



Puget Sound Regional Council

Operations Committee

Thursday, June 23, 2022 • 9:00 – 9:50 AM

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

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.

PSRC’s office is open to the public for board meetings. 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.

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 by 8:00 am the day of 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 at 8:00 am the day of the meeting. 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](#).

1. Call to Order and Roll Call (9:00) - Mayor Becky Erickson, Chair

2. Communications and Public Comment

3. Consent Agenda

- a. Approve Minutes of Meeting held April 28, 2022
- b. Approve Vouchers Dated March 31, 2022 through June 9, 2022 in the Amount of \$2,147,110.42

4. Action Items

- a. Approve Budget Amendment and Contract Authority to Increase the Amount for the Puget Sound Regional Household Travel Survey Program
- b. Contract Authority to Subscribe to Common Office Software Programs

- c. Revised Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community-Based Organizations

5. Information/Discussion Items

- a. New Employee Status Report
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report
- e. Update on PSRC's Office Space Plans

6. Executive Session

- a. Executive Session Regarding Real Estate Matters Pursuant to RCW 42.30.110(1)(b)

7. Next Meeting:

Thursday, July 28, 2022, 9:00 - 9:50 AM

8. 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; 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

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, APRIL 28, 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 9:01 a.m. Chair Erickson shared that this would be a 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.

2. Communications and Public Comment

Alex Tsimerman, Marguerite Richard, and the Honorable Michael Fuller provided public comment.

A quorum was established by roll call. 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:

Larry Blackett, PSRC
 Josh Brown, PSRC
 Nancy Buonanno Grennan, PSRC
 Doug Cox, PSRC
 The Honorable Michael Fuller
 Bryce Hagan, PSRC
 Melissa Hom, PSRC
 Patty Jakala, PSRC
 Thu Le, PSRC
 Liana Lopez, PSRC
 Lili Mayer, PSRC
 Casey Moreau, PSRC
 Marguerite Richard, Black Action Network
 Alex Tsimerman
 Andrew Werfelmann, PSRC

3. Consent Agenda

a. Approve Minutes of Meeting held March 24, 2022

b. Approve Vouchers Dated February 28, 2022 through April 6, 2022 in the Amount of \$974,548.22

Consent Agenda–Action: It was moved and seconded (Low/Bachman) to approve the minutes of the Operations Committee meeting March 24, 2022, and the vouchers dated February 28, 2022 through April 6, 2022 in the Amount of \$974,548.22. The motion was unanimous.

4a. Action Item – Approve Updated Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community Based Organizations

Lili Mayer, PSRC, reminded the committee that the State Auditor’s Office (SAO) unofficially reviewed PSRC’s Outreach and Compensation Policy and Procedures and provided recommendations for improvement. PSRC staff have incorporated the SAO’s suggested updates and seek the committee’s feedback. Policy changes include the addition of Community Based Organizations (CBO’s) as qualified recipients and added language to require attendance records prior to compensation.

The committee discussed how individuals and CBOs are compensated, with concern for duplicative efforts of compensation. The committee also heard from staff how PSRC is working with CBOs to assess displacement risk. These organizations often have limited resources and availability. Offering compensation can allow for these organizations to participate in PSRC’s work and offer their expertise. Staff of a CBO are not directly compensated by the policy, compensation is for legally recognized CBOs. The committee discussed how compensation supports equity but asked for further clarification of policy definitions and the information trying to be obtained by compensating CBOs. The action was delayed until the June Operations Committee meeting.

4b. Action Item – Contract Authority for Consultant Services for Housing Survey

Paul Inghram, PSRC, shared that the committee was being asked to authorize a contract to conduct a public opinion poll related to housing. PSRC will be moving into implementation of the recently adopted Regional Housing Strategy and many local jurisdictions will starting work on their comprehensive plan updates. As such, PSRC staff have identified the need to engage the broader public on housing issues. Mr. Inghram provided a brief overview of some of the data the poll would hope to collect. He noted that the Department of Commerce is also interested in a statewide poll. Ideally, PSRC would be able to complete a single contract and cost share with Commerce for the statewide expenses.

The committee shared interests in various questions the poll would ask and who would be targeted. Mr. Inghram will provide a briefing to the committee as the survey is developed.

