

MINUTES OF MEETING

THURSTON REGIONAL PLANNING COUNCIL

Friday, May 2, 2025

Remote meeting with an in-person option.

Call to Order

Chair Vazquez called the meeting to order at 8:31 a.m.

Attendance

Members Present:

City of Lacey
City of Olympia
City of Rainier
City of Tenino
City of Tumwater
City of Yelm
Intercity Transit
Lacey Fire District #3
LOTT Clean Water Alliance
Nisqually Indian Tribe
North Thurston Public Schools
Olympia School District
Port of Olympia
PUD No. 1 of Thurston County
The Evergreen State College
Timberland Regional Library
Town of Bucoda
Thurston County
Thurston EDC
Thurston Conservation District
Tumwater School District

Robin Vazquez, Council member
Dani Madrone, Council member
Dennis McVey, Council member
John O'Callahan, Council member
Eileen Swarthout, Council member
Joe DePinto, Mayor
Robert Vanderpool, Authority member
Michael Cerovski, Deputy Chief of Administration
Carolyn Cox, Board member
Mike Mason, Staff
Esperanza Badillo-Diorio, Director
Hilary Seidel, Board member
Amy Evans Harding, Commissioner
Chris Stearns, Commissioner
William Ward, Staff
Cheryl Heywood, Executive Director
Callie Carpenter, Mayor
Carolina Mejia, Commissioner
Michael Cade, Executive Director
Marianne Tompkins, Supervisor
Mel Murray, Staff

Members Absent:

Confederated Tribes of the
Chehalis Reservation

Amy Loudermilk, Staff

Staff Present:

Marc Daily, Executive Director
Burlina Lucas, Executive Assistant
Dorinda Merrill, Office Specialist IV
Katrina VanEvery, Transportation Manager
Allison Osterberg, Planning Manager
Scott Carte, GIS & Modeling Manager
Jennifer McCall, Finance Manager
Max Franklin, IT Manager
Michael Mills, Associate Planner
Chelsea Embree, Associate Planner
George Castillo, Assistant Planner

Others Present:

Jessica Gould, Intercity Transit
Martin Hoppe, City of Lacey
Warren Hendricks, Port of Olympia
Matt Unzelman, Thurston County
Talauna Reed, Thurston County Resident
Paris McClusky, Thurston County Resident
Amy Cooper, Thurston County Resident
Maria Ruth, Thurston County Resident
Cristiana M., Thurston County Resident

Agenda Item 2

Introductions

All present were introduced.

Agenda Item 3
ACTION

Approval of Agenda

Chair Vazquez made a recommendation to amend the agenda to move agenda item # 8, Equity Language in the Regional Transportation Plan (RTP), to agenda item # 6 after Public Comments.

Councilmember O’Callahan moved, seconded by Councilmember Vanderpool, to approve the agenda as amended. Motion carried.

Agenda Item 4
ACTION

Approval of Consent Calendar

- a. Approval of Minutes – April 4, 2025
- b. Approval of Vouchers – April 2025
- c. Commute Trip Reduction (CTR) Local Plans
- d. State Fiscal Year 2026 Indirect Cost Proposal and Resolution 20254-04.

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

Agenda Item 5

Public Comment

Thurston County resident’s Talauna Reed, Paris McClusky, and Amy Cooper, commented on equity language in the Regional Transportation Plan (RTP).

Thurston County resident’s Maria Ruth, and Cristiana M, commented on the Log Cabin Road Extension project in the RTP.

Agenda Item 6
CLOSED SESSION

Executive Session – Executive Director’s Annual Evaluation

Chair Vazquez recessed the meeting to executive session at 9:35 a.m. Ms. Vazquez 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, the Executive Director’s yearly 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 10:05 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 Vazquez reconvened the meeting at 10:05 a.m. and moved to agenda item #7.

Agenda Item 7
ACTION

Executive Director’s Annual Evaluation

Chair Vazquez 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 Mason, 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
ACTION

Equity Language in the Regional Transportation Plan (RTP)

Executive Director Marc Daily presented the Transportation Policy Board’s (TPB) recommendation to the Council that the RTP be reviewed and revised for compliance with the new administration’s executive order and priorities.

Councilmember DePinto moved to approve the Transportation Policy Board’s recommendation that the Regional Transportation Plan be reviewed and revised to ensure compliance with the new administration’s executive order and priorities. However, the motion was not seconded. Therefore, the motion was not discussed or put to a vote.

Councilmember Cox moved, seconded by Councilmember Madrone, to reject the recommendation from the Transportation Policy Board and move along with the public comment period with the plan as written. Two members abstained; one member voted nay. Motion passed.

