



# Puget Sound Regional Council

## Operations Committee

Thursday, February 24, 2022 • 9:00 – 9:50 AM

**Hybrid Meeting - PSRC Central Meeting Room – 1011 Western Avenue, Suite 500, Seattle, 98104**

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In accordance with the Governor’s Proclamations and the Seattle-King County Department of Public Health Officer’s orders, masks are required for all visitors to PSRC’s office, regardless of vaccination status. No refreshments will be provided at the meeting.

PSRC will continue to monitor public health guidance from the Washington State Department of Health and Seattle-King County Public Health Officer. Should there be any major changes to guidance, this meeting may be held virtually only.

### Attend, watch or listen

Members of the public can attend meetings at PSRC’s offices, or listen by phone 1-888-475-4499, Meeting ID: 862 8032 3222, Passcode: 795705.

### Provide public comment

PSRC’s boards value public comment. Members of the public may provide public comment in multiple ways:

- Written comments may be submitted via email to [cmoreau@psrc.org](mailto:cmoreau@psrc.org) up to one hour before the meeting. Comments will be emailed to board members. Comments received after that deadline will be provided to board members after the meeting.
- Public comment may be made via Zoom or by phone. Registration is required and closes one hour before the meeting starts. Late registrations will not be accepted. [Register here](#). You will have 2 minutes to address the board.
- Public comment may be made in person at PSRC’s office.

Public comments are public records and may be subject to disclosure pursuant to the Public Records Act, RCW Chapter [42.56](#). For further information regarding public comment, see our [website](#).

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- 1. Call to Order and Roll Call (9:00) - Mayor Becky Erickson, Chair**
- 2. Communications and Public Comment**
- 3. Fiscal Year Audit Results for Puget Sound Regional Council (PSRC) and the Central Puget Sound Economic Development District (CPSEDD)**
  - Fiscal Year 2021 Audit Results for Puget Sound Regional Council and the Central Puget Sound Economic Development District
- 4. Consent Agenda**
  - Approve Minutes of Meeting held January 27, 2022

- b. Approve Vouchers Dated January 15, 2022 through February 7, 2022 in the Amount of \$642,423.64

## **5. Information/Discussion Items**

- a. Accountability Audit Feedback
- b. Monthly Budget Status Report
- c. Contract Status Report
- d. Completed Contracts
- e. Grant Status Report

## **6. Next Meeting:**

Thursday, March 24, 2022, 9:00 - 9:50 AM

## **7. Adjourn (9:50)**

Board members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Casey Moreau, e-mail [cmoreau@psrc.org](mailto:cmoreau@psrc.org); fax (206) 587-4825; or mail.

Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711.

العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact-center/language-assistance>.



## Puget Sound Regional Council

### **DISCUSSION ITEM**

February 17, 2022

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Fiscal Year 2021 Audit Results for Puget Sound Regional Council and the Central Puget Sound Economic Development District**

On February 24, 2022, the State Auditor's Office will hold their annual exit conference via Zoom. At the exit conference, the State Auditor's Office will present the results of their audit of both the Puget Sound Regional Council and Economic Development District.

Once finalized, audit reports will be published on the State Auditor's Office website at: [www.sao.wa.gov](http://www.sao.wa.gov).

For more information, please contact Lili Mayer at (206) 971-3268, or [lmayer@psrc.org](mailto:lmayer@psrc.org).



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, JANUARY 27, 2022**

**PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING**

**9:00 a.m.**

#### **1. Call to Order and Roll Call**

Mayor Becky Erickson called the meeting of the Operations Committee to order at 9:00 a.m. Chair Erickson shared that this was the first hybrid meeting for the Operations Committee, allowing for remote and in-person attendance. A call-in number was provided on the meeting agenda for members of the public to listen to the meeting.

See attached attendance roster for members and alternates present for all or part of the virtual meeting.

Guests and staff present for all or part of the virtual meeting were:

Ben Bakkenta, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Eric Clute, PSRC

Amy Efroymsen, etairosHR

Patty Jakala, PSRC

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Michelle Stewart, PSRC

Eva Tourangeau, PSRC

Andrew Werfelmann, PSRC

A quorum was established by roll call.

#### **2. Communications and Public Comment**

No public comment was received.

