



Puget Sound Regional Council

Operations Committee

Thursday, April 28, 2022 • 9:00 – 9:50 AM

Hybrid Meeting - PSRC Central Meeting 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 March 24, 2022
- b. Approve Vouchers Dated February 28, 2022 through April 6, 2022 in the Amount of \$974,548.22

4. Action Items

- a. Approve Updated Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community Based Organizations
- b. Approve Contract Authority for Consultant Services for a Housing Survey

5. Information/Discussion Items

- a. New Employees Status Report
- b. Update on PSRC's Office Space Plans
- c. Monthly Budget Report
- d. Contract Status Report
- e. Grant Status Report
- f. PSRC General Assembly Save the Date - Thursday, May 26, 2022

6. Next Meeting: NO MEETING IN MAY

Thursday, June 23, 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; 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, MARCH 24, 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 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.

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:

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Suzanne Childress, PSRC

Craig Helman, PSRC

Patty Jakala, PSRC

Brian Lee, PSRC

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, 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 February 24, 2022

b. Approve Vouchers Dated January 31, 2022 through March 14, 2022 in the Amount of \$998,351.05

Consent Agenda–Action: It was moved and seconded (Tolbert/Low) to approve the minutes of the Operations Committee meeting February 24, 2022, and the vouchers dated January 31, 2022 through March 14, 2022 in the Amount of \$998,351.05. The motion was unanimous.

4a. Action Item – Supplemental Budget and Work Program Fiscal Years 2022-2023

Andrew Werfelmann reviewed the process for the development of the budget. Starting in the fall of 2021, the committee reviewed estimated revenues and expenditures. A full draft supplemental budget was then posted to PSRC’s website in December. Beginning in January 2022, the draft budget was shared with all policy boards for feedback. To date no comments have been received on the draft budget.

ACTION: It was moved and seconded (Bachman/Low) to:

1. **Recommend approval of the FY 2022-2023 Supplemental Biennial Budget and Work Program by the Executive Board and recommend adoption by the General Assembly on May 26, 2022**
2. **Recommend that the General Assembly adopt Resolution PSRC-A-2022-01 authorizing the submittal of the adopted Supplemental Fiscal Year 2022-2023 Biennial Budget and Work Program to the appropriate federal and state funding agencies.**

The motion was unanimous.

4b. Action Item – Contract Authority to Purchase Audio/Video Web-Streaming Services

Kathryn Johnson shared that PSRC is seeking contract authority for web-streaming, closed captioning, and agenda services. The contract is not to exceed \$81,000 over the next three years. The current contract expires May 2022. The new contract authorization will allow PSRC to continue web streaming PSRC policy board meetings to the public. Staff will conduct a review of potential vendors and have the option to select another service provider in years two and three.

ACTION: It was moved and seconded (Roberts/McDermott) to recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase audio/video web-streaming with agenda integration and real-time closed captioning services not to exceed \$81,000 over the next three years. The motion was unanimous.

4c. Action Item – Approve Contract Authority for Consultant Services for Budgeted Household Travel Survey in 2023, as Part of a New Eight-Year Program

Brian Lee informed the committee that this contract authority request would support the Regional Household Travel Survey scheduled for 2023. This work is already included in the 2022-2023 biennium budget and is not to exceed \$500,000 for 2023.

Mr. Lee shared that PSRC is in the process of concluding work for the 2021 survey. This data was collected in the spring of 2021 and is the final part of a six-year program that started in 2017. The upcoming 2023 survey will be part of a new six-year program that will allow PSRC to look at the long-term impacts of the pandemic and the state of the region moving forward.

Past surveys have highlighted the need for a more frequent, multi-year program. This allows PSRC to collect data in a timelier and more cost-effective manner. Consulting services will be used to update the survey, administer the collection of data and then support data delivery. Up to \$500,000 has been budgeted for the 2023 survey to allow for a more holistic review of the data. Future contract renewal is subject to budget availability and approval.

ACTION: It was moved and seconded (McDermott/Bachmann) to recommend the Executive Board authorize the Executive Director to enter into a consultant contract for implementation of a household travel survey in 2023, not to exceed \$500,000. Subsequent data collection for surveys in 2025, 2027, and 2029 are subject to future budget availability and approval. The motion was unanimous.

5a. Information Item – Monthly Budget Status Report

5b. Information Item – Contract Status Report

5c. Information Item – Completed Contracts

5d. Information Item – Grant Status Report

The committee reviewed remaining monthly reports.