ACTION: It was moved and seconded (Tolbert/McDermott) to recommend that the Executive Board authorize the Executive Director to enter a consultant contract for public opinion polling related to the Regional Housing Strategy. The total

budget for this consultant work is not to exceed \$254,100. The motion was unanimous.

5a. Information Item – New Employees Status Report

Thu Le, PSRC, introduced three new PSRC employees: Doug Cox, Bryce Hagan and Melissa Hom.

5b. Information Item – Update on PSRC’s Office Space Plans

Nancy Buonanno Grennan, PSRC, shared that Larry Blackett with Kidder Matthews had joined the committee today to discuss considerations for remaining in PSRC’s current office or relocating. Ms. Grennan shared that PSRC has been in its current location for 30 years, leasing 27,000 square feet at a cost of \$1.1 million. The lease is expected to increase to \$1.2 million by 2024. PSRC has been working with staff, Mr. Blackett and an architect to understand space needs and explore other options.

Mr. Blackett shared that PSRC would be able to shrink its footprint to roughly 18,500 square feet. PSRC is looking to locate within the Central Business District and has toured various locations, with additional tours scheduled. He noted that construction costs have increased 25-30% over the last 6-9 months. Tenant improvement costs will be a major factor when evaluating options.

The committee discussed location accessibility, transportation, parking, and remote participation. The committee also discussed sharing space with partner agencies. Ms. Buonanno Grennan noted other government agencies that PSRC had contacted to determine if there was potential for space sharing. Further information will be brought back to the committee at its June meeting. Ms. Buonanno Grennan asked committee members to reach out to her with questions so staff can be prepared to respond with information and research in June.

5c. Information Item – Monthly Budget Status Report

5d. Information Item – Contract Status Report

5e. Information Item – Grant Status Report

Information items were included in the agenda packet. Members could reach out to staff with questions. Mayor Erickson shared that the General Assembly is scheduled for Thursday, May 26, 2022.

The meeting adjourned at 9:50 a.m.

Attachments:

Operations Cmte April 28, 2022 Attendance Roster

PSRC Operations Committee April 28, 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.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Derek Young	
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	CM Doug Fagundes, Fife	1
		MYR Pro Tem Javier Figueroa, University Place, 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	
		COM Glen Bachman, Port of Everett Alt.	1
Members	10	Present	8
		Quorum (5)	8

Attachment: Operations Cmte April 28, 2022 Attendance Roster (3426 : Operations Minutes Apr 28, 2022)



Puget Sound Regional Council

CONSENT AGENDA

June 16, 2022

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated March 31, 2022 through June 9, 2022 in the Amount of \$2,147,110.42**

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:

REQUESTED

<u>WARRANT DATE</u>	<u>VOUCHER NUMBER</u>	<u>TOTALS</u>
04/05/22 - 06/09/22	AP Vouchers	\$ 842,876.87
03/31/22 - 05/15/22	Payroll	\$ 1,304,233.55
		\$ 2,147,110.42

For additional information, please contact Andrew Werfelmann at 206-688-8220; email awerfelmann@psrc.org.



Puget Sound Regional Council

ACTION ITEM

June 16, 2022

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Budget Amendment and Contract Authority to Increase the Amount for the Puget Sound Regional Household Travel Survey Program**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000. A request is being made to amend the budget and authorize \$470,000 in additional funds to be contributed by three jurisdictions toward consultant contract work on the 2023 survey of a new eight-year Puget Sound Regional Household Travel Survey Program. This will be in addition to the \$500,000 authorized in March 2022. The consultant contract will be for the entire eight-year program, but subsequent surveys are subject to future budget availability and approval.

RECOMMENDED ACTIONS

1. Amend the budget to add \$470,000 in contributions from three jurisdictions (\$100,000 from the City of Bellevue; \$100,000 from the City of Bothell; \$270,000 from the City of Seattle) who are partnering with the PSRC in the 2023 survey of an eight-year Puget Sound Regional Household Travel Survey Program, and to increase the authorized consultant expenditures by the same amount.
2. Authorize the Executive Director to enter into a consultant contract for an eight-year Puget Sound Regional Household Travel Survey Program with the implementation of the first survey in 2023, not to exceed \$970,000, (\$500,000 approved in March 2022 for the PSRC portion, plus an additional \$470,000 from three jurisdictions for their respective portions).

