liability is the amount owed to existing staff for leave buyout.
- Unreserved funds represent funds not legally limited to any specific purpose. It is the Agency's goal to maintain a fund balance sufficient for three months of operating expenditures.