The meeting adjourned at 9:27 a.m.

Attachments:

Operations Cmte March 24, 2022 Attendance Roster

PSRC Operations Committee March 24, 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	1
City of Seattle	1	CM Andrew Lewis	
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.	1
Pierce County	1	CM Derek Young	1
		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	9
		Quorum (5)	8

Attachment: Operations Cmte March 24, 2022 Attendance Roster (3402 : Operations Minutes Mar 24, 2022)



Puget Sound Regional Council

CONSENT AGENDA

April 21, 2022

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated February 28, 2022 through April 6, 2022 in the Amount of \$974,548.22**

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>
03/15/22 - 04/06/22	AP Vouchers	\$ 270,918.07
02/28/22 - 03/15/22	Payroll	\$ 703,630.15
		\$ 974,548.22

For additional information, please contact Andrew Werfelmann at 206-971-3292; email awerfelmann@psrc.org.



Puget Sound Regional Council

ACTION ITEM

April 21, 2022

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Updated 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 State Auditor's Office evaluated this policy as part of its most recent accountability audit and had no concerns with the policy as drafted or with our implementation procedures.

The suggested revisions to the existing policy would allow PSRC to include compensation to CBOs to encourage public participation in PSRC outreach efforts. The revision clarifies what a community-based organization is, what type of communication may be used, and how they can be compensated.

In addition, PSRC staff included language to formalize our existing internal policy of requiring matching records of attendance and/or participation prior to payment (or reimbursement for consultants).

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 2021~~ April 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 ~~and~~ 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. An eligible CBO will be a private non-profit 501(c)3 organization which is representative of a community or significant segments of a community and which provides educational or other related basic human services to individuals in the community.

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 encourage responses to PSRC outreach efforts. Outreach efforts can be one or more of the defined outreach efforts definitions outlined earlier.

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.

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 202~~5~~4.

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

ACTION ITEM

April 21, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Approve Contract Authority for Consultant Services for a Housing Survey**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter a contract in excess of \$10,000. A request is being made to authorize a consultant contract to conduct a public opinion poll in support of the Regional Housing Strategy and implementation of VISION 2050.

RECOMMENDED ACTION

Recommend 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.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for Fiscal Years 2022-2023 includes funding for this project up to \$150,000. The Washington Department of Commerce has expressed interest in supplementing the project to acquire state-wide data. PSRC total budget for this work would not exceed \$135,300. With state participation, the total budget for this consulting work is not to exceed \$254,100.

DISCUSSION

Housing access and affordability was identified as a regional priority in VISION 2050, leading to development of a Regional Housing Strategy. This consultant assistance will conduct a statistically valid public opinion poll to better understand public interest and

support for implementation of the Regional Housing Strategy. The intent is to collect sample data sufficient to look at the region as a whole and major subareas as well as to assess demographic differences. Survey results will aid PSRC in development of housing strategies and provide useful information to local governments as they update the housing elements of their comprehensive plans.

The public opinion poll may be conducted in coordination with the state Department of Commerce to collect and assess statewide data in addition to data sampling specific to the Puget Sound region. Commerce funding to PSRC would be provided for costs beyond the Puget Sound region, subject to an agreement with Commerce.

This work is anticipated to be completed this summer and fall. For more information, please contact Paul Inghram at (206) 464-7549 or pinghram@psrc.org or Laura Benjamin at lbenjamin@psrc.org.



Puget Sound Regional Council

INFORMATION ITEM

April 7, 2022

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

New employees at PSRC are listed below. Due to the virtual meeting format and time constraints of the meeting, information on the new employees has been included in the memo.

Doug Cox - Principal Planner in Transportation Planning Division.

- Doug has a Bachelor of Arts in German Language and Literature from Colorado College and a Master of Urban Planning in Land Use and Transportation from University of Washington.
- Prior to joining PSRC, Doug was a Transportation Planner at the City of Seattle, Island County, and most recently at the Washington State Department of Transportation (WSDOT).

Bryce Hagan - Parking Data Collection Intern in Data Department.

- Bryce has a Bachelor of Arts in English Literature and German from University of Texas at San Antonio and is currently pursuing a Master of Library and Information Science degree from University of Washington.
- Prior to joining PSRC, Bryce was a Lead Server at Bitterroot.

Melissa Hom - Parking Data Collection Intern in Data Department.

- Melissa has a Bachelor of Arts degree from Northeastern University in Boston, MA and is currently pursuing a Master's degree in Urban Planning University of Washington.
- Melissa was an Education Coordinator at Urban Green Council in New York prior to joining PSRC.