BUDGET IMPACT

The proposed amendment would increase the adopted 2022-2023 biennial budget by \$470,000 from \$32,016,000 to \$32,486,000. The adopted 2022-2023 biennial budget already includes \$500,000 for the PSRC portion of the 2023 survey. The additional \$470,000 are to be contributed by the Cities of Bellevue (\$100,000), Bothell (\$100,000), and Seattle (\$270,000) for their respective portions of the 2023 survey. The total amount for survey work in 2023 from the four agencies is \$970,000.

DISCUSSION

PSRC has recently completed a six-year, three-wave program of household travel surveys conducted in 2017, 2019, and 2021 (a survey wave is one data collection period). This six-year program follows a long history at PSRC of conducting travel surveys, back to the 1960s.

We found the multi-year, frequent program to be a more cost-effective and timely approach to collect the data needed for monitoring and modeling regional travel and land use patterns than larger surveys every eight to ten years. We have been better able to track transportation changes over time and respond to unexpected influential events such as COVID-19 and technological advances. Frequent surveying has allowed us to build staff knowledge and internal computing systems that would not be feasible on a more sporadic cycle. Finally, the more frequent surveying approach will reduce initial survey startup efforts since each survey design and analysis phase will occur more often and with a smaller time gap since last survey.

Data produced by the travel survey is used by PSRC and many member agencies to develop models that predict household travel behavior. In addition, the surveys have been used to build household location models used in land use analysis. The biennial survey approach (i.e., conducting a survey every other year) also provides information for performance measures such as mode choices in regional centers and for before-after studies of infrastructure improvements.

The success of the 2017-2021 six-year program has led us to recommend reimplementing a similar program design, starting with a 2023 survey. We also recommend lengthening the duration to an eight-year, four-wave program from a six-year, three-wave program. This lengthening will create more stability for PSRC and partner agencies in their planning and budgeting for data collection.

For FY2022-2023, a survey in 2023 supported by a PSRC budget of \$500,000 for consultant services is planned for implementation. This amount was included the adopted 2022-2023 biennial budget and authorized by the Operations Committee in March 2022. Since then, three jurisdictions – the Cities of Bellevue, Bothell, and Seattle – have provided letters of intent to PSRC to purchase additional household survey samples for their communities. The proposed budgets are \$100,000 for Bellevue, \$100,000 for Bothell, and \$270,000 for Seattle; each is subject to final approval by the

jurisdiction before a Memorandum of Agreement (MOA) with PSRC can be executed. In this arrangement, the jurisdictions are purchasing additional data and PSRC is managing project oversight, budgeting, and data cleaning to ensure all partners receive useful, high-quality datasets. These add-on samples can help each jurisdiction better understand more specific travel and land use behaviors and needs in their communities. Once all MOAs from committed partners have been executed, then PSRC can execute a consultant contract.

For more information, please contact Brian Lee at (206) 971-3270 or blee@psrc.org, or Suzanne Childress at (206) 856-8925 or schildress@psrc.org.



Puget Sound Regional Council

ACTION ITEM

June 16, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Contract Authority to Subscribe to Common Office Software Programs**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000 per year. A request is being made to authorize a three-year subscription of office software programs.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to enter one or more contracts to subscribe to a bundle of common office software in an amount not to exceed \$75,000 over the next three years.

BUDGET IMPACT

The adopted Biennial Budget and Work Program includes sufficient funds within the overhead/information system budget for this project for the current fiscal year. Future years will be subject to adoption of the FY2024-2025 Biennial Budget and Work program.

DISCUSSION

PSRC has been subscribing to a bundle of common software programs to facilitate its work. The current contract for this bundle expires in June 2022. New contract authorization is needed to secure these services for PSRC staff over the next three years.

The bundle includes common office support software programs, including electronic mail, video meetings, word processing, spreadsheets, survey tools, presentation

creation, among others. The estimated cost to subscribe to these services is estimated at \$23,354 per year, with the option to renew for two subsequent years, for a total of \$70,064 for the three years. The subscription cost is based upon the number of current licensed staff users.

For more information, please contact Piset Khuon, Senior IT Specialist, at pkhuon@psrc.org.