#### **3. Consent Agenda**

a. Approve Minutes of Meeting held December 2, 2021

b. Approve Vouchers Dated November 15, 2021 through January 10, 2022 in the Amount of \$1,830,912.20

Mayor Erickson thanked Councilmember Chris Roberts for being a second signer on PSRC's vouchers.

**Consent Agenda–Action: It was moved and seconded (Pugh/Roberts) to approve the minutes of the Operations Committee meeting December 2, 2021, and the vouchers dated November 15, 2021 through January 10, 2022 in the Amount of \$1,830,912.20. The motion was unanimous.**

**4a. Action Item – Adopt 2022 Amendment to PSRC's Title VI Plan**

Nancy Buonanno Grennan, PSRC, shared that as a recipient of federal funds, PSRC is required to have a Title VI Plan. The Executive Board adopted the most recent plan in September 2021. The next update is due to the Federal Transportation Administration in October 2024.

An update to PSRC's Title VI plan is required when there are substantial changes to the program, including changes to staff for Title VI program coordination. Previously, Maggie Moore, Senior Planner, was listed as a Title VI co-coordinator along with Nancy Buonanno Grennan, Deputy Executive Director. Maggie recently transferred from the Regional Planning Division to the Growth Management Planning Division. The proposed amendment to the 2021 plan deletes Maggie Moore as a co-coordinator. Nancy Buonanno Grennan will be listed as the sole coordinator for the Title VI Plan. PSRC is currently recruiting an engagement lead and will assign responsibility for the Title VI program to this position. PSRC expects to amend the plan again in 2022 with the updated staff member.

**ACTION: It was moved and seconded (McDermott/Lewis) to recommend the Executive Board adopt the 2022 Amendment to PSRC's Title VI Plan.**

**5a. Information Item – PSRC 2021 Base Pay Market Study – etariosHR**

Nancy Buonanno Grennan, PSRC, informed the committee that PSRC has its human resources consultant perform an annual base pay market study. Nancy shared that the high-level recommendations were to adjust the pay bands' minimum, mid and maximum points by 3%, effective February 1. These changes only affect staff if their salaries were below the new minimum of the pay bands. The adjustments will support the recruitment of new staff, ensuring starting salaries remain competitive.

Amy Efroymsen, PSRC, briefed the committee that five different survey sources were used to inform the base pay market study. Sixteen positions were reviewed, or roughly 62% of staff. The positions reviewed were all within 10% of market rate. It is likely that annual base pay review and adjustments are doing a better job of maintaining competitive pay. The recommended changes had minimal effect on expenditures and were within PSRC's budget.

**5b. Information Item – New Employee Status Report**

Thu Le, PSRC, introduced three new PSRC Employees: Eric Clute and Eva Tourangeau in the Data Department and Michelle Stewart in the Growth Management Division.

**5c. Information Item – Monthly Budget Progress Report**

**5d. Information Item – Contract Status Report**

**5e. Information Item – Completed Contracts**

**5f. Information Item – Grant Status Report**

**5g. Information Item – 2022 Executive Board and Operations Committee Meeting Schedule**

The committee reviewed remaining monthly reports.

**The meeting adjourned at 9:21 a.m.**

Attachments:

Operations Cmte January 27, 2022 Attendance Roster

## PSRC Operations Committee January 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	1
City of Seattle	1	CM Andrew Lewis	1
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Derek Young	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	Vacant Member	
		CM Paul Bocchi, Lakewood Alt.	
Snohomish County	1	CM Sam Low	1
		CM Stephanie Wright Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		CM Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM Hester Serebrin, WSTC	1
		COM Glen Bachman, Port of Everett Alt.	
Members	10	Present	9
		Quorum (5)	8

Attachment: Operations Cmte January 27, 2022 Attendance Roster (3348 : Operations Minutes Jan 27, 2022)



## Puget Sound Regional Council

### CONSENT AGENDA

February 17, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated January 15, 2022 through February 7, 2022 in the Amount of \$642,423.64**

### IN BRIEF

Two representatives of the Operations Committee review and sign off on the vouchers. In accordance with RCW 42.24.080, following the Operations Committee's review, the Executive Board approves the vouchers. Because the meeting is being attended remotely, PSRC will email voucher information to 2 members of the Operations Committee for review and approval.