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



Puget Sound Regional Council

INFORMATION ITEM

April 21, 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; its current lease expires 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. It is estimated that PSRC could occupy a space approximately two-thirds of its current size.

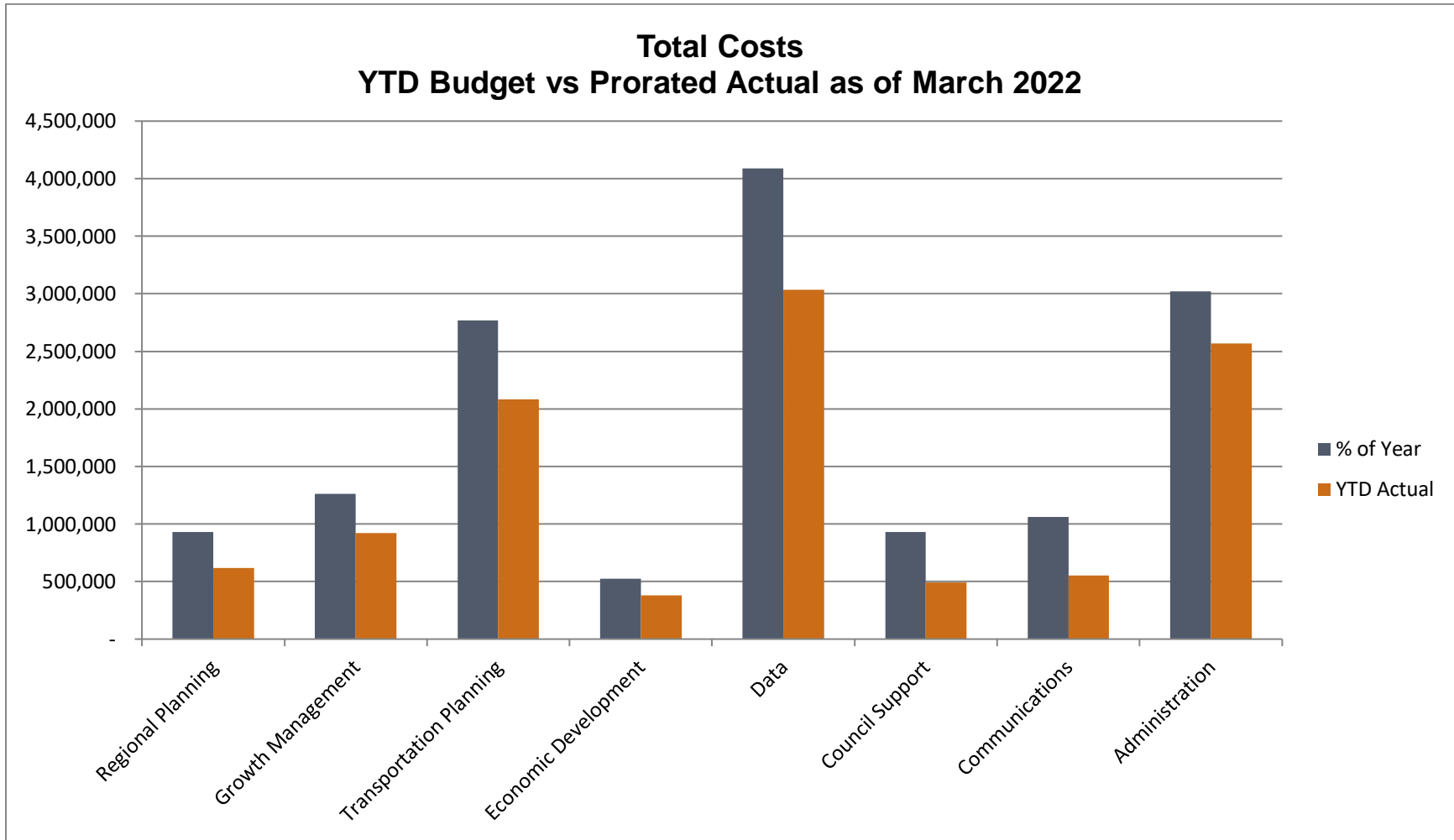
BACKGROUND

PSRC currently leases the entirety of the fifth floor at Waterfront Place, a total of 27,198 square feet at a cost of approximately \$1.13 million annually (\$41.40/square foot), increasing to approximately \$1.2 million in May 2024 (or \$44/sf). PSRC has continued to use a tenant representative specialist, Larry Blackett of Kidder Mathews, and the space planners Jarrod Arbini and Catherine Wells of Weaver Architects to assist in assessing its space needs and to explore options for future space.