Puget Sound Regional Council

ACTION ITEM

June 16, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Revised Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community-Based Organizations**

IN BRIEF

PSRC would like to expand the existing policy on compensating participation in focus groups and/or committees to include community-based organizations (CBOs) as an allowed recipient.

RECOMMENDED ACTION

Recommend that the Executive Board approve the revised policy on compensating members of PSRC funded focus groups and/or advisory committees.

DISCUSSION

The original policy on compensation for participation was reviewed and approved by the Operations Committee in October 2020. This policy only allowed compensation for time spent on focus groups and/or advisory committees. In June 2021, the policy was updated to include time spent on surveys and interviews, and to allow the use of gift cards as compensation when paid through a consultant. The policy brought to the committee in April 2022 added compensation to CBOs as an allowed recipient to encourage public participation in PSRC outreach efforts. Also included in the April update was trueing up the policy suggestions from the State Auditor.

Based on the recommendation of the committee, the current revision clarifies the definition of what a community-based organization is, what types of work and/or efforts are allowed under the policy and offers examples of CBOs in the Puget Sound area.

Contingent upon approval, the policy will be amended within PSRC's Administrative Policies and Procedures Document.

For more information, please contact Lili Mayer at (206) 688-8221, or LMayer@psrc.org.

Attachments:

Outreach Compensation Policy and Procedures

Outreach Compensation Policy and Procedures (For community-based organizations, focus groups, working groups, committee members, participation in surveys, and interviews)

June 2022

Purpose

To establish a policy and procedures for compensating focus group or committee members who are not compensated by their employers for participating in PSRC-funded meetings; compensating for participation in surveys and interviews by members of the public; and compensating Community-Based Organizations (CBO) directly to encourage participation in PSRC outreach.

Definitions

Focus Group and Community Meeting: A small group of people that meet for a limited period of time to participate in a guided discussion, providing insights on a policy, product, strategy, etc., either in-person or virtually. This type of group is used to understand different perspectives and priorities that may affect a project scope or get feedback on draft proposals or direction at any time throughout a project. These groups typically meet for 1-2 hours per session, one or more times as needed.

Committee and Working Group: Both are long-standing groups of people representing the perspectives of jurisdictions or interest groups, appointed by the agency to discuss key issues, make recommendations, and/or complete tasks concerning a particular subject. Working groups tend to meet for 1-2 hours per session over a 6-to-18-month period of time and generally require prep and post-meeting follow up time. Committee groups meet for 1-2 hours per session, but over a longer 1-3-year period of time and usually require participation by subject matter experts and jurisdictions, also requiring prep and post-meeting follow up time. A Committee can also be a permanent standing group that works with and advises PSRC.

Community-Based Organization: A Community-Based Organization (CBO) refers to an organization aimed at making desired improvements to a community's social health, well-being, and overall functioning. Community organization occurs in geographically, psychosocially, culturally, spiritually, and digitally bounded communities. CBOs work closely with the community and are better able to identify the needs of the residents.

At PSRC's discretion, the intention of this policy is to enable small or overburdened organizations to provide expertise and insight to PSRC when they otherwise couldn't due to limited financial resources.

An eligible CBO will be a private non-profit 501(c)3 organization or locally established entity which is representative of a community or significant segments of a community in the Puget Sound area and which provides educational or other related basic human services to individuals in the community. (Examples of CBOs include Africatown Seattle, Compass Housing Alliance, and HomeSight)

Survey: A questionnaire used to inform a project, generally multiple choice and/or short answer and distributed by email, phone, in-person or mail with participants typically selected at random based on their address or demographics.

Interview: A one-on-one telephone, virtual, or in-person meeting, sometimes as follow-up to a survey, to solicit detailed information, clarify data or community perspectives, or obtain feedback on a process.

Policy

Focus Groups, Working Groups and Committees:

Members of focus groups/committees who are not already being compensated by their employers or other organizations for participating in PSRC-funded meetings may be compensated for attending group meetings. If an alternate is attending a meeting in place of a committee member, the alternate is also eligible for compensation. The compensation rate structure is set by PSRC based in part on its review of focus group/committee compensation paid by other peer metropolitan planning organizations (MPOs), member jurisdictions, and partner organizations. The compensation rate structure will be subjected to periodic evaluation, at the discretion of PSRC.