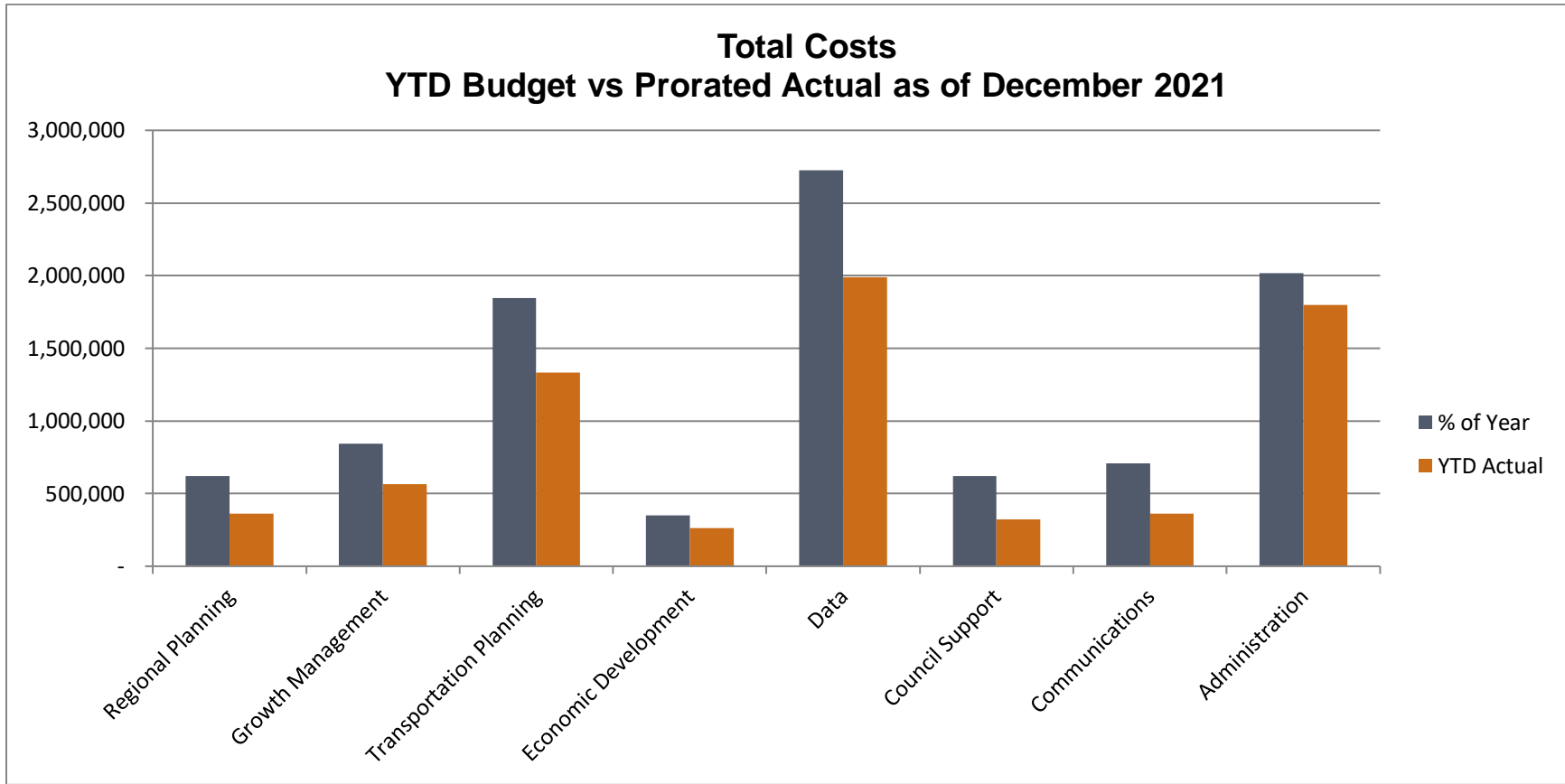
### RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

<b>REQUESTED</b>			<b>TOTALS</b>
<b><u>WARRANT DATE</u></b>	<b><u>VOUCHER NUMBER</u></b>		
01/17/22 - 02/07/22	AP Vouchers	\$	293,176.64
01/15/22	Payroll	\$	349,247.00
		\$	<b>642,423.64</b>

For additional information, please contact Andrew Werfelmann at 206-971-3292; email [awerfelmann@psrc.org](mailto:awerfelmann@psrc.org).





