

## COVER MEMO

**Briefing Date/Time:** May 27, 2025

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**Subject:** Interlocal Agreement with Thurston Regional Planning Council

**Purpose:** ☐ Information Only ☒ Decision Needed

### **Overview:**

This is a request for action on an Interlocal Agreement with Thurston Regional Planning Council.

### **Background:**

The Thurston Regional Planning Council (TRPC) is a regional planning organization, comprised of representatives from local governments within Thurston County. One of the services TRPC can provide is planning for smaller jurisdictions that do not have planning expertise in-house.

The Port does not have planning expertise in-house, yet has planning projects we want to complete over the next few years. We worked with TRPC to draft an agreement with them whereby the Port can take advantage of TRPC's planning and outreach experts for our planning needs. The attached draft Interlocal Agreement (ILA) is modeled on similar agreements TRPC has with other local jurisdictions in Thurston County.

The draft ILA works like an on-call contract, with specific scopes of work developed for specific projects. TRPC then bills the Port for the work done pursuant to the Scope of Work. The ILA calls for automatic annual renewals until terminated by the parties. It also calls for a maximum expenditure over the life of the ILA of \$2,000,000, unless that amount is changed by agreement of the parties.

The Port plans to use the ILA with TRPC for things that include, but are not limited to, the following:

- Modeling

- Mapping
- Data analysis
- Meeting facilitation
- Planning studies
- Communication materials
- Environmental review support
- Outreach to support planning efforts

**Documents Attached:**

Draft Interlocal Agreement

**Summary and Financial Impact:**

A maximum of \$2 million dollars over the life of the contract.

**Staff Recommendation:**

Staff recommends that we take advantage of the cost-effective expertise of the TRPC staff by entering into this ILA.

**Next Steps/Timeframe:**

If approved, the Port and TRPC will sign the Agreement and staff from both organizations will begin drafting a scope of work for TRPC's assistance with the Peninsula Master Plan.