At the discretion of PSRC, adjustments may be made to the set compensation rate per meeting, based on amount of time required and/or level of effort.

Surveys and Interviews:

Members of the public may also be compensated or entered into a lottery for taking a survey or participating in an interview.

Community-Based Organizations:

CBOs may be compensated directly to consult, provide expertise and insights to aid PSRC's planning work or to encourage responses to PSRC outreach efforts.

The compensation rate structure is set and adjusted by PSRC based on market rates (what other agencies are paying for a similarly sized survey/interview) for time and level of effort. The Outreach Compensation Cost Estimate Form will be used for every new public outreach effort that includes compensation.

Procedures

Committees and Community Meetings, Some Focus and Work Groups (that may exceed \$600/participant/calendar year):

1. Member's Questionnaire

Each member of the focus group/working group/committee must fill out the Member Questionnaire, on an annual basis. The Member Questionnaire is required to be updated when personal information changes. The Member Questionnaire form is available on Grapevine.

Members of focus group/working groups/committees must disclose in the Member Questionnaire if they are being compensated by their employer for preparing for and attending the meeting(s).

The Member Questionnaire will be distributed by PSRC staff to the participant, as needed, and must be submitted to PSRC's Finance department for processing, email to finance@psrc.org.

2. Attendance

Regular attendance in focus groups/working groups/committee meetings is required for the member's compensation. Attendance must be recorded by the focus group/working group/committee facilitator and provided to PSRC's Finance Department within 30 days after each meeting. Participants must stay for at least 75% of the meeting to be compensated. The record of attendance will serve as support for processing compensation to members. Consultants must provide a matching record (IE: proof of attendance and/or participation in addition to payment receipt) to be reimbursed. A sample attendance sheet is available on Grapevine. PSRC staff will distribute the attendance form to participants and/or consultants, as needed, and must be submitted to PSRC's Finance department for processing, email to finance@psrc.org.

3. Compensation

PSRC's Finance Department is responsible for calculating the total compensation per member based on the current compensation rate structure. This task can be delegated to a consultant. The Compensation Schedule will be the current standard compensation per meeting and any adjustment based on anticipated unusual time commitment for a particular meeting. The Compensation Schedule shall be communicated to each focus group/working group/committee facilitator two weeks prior to the schedule of meeting, as the schedule allows.

PSRC's Finance department, or the consultant, is responsible for the processing of checks, or online payments (i.e. PayPal, Venmo) for the member's compensation in accordance with its accounts payable policy and procedures. If reimbursed by check, it will be mailed to the participant's address provided on the member's questionnaire.

Surveys, Interviews, and Focus Groups (not to exceed \$600/participant/calendar year):

1. Compensation

Surveys, Focus Groups, and/or interviews may be eligible to receive compensation using check, online payment (i.e. PayPal, Venmo), or gift card based on the current compensation rate structure and adjusted for time and effort as applicable.

PSRC will not keep stock of any gift cards under any circumstances. If gift cards are used as compensation, the consultant will furnish and safeguard the cards and issue them as appropriate. Proof of purchase and delivery to recipient is required for reimbursement to consultant.

Community-Based Organizations

1. Compensation

Payment will be made via check to the organization upon receipt of an invoice for the services provided. Services provided can be time spent working with PSRC staff, either in person, via phone, virtually, or any combination.

PSRC will use the Compensation Rate Structure to determine a fair and reasonable hourly rate or total compensation amount to grant the CBO for their work with PSRC. CBO staff members or volunteers will not receive compensation from PSRC.

Compensation Rate Structure

The Compensation Rate Structure will be reevaluated periodically and compared to market rates. See Finance for further details. Compensation will be determined by examining what has been done in the past and compared to 2-3 current rates by organizations performing similar work. The Compensation Cost Estimate Form will need to be submitted to Finance prior to the start of the project. PSRC staff, or consultant, may complete the form and supporting details. These rates will be reviewed by Finance to determine reasonability.

Revisions to Policy:

Minor revisions to this policy may be performed administratively. Minor revisions include but are not limited to: Compensation Rate Structure, delivery method of payment as new services become available.

This policy will be brought to the Operations Committee every 3 years for review. Next review will be in 2025.