Budget as of September 2021 Amended Budget.

Percent of Year represents the amount of expenses that each department should have based on the current month of the fiscal year as it relates to the department's annual budget.

41.5% of labor, 8.9% of overall consultant budget, and 37.5% of direct budget expensed.

Communication: Monthly Budget Status Report (Information/Discussion Items)

Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 2/10/2022

Large contracts are those contracts having a value over \$10,000. Authorization to award a contract over \$10,000 goes before the Operation Committee for approval and their recommendation to the Executive Board to authorize the Executive Director to enter into a consultant contract for a particular work project in the adopted budget.

Contractor	Description	Project* Manager	Board Approved	Date Issued	% DBE/ WBE**	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
<b>NEW</b>										
BERK	CARES Grant - Arts & Culture Economic Recovery Strategy	Jason Thibedeau	7/23/2020	1/18/22	0%	\$89,540	\$0	\$89,540	0%	06/30/22
<b>AMENDED - NONE</b>										
<b>COMPLETED</b>										
BERK	Space Economy Report Update	Jason Thibedeau	N/A	10/15/21	0%	\$9,860	\$0	\$9,860	0%	1/31/22 <sup>1</sup>
<b>PROJECT SPECIFIC</b>										
AHBL	Stormwater Parks Technical Assistance	Erika Harris	07/23/20	09/01/21	0%	\$160,000	\$5,825	\$154,175	4%	08/31/22
Brightpath Consulting, LLC	Regional Housing Strategy Analysis and Assistance	Paul Inghram	07/22/21	11/01/21	0%	\$66,755	\$9,800	\$56,955	15%	03/30/22
CCS Global Tech	On-Call Support for Trans Projects Online Applications Services	Jennifer Barnes	10/21/21	01/18/22	0%	\$34,000	\$0	\$34,000	0%	06/30/23
King County MOA	Greenhouse Gas Emissions Inventory	Kelly McGourty	01/28/21	02/24/21	0%	\$25,000	\$10,000	\$15,000	40%	12/31/22
MEF Associates	Workforce Recovery Planning	Jason Thibedeau	07/23/20	06/02/21	0%	\$119,923	\$111,758	\$8,166	93%	03/31/22
Parametrix, Inc.	Regional Transportation Plan SEPA Addendum	Erika Harris	12/03/20	10/25/21	0%	\$23,819	\$0	\$23,819	0%	05/31/22
Resource Systems Group	2017 Puget Sound Regional Household Survey Program - Wave 3	Brian Lee & Suzanne Childress	12/03/20	01/15/21	0%	\$350,000	\$278,007	\$71,993	79%	03/31/22
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$23,924	\$66,076	27%	06/30/23
Upanup Studios, Inc.	Website Redesign	Carolyn Downs	05/27/21	01/10/22	0%	\$80,000	\$4,437	\$75,563	6%	09/30/22
The Vida Agency	Regional Transportation Plan Engagement	Ben Bakkenta	12/03/20	10/01/21	0%	\$40,000	\$24,947	\$15,053	62%	03/30/22
<b>ON-CALL</b>										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$260,000	\$204,017	\$55,983	78%	12/31/22
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$95,000	\$23,053	\$71,948	24%	02/28/23
Etairos HR	On-Call Human Resources Services	Thu le	05/27/21	09/15/21	100%	\$40,000	\$7,270	\$32,730	18%	06/30/23
Sebris Busto James	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$15,000	\$6,520	\$8,480	43%	12/31/22
<b>TOTAL</b>						<b>\$1,498,897</b>	<b>\$709,558</b>	<b>\$789,339</b>		

\* [Staff Directory](#)  
\*\* Percentage of DBE/WBE as certified by Washington State  
<sup>1</sup> Have not been invoiced as of the date of this report

