



Puget Sound Regional Council

Operations Committee

Thursday, July 28, 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 June 23, 2022
 - b. Approve Vouchers Dated May 31, 2022 through July 11, 2022 in the Amount of \$967,387.26
4. **Action Items**
 - a. PSRC FY 2023 Indirect Cost Rate Approval
 - b. Budget Amendment to Add Revenue from Department of Commerce for Housing Public Opinion Survey
 - c. Contract Authority for On-Call Model Development Support

d. Contract Authority for Joint Development of Travel Model Software

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

6. Action Item

a. Authorize Executive Director to Execute Office Space Lease

7. Information/Discussion Items

a. New Employee Status Report

b. Monthly Budget Report

c. Contract Status Report

d. Grant Status Report

8. Next Meeting: NO MEETING IN AUGUST

Thursday, September 22, 2022, 9:00 - 9:50 AM

9. 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, JUNE 23, 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

Joe Kunzler and Alex Tsimerman provided public comment.

A quorum was established. 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
 Suzanne Childress, PSRC
 Patty Jakala, PSRC
 Joe Kunzler
 Thu Le, PSRC
 Liana Lopez, PSRC
 Casey Moreau, PSRC
 Alex Tsimerman
 Andrew Werfelmann, PSRC

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

Consent Agenda–Action: It was moved and seconded (Figueroa/Wahl) to approve the minutes of the Operations Committee meeting April 28, 2022, and the

vouchers dated March 31, 2022 through June 9, 2022 in the Amount of \$2,147,110.42. The motion was unanimous.

4a. Action Item – Approve Budget Amendment and Contract Authority to Increase the Amount for the Puget Sound Regional Household Travel Survey Program

Craig Helmann, PSRC, reminded the committee that it had initially approved PSRC’s Household Travel Survey Program in March 2022 with a budget of \$500,000. Since that time, three member jurisdictions have requested to partner in the 2023 survey. The cities of Bothell and Bellevue will each contribute \$100,000 and the City of Seattle will contribute \$270,000. The action before the committee will amend the budget to add \$470,000 from the three jurisdictions to join the survey and increase consultant contract authority to carry out the corresponding work.

ACTION: It was moved and seconded (Figueroa/McDermott)to:

- 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).**