Agenda Item 9

Break

Agenda Item 10
1st REVIEW

State Contract for WRIA 13 Deschutes Salmon Recovery Lead Entity Coordination

Executive Director Marc Daily advised the Council that they will be asked to take action at their June meeting to affirm the Executive Director’s authority to enter into a contract with the Washington Recreation and Conservation Office for salmon recovery Lead Entity coordination funding.

Agenda Item 11
1st REVIEW

State Fiscal Year (SFY) 2026 Unified Planning Work Program (UPWP)

Transportation Manager Katrina Van Every provided an overview of the draft State Fiscal Year (SFY) 2026 Unified Planning Work Program (UPWP), which is a required document to receive federal and state planning funds. Council will be asked to take action on the plan at their June 6, 2025 meeting.

Agenda Item 12
INFORMATION

Report from Outside Committee Assignments

Council member Stearns provided an update on the Puget Sound Regional Council’s (PSRC) Growth Management Policy Board meeting.

Agenda Item 13
INFORMATION

Executive Director’s Report

Executive Director Marc Daily announced that (1) TRPC has submitted a Request for Proposals (RFP) regarding Emergency Detour Routes, and (2) the Bicycle Community Challenge is happening during the month of May.

Agenda Item 14
INFORMATION

Member Check In

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

Agenda Item 15

Adjournment

There being no further business, Chair Vazquez adjourned the meeting at 11:02 a.m.



Robin Vazquez, Chair



Marc Daily, Executive Director

Thurston Regional Commute Trip Reduction Four-Year Plan Update: 2025–2029

Performance targets

1. List your region’s CTR performance target(s).

Jurisdiction	2023 Survey DAR	Proposed Reduction	Equivalent % Reduction	Jurisdictional Target DAR
Lacey	54.20%	4.2 PP	7.80%	50.00%
Olympia	45.60%	5.6 PP	12.30%	40.00%
Tumwater	47.00%	4 PP	8.50%	43.00%
Thurston County	45.10%	3.1 PP	6.90%	42.00%

2. List the base value you’ll use for each performance target.
The CTR Survey for the Thurston Region: See above table.
3. Describe the method you used to determine the base value for each target.
The source will be the CTR Survey.
4. Describe how you’ll measure progress toward each target.
Use the CTR Survey.

Strategies for achieving targets

5. Describe the services and strategies your region will use to achieve CTR targets.
The Services TRPC provides:

- Administer the CTR program for the Thurston region.
- Assist worksites within the region in conducting the CTR survey and doing their program reports.
- Train and communicate with ETCs at each worksite.
- Provide resources and information to each worksite on commute options and policy updates.
- Build connections across different cities and counties.

The strategies TRPC will use:

- Develop CTR Local Plans for City of Olympia, City of Lacey, City of Tumwater, Thurston County, and Thurston Region
- Promote RideShareOnline.com
- Collaborate with neighboring counties
- Connect cities to collaborate on cross-city projects

- Work closely with transit agencies
 - Hold ETC Networking Sessions
 - Promote telework
 - Run challenges, promotions, and events to encourage use of all commute modes.
- 6. Describe the regional transportation demand management technologies that will be used to deliver CTR services and strategies.**
- a. TRPC, who implements the program on behalf of the region, utilizes statewide CTR technology such as Rideshareonline, and the CTR Survey Tool to administer the CTR Survey and Program Report.

Financial plan

7. Describe your financial plan.

Funding resources:

- Thurston Regional Planning Council administers the CTR Program on behalf of Olympia, Lacey, Tumwater and Thurston County. Funding is provided by WSDOT by worksite and for large and small state agencies. Total funding for the Thurston Region is: \$750,000/biennium.
- Other state and federal grants and projects often supplement CTR funds to do more TDM work in the region.
- More information about Thurston Regional Planning Council's project lists and funding priorities can be found in the [Regional Transportation Improvement Program](#).

Engagement

- 8. Describe engagement. Who did you talk to? When did you talk to them? What did they have to say? How did what they said influence the plan?**
- a. Who did you talk to? See attached outreach appendices.
 - b. When did you talk to them? See attached outreach appendices.
 - c. What did they have to say? See attached outreach appendices.
 - d. How did what they said influence the plan? See attached outreach appendices.
- 9. Describe vulnerable populations considered and how you engaged them. Who did you talk to? When did you talk to them?**
- See attached outreach appendices.
- 10. Describe results of engagement focused on vulnerable populations. What did they have to say? How did what they said influence the regional CTR plan?** See attached outreach appendices.
- 11. List the results of your engagement, including results from vulnerable populations, that will be provided for consideration in the state CTR and public transportation plan; regional growth, economic and transportation plans; and comprehensive plan and transit plan updates.**
- See attached outreach appendices.