Through work by Weaver Associates and staff input through surveys, staff meetings and a staff committee, it is estimated that PSRC would need about 18,500 rentable square feet. PSRC's staffing levels have remained steady at approximately 65-70 employees. Within its current space, there are several vacant offices and cubicles, highlighting the ability to downsize PSRC's current footprint. The estimated 18,500 square feet would accommodate both assigned work spaces for staff estimated in the office at least three times weekly and "hotel" work spaces for those working remotely more frequently. Additionally, that amount of space could accommodate a large meeting room that could be used as a board meeting space as well as divided into smaller meeting areas usable for staff and smaller committee meetings.

Staff will continue to work with its team of consultants to make a recommendation for the Operations Committee and Executive Board to consider in June 2022 to either explore a lease option remaining at Waterfront Place (WFP) or to explore relocation options. Staff and PSRC's consultants will provide an overview of each option, costs and feasibility.

For more information, please contact Nancy Buonanno Grennan at (206) 464-7527 or nbgrennan@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.

64.9% of labor, 13.2% of overall consultant budget, and 47.5% of direct budget expended.

Communication: Monthly Budget Report (Information/Discussion Items)

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 4/14/2022

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 - NONE										
AMENDED - NONE										
COMPLETED ***										
MEF Associates	Workforce Recovery Planning	Jason Thibedeau	07/23/20	06/02/21	0%	\$119,923	\$119,923	\$0	100%	03/31/22
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	\$310,639	\$39,361	89%	03/31/22 ¹
PROJECT SPECIFIC										
AHBL	Stormwater Parks Technical Assistance	Erika Harris	07/23/20	09/01/21	0%	\$230,000	\$15,661	\$214,339	7%	10/31/22
BERK	CARES Grant - Arts & Culture Economic Recovery Strategy	Jason Thibedeau	07/23/20	1/18/22	0%	\$89,540	\$14,159	\$75,381	16%	06/30/22
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
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	\$15,000	\$10,000	60%	12/31/22
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
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$32,069	\$57,931	36%	06/30/23
Upanup Studios, Inc.	Website Redesign	Carolyn Downs	05/27/21	01/10/22	0%	\$80,000	\$36,018	\$43,982	45%	09/30/22
ON-CALL										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$260,000	\$194,735	\$65,265	75%	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
TOTAL						\$1,519,037	\$809,291	\$709,746		

* [Staff Directory](#)
** Percentage of DBE/WBE as certified by Washington State
*** A list of Completed Contracts is available on request.
¹ 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
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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 2/28/22	Remaining to be Expended	Billed as of 2/28/2022	Remaining to bill	Grant Period
FHWA Funding FY22-23	Regional Planning	Lili Mayer	Multiple	6,625,469.00	403,957.04	6,221,511.96	403,957.04	6,221,511.96	7/1/21 - 6/30/23
FTA 5303 Funding FY22 (thru 9/30/21)	Regional Planning	Lili Mayer	Multiple	411,243.47	272,709.50	138,533.97	272,709.50	138,533.97	7/1/21 - TBD
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	546,406.07	959,649.93	546,406.07	959,649.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	666,672.80	1,333,327.20	666,672.80	1,333,327.20	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	200,175.00	99,825.00	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	305,987.80	94,012.20	285,825.87	114,174.13	5/1/20 - 6/30/23
WA Department of Ecology	Stormwater Parks	Erika Harris	Multiple	268,965.00	43,529.86	225,435.14	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	259,020.80	140,979.20	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	18,336.00	1,231,664.00	18,336.00	1,231,664.00	1/5/22 - 3/31/24
13,161,733.47								10,546,766.38	
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
*All spent funds have been received for this grant. The balance shown is unspent consultant.									

Communication: Grant Status Report (Information/Discussion Items)

SAVE THE DATE

Puget Sound Regional Council
2022 Annual General Assembly



May 26, 2022 | 10:00 AM – 1:00 PM

Location and/or remote participation TBD

PSRC's General Assembly will meet on **May 26, 2022**, to vote on major decisions, establish the budget, and elect new officers. Please save the date!

All mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions and tribes have votes at the Assembly and are encouraged to participate.

Registration will open in **early April**.

For questions, please contact **Sheila Rogers** at (206) 354-6560 or email srogers@psrc.org.



Puget Sound Regional Council