References

§ 200.422 Advisory councils

Costs incurred by advisory councils or committees are unallowable unless authorized by statute, the [Federal awarding agency](#) or as an indirect cost where allocable to Federal awards. See § 200.444, applicable to States, local governments, and Indian tribes.



Puget Sound Regional Council

INFORMATION ITEM

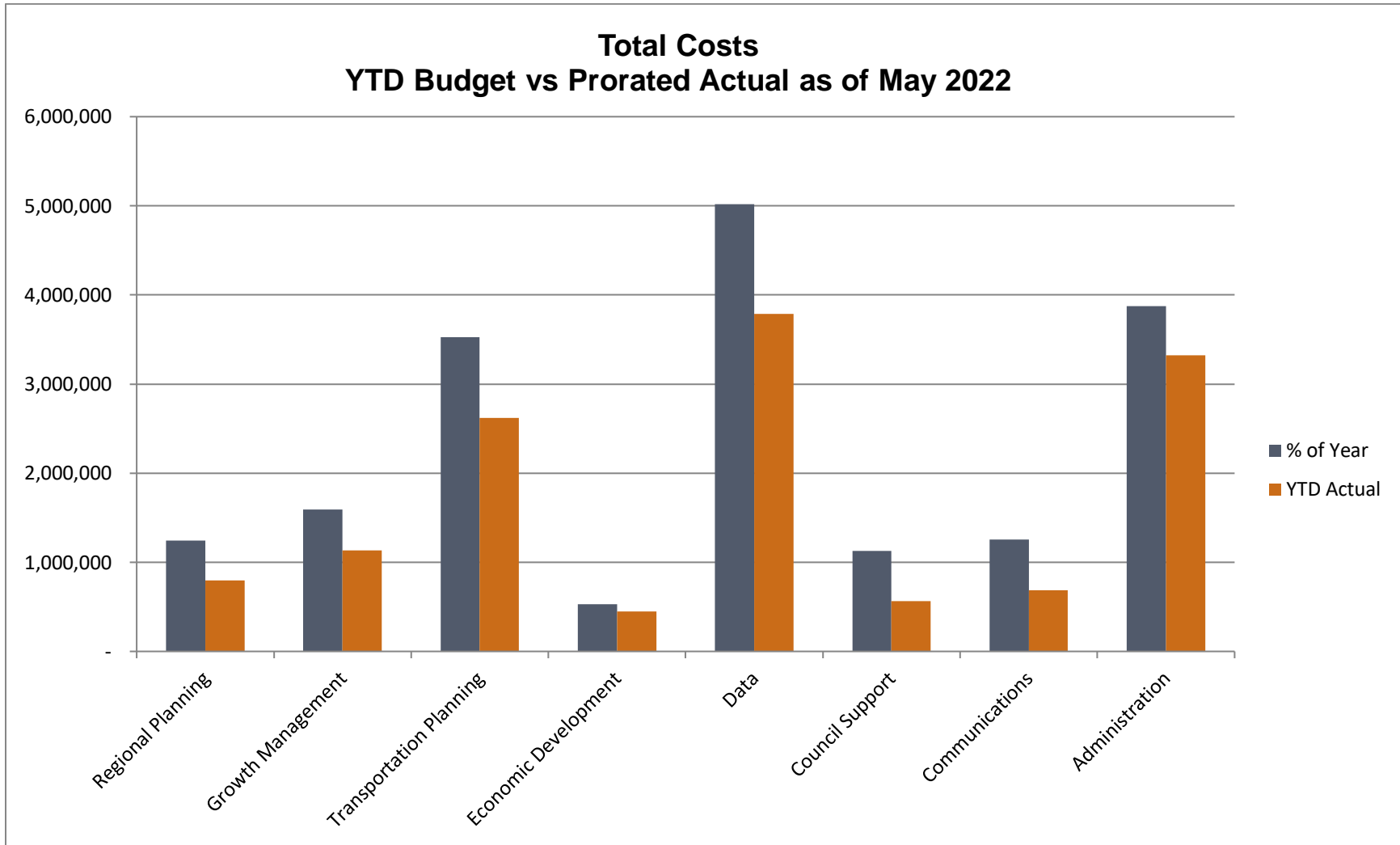
June 16, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **New Employee Status Report**

PSRC has one new employee:

Robin Koskey – Director of Government Relations and Communications
Robin has a Bachelor of Arts in Political Science and Government from University of Connecticut and a Juris Doctor (J.D) from University of Connecticut School of Law. Prior to joining PSRC, Robin was the Deputy Director for the Office of Intergovernmental Relations at City of Seattle.