Operating Leases		Description	Minimum Annual Payments:					Thereafter	Totals	Contract End Date
			FY 2016	FY 2017	FY 2018	FY 2019	FY 2020			
Copiers NorthWest Copier Lease		36 months beginning November 2020					\$8,802	\$3,940	\$12,742	10/31/23
Granicus Web Streaming		36 months beginning June 2019					\$17,968	\$28,990	\$46,958	05/31/22
Tempest Technologies, Inc.		36 months beginning April 2020					\$1,207	\$15,298	\$16,505	03/31/23
Waterfront Holdings		Office Lease - Amended March 21, 2012	\$872,603	\$899,801	\$926,999	\$954,197	\$981,576	3% inc. yrlly	\$9,655,290	05/31/24

**Small Contract Status Report**

Small contracts are those contracts having a value \$10,000 and under. Authorization from the Operation Committee is not needed for approval.

Contractor	Description	Project Manager	Board Approved	Date Issued	% DBE/ WBE*	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
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Communication: Contract Status Report (Information/Discussion Items)

Puget Sound Regional Council  
**COMPLETED CONTRACTS REPORT**  
 (since July 1, 2019)  
 as of 2/10/2022

Contractor*	Description	Project Manager	Contract #	Board Auth. Date	Date Issued	Contract Amount	Amount Paid	End Date
AMPO	Travel Model Software Development Cooperative	Craig Helmann	2016-21	12/15/16	12/22/16	\$175,000	\$175,000	12/31/21
The Vida Agency	Regional Housing Strategy Engagement	Laura Benjamin	2021-01	10/22/20	12/14/20	\$40,000	\$36,623	12/31/21
Avitus Group	On-Call Human Resources Services	Thu Le	2018-03	06/22/17	12/1/17	\$85,000	\$58,551	10/31/21
PRR, Inc.	Regional Transportation Plan Public Opinion Surveys	Ben Bakkenta	2016-081	12/3/20	01/19/21	\$130,000	\$130,000	09/30/21
WSP, USA	Regional Aviation Baseline Study	Ben Bakkenta	2019-01	07/26/18	10/1/18	\$1,570,923	\$1,449,964	06/30/21
Datalere	Database Design Support Services	Chris Peak	2019-02	12/6/18	05/20/19	\$75,000	\$43,236	06/30/21
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	2017-08	03/23/17	05/1/17	\$158,000	\$150,513	06/30/21
VisionSnap, Inc.	Upgrades and On-Call Support for Transportation Projects Online Application Services	Chris Peak	2018-04	09/28/17	01/8/18	\$31,200	\$30,840	06/30/21
KPFF	Puget Sound Region Passenger-Only Ferry Study	Gil Cerise	2020-01	07/25/19	12/16/19	\$330,000	\$330,000	01/31/21
Parametrix, Inc.	VISION 2050 SEPA Consulting Services	Erika Harris	2018-07	12/07/17	04/16/18	\$150,000	\$149,951	07/13/20
Resource Systems Group	2017 Puget Sound Regional Household Survey Program - Wave 2	Brian Lee	2017-04	03/22/18	12/01/18	\$453,716	\$453,340	03/31/20
Francis & Company	On-Call Financial Services	Diana Lauderbach	2016-06	05/28/15	07/01/15	\$120,000	\$102,114	02/28/20
Cascadia Law Group	On-Call Legal Services	Mark Gulbranson	2016-03	05/28/15	07/01/15	\$145,000	\$128,825	12/31/19
Sebris Busto James	On-Call Legal Services	Mark Gulbranson	2016-05	05/28/15	07/01/15	\$23,000	\$13,202	12/31/19
EnviroIssues	VISION 2050 Draft Plan Outreach	Rick Olson	2016-092	06/22/17	02/01/19	\$44,500	\$40,875	12/31/19
Cocker Fennessy	VISION 2050 Op-Ed Support	Rick Olson	2016-07	na	07/01/19	\$8,380	\$7,473	09/30/19
MAKERS	Social Equity Technical Support	Ben Bakkenta	2018-06	10/26/17	04/02/18	\$30,000	\$29,930	12/31/19

\*Contract summary report available upon request

Communication: Completed Contracts (Information/Discussion Items)

**Puget Sound Regional Council  
GRANT STATUS REPORT**

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 12/31/21	Remaining to be Expended	Billed as of 12/31/2021	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY21 FHWA Funding FY22-23* total FHWA	Regional Planning	Lili Mayer	Multiple	2,664,679.00	2,202,998.17	461,680.83	2,202,998.17	461,680.83	7/1/21 - TBD
	Regional Planning	Lili Mayer	Multiple	6,625,469.00	-	6,625,469.00	-	6,625,469.00	7/1/21 - 6/30/23
				9,290,148.00	2,202,998.17	7,087,149.83	2,202,998.17	7,087,149.83	
FTA 5303 Carry Forward Funding FY21 FTA 5303 Funding FY22 (thru 9/30/21) total FTA 5303	Regional Planning	Lili Mayer	Multiple	408,478.00	408,478.00	-	408,478.00	-	7/1/21 - TBD
	Regional Planning	Lili Mayer	Multiple	411,243.47	73,759.50	337,483.97	73,759.50	337,483.97	7/1/21 - TBD
				819,721.47	482,237.50	337,483.97	482,237.50	337,483.97	
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	405,859.47	1,100,196.53	405,859.47	1,100,196.53	7/1/21 - 6/30/23
FTA 5307 Regional Transit Planning	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,327,482.00	172,518.00	2,327,482.00	172,518.00	12/17/19 - 3/31/22
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	500,004.60	1,499,995.40	500,004.60	1,499,995.40	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	175,000.00	125,000.00	175,000.00	125,000.00	4/1/20 - 3/31/23
WSDOT 5310 Special Needs Trans	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	285,825.87	114,174.13	285,825.87	114,174.13	5/1/20 - 6/30/23
WA Department of Ecology	Stormwater Parks	Erika Harris	Multiple	268,965.00	29,986.97	238,978.03	29,986.97	238,978.03	8/1/20 - 10/31/22
EDA CARES Act Grant	Regional Planning	Jason Thibedeau	003.08.0.0	400,000.00	216,072.84	183,927.16	216,072.84	183,927.16	7/1/20 - 6/30/22
NEW FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	-	1,250,000.00	-	1,250,000.00	1/5/22 - 3/31/24
<b>18,734,890.47</b>								<b>12,109,423.05</b>	
Recently Completed									
RTPO FY20/21	Regional Planning	Diana Lauderbach	Multiple	1,767,177.00	1,767,177.00	-	1,767,177.00	-	7/1/19 - 6/30/21
STP	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	2,000,000.00	-	2,000,000.00	-	7/15/19 - 6/30/24
FAA Grant**	Airport Improvement	Ben Bakkenta	000.50.3.0	1,641,361.00	1,527,590.97	113,770.03	1,527,590.97	113,770.03	9/17/18 - 6/30/21
WSDOT Passenger-Only Ferry Study	Regional Planning	Gil Cerise	002.07.0.0	350,000.00	350,000.00	-	350,000.00	-	10/15/19 - 3/31/21
EPA Healthy Watersheds Grant	Regional Planning	Erika Harris	001.12.0.0	200,000.00	200,000.00	-	200,000.00	-	10/1/16 - 6/30/21
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	300,000.00	-	300,000.00	-	4/1/17 - 3/31/20
FTA 5307 Regional Transit Planning	Regional Planning	Diana Lauderbach	Multiple	2,249,999.00	2,249,999.00	-	2,249,999.00	-	7/1/17 - 12/31/20
FTA 5310 Special Needs Transportation	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	200,000.00	-	200,000.00	-	10/1/17 - 6/30/20
RTPO FY18	Regional Planning	Diana Lauderbach	Multiple	693,310.00	693,310.00	-	693,310.00	-	7/1/17 - 6/30/18
RTPO FY19	Regional Planning	Diana Lauderbach	Multiple	712,174.16	712,174.16	-	712,174.16	-	7/1/18 - 6/30/19
STP	Regional Planning	Diana Lauderbach	Multiple	1,500,000.00	1,500,000.00	-	1,500,000.00	-	1/19/18 - 6/30/19
*Funding allocation of \$5,513,583 received 1/26/2022									
**All spent funds have been received for this grant. The balance shown is unspent consultant.									

Communication: Grant Status Report (Information/Discussion Items)