For more information, please contact Thu Le at 206-464-6175 or tle@psrc.org.



Budget as of May 2022 Supplemental 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.

80.3% of labor, 19.5% of overall consultant budget, and 62.3% of direct budget expensed.

Communication: Monthly Budget Report (Information/Discussion Items)

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 6/14/2022

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
NEW										
Fisko Kretschmer Smith Dixon Ormseth	On-Call Legal Services for Commercial Leases	Nancy Buonanno Grennan	05/27/21	06/08/22	0%	\$15,000	\$0	\$15,000	0%	tbd
AMENDED										
BERK	CARES Grant - Arts & Culture Economic Recovery Strategy	Jason Thibedeau	07/23/20	1/18/22	0%	\$90,740	\$47,126	\$43,614	52%	6/30/22 ¹
COMPLETED ***										
Brightpath Consulting, LLC	Regional Housing Strategy Analysis and Assistance	Paul Inghram	07/22/21	11/01/21	0%	\$66,755	\$24,743	\$42,012	37%	05/31/22 ²
Parametrix, Inc.	Regional Transportation Plan SEPA Addendum	Erika Harris	12/03/20	10/25/21	0%	\$23,819	\$9,501	\$14,318	40%	05/31/22
PROJECT SPECIFIC										
AHBL	Stormwater Parks Technical Assistance	Erika Harris	07/23/20	09/01/21	0%	\$230,000	\$27,549	\$202,451	12%	10/31/22
CCS Global Tech	On-Call Support for Trans Projects Online Applications Services	Jennifer Barnes	10/21/21	01/18/22	0%	\$34,000	\$25,380	\$8,620	75%	06/30/23
King County MOA	Greenhouse Gas Emissions Inventory	Kelly McGourty	01/28/21	02/24/21	0%	\$25,000	\$15,000	\$10,000	60%	12/31/22
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$35,942	\$54,058	40%	06/30/23
Upanup Studios, Inc.	Website Redesign	Carolyn Downs	05/27/21	01/10/22	0%	\$80,000	\$52,374	\$27,626	65%	09/30/22
ON-CALL										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$260,000	\$199,737	\$60,263	77%	12/31/22
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$95,000	\$66,682	\$28,319	70%	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	\$6,835	\$8,165	46%	12/31/22
TOTAL						\$1,065,314	\$518,138	\$547,176		

* [Staff Directory](#)
** Percentage of DBE/WBE as certified by Washington State
*** A list of Completed Contracts is available on request.
¹ Amended to add \$1,200 for focus group compensation
² Completed on time - final invoice not yet received.

Operating Leases	Description	Minimum Annual Payments:					Totals	Contract End Date
		FY 2020	FY 2021	FY 2022	FY 2023	Thereafter		
Copiers NorthWest Copier Lease	36 months beginning November 2020	\$8,802	\$5,784	\$5,784	\$2,892	tbd	\$23,262	10/31/23
Granicus Web Streaming & Closed Captioning	48 months beginning June 2019	\$17,968	\$14,141	\$14,848	\$15,591	tbd	\$62,548	05/31/23
Tempest Technologies, Inc.	36 months beginning April 2020	\$4,805	\$5,250	\$6,450	optional	tbd	\$16,505	03/31/23
Waterfront Holdings	Office Lease - Amended March 21, 2012	\$1,006,326	\$1,033,524	\$1,060,722	\$1,087,920	tbd	\$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
------------	-------------	--------------------	-------------------	----------------	----------------	--------------------	----------------	---------------------	-------------	----------------------

Communication: Contract Status Report (Information/Discussion Items)

**Puget Sound Regional Council
GRANT STATUS REPORT**

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 4/30/22	Remaining to be Expended	Billed as of 4/30/2022	Remaining to bill	Grant Period
FHWA Funding FY22-23	Regional Planning	Lili Mayer	Multiple	6,625,469.00	1,428,433.76	5,197,035.24	1,428,433.76	5,197,035.24	7/1/21 - 6/30/23
FTA 5303 Funding FY22 (thru 2/18/22)*	Regional Planning	Lili Mayer	Multiple	1,000,325.47	359,209.50	641,115.97	359,209.50	641,115.97	7/1/21 - TBD
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	671,910.07	834,145.93	671,910.07	834,145.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	833,341.00	1,166,659.00	833,341.00	1,166,659.00	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	206,977.00	93,023.00	200,000.00	100,000.00	4/1/20 - 3/31/23
WSDOT 5310 Special Needs Trans	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	326,100.40	73,899.60	320,921.03	79,078.97	5/1/20 - 6/30/23
WA Department of Ecology	Stormwater Parks	Erika Harris	Multiple	268,965.00	46,955.90	222,009.10	43,529.86	225,435.14	8/1/20 - 10/31/22
EDA CARES Act Grant	Regional Planning	Jason Thibedeau	003.08.0.0	400,000.00	299,721.64	100,278.36	280,921.97	119,078.03	7/1/20 - 6/30/22
NEW FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	217,365.00	1,032,635.00	217,365.00	1,032,635.00	1/5/22 - 3/31/24
13,750,815.47								9,395,183.28	
Recently Completed									
FTA 5307 Regional Transit Planning	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,500,000.00	-	2,500,000.00	-	12/17/19 - 3/31/22
FHWA Carry Forward Funding FY21	Regional Planning	Lili Mayer	Multiple	2,664,679.00	2,664,679.00	-	2,664,679.00	-	7/1/21 - 2/28/22
FTA 5303 Carry Forward Funding FY21	Regional Planning	Lili Mayer	Multiple	408,478.00	408,478.00	-	408,478.00	-	7/1/21 - 12/31/21
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
*Additional FTA 5303 fund allocation received 5/11/22									
**All spent funds have been received for this grant. The balance shown is unspent consultant.									

Communication: Grant Status Report (Information/Discussion Items)



Puget Sound Regional Council

DISCUSSION ITEM

June 16, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Update on PSRC's Office Space Plans**

IN BRIEF

PSRC moved into its current space within Waterfront Place in 1994 with its current lease expiring in May 2024. PSRC's internal office space team and its outside consultants have been working since March 2021 to assess how PSRC's office space needs have changed to prepare for new lease negotiations. Staff briefed the Operations Committee at its April 28, 2022, meeting and will be providing an update on its search for new office space at the June 23, 2022 scheduled committee meeting.

BACKGROUND

PSRC currently leases the entirety of the fifth floor at Waterfront Place, a total of 27,198 square feet at a cost of approximately \$1 million annually (~\$40/ square foot). PSRC's staffing levels have remained steady at approximately 65 employees and are anticipated to remain at these levels moving forward.

To assist in evaluating and securing a future lease, PSRC has retained real estate broker Larry Blackett of Kidder Mathews to lead real estate negotiations and Jarrod Arbini and Catherine Wells of Weaver Architects to assist in assessing and planning future office space requirements.

PSRC last extended its current lease in 2014. In the two years preceding the lease extension, PSRC came close to relocating and downsizing its office footprint. However, unique market factors stemming from the Viaduct Removal Project resulted in PSRC extending its lease rather relocating. With the work on the waterfront nearing completion, the economics at Waterfront Place have changed dramatically. Views (along with noise) of the Viaduct have been replaced with waterfront views, escalating

rental rates. PSRC's current office continues to be inefficient for agency needs. In addition, code related challenges on the 5th floor make downsizing extremely challenging.

For all of those reasons, PSRC staff began to explore relocation options with the following considerations:

- Located in Seattle's downtown business core with close access to transit, including ferries, rail, bus and light rail for ease of access by the board members, the public and staff
- More efficient and less square footage
- Lower gross monthly rent
- High level security features
- Executive board room on same floor

Finally, per the direction of the Operations Committee, staff reached out to several public sector agencies to explore the potential for sharing or subleasing space. No opportunities have emerged that make economic sense for PSRC to pursue further.

Operations Committee and Executive Board members are invited to tour potential office space on July 14, 2022; please contact Nancy Buonanno Grennan for further details or to arrange for alternative tour dates.

For more information, please contact Nancy Buonanno Grennan, Deputy Executive Director, at 206-464-7527; email nbgrennan@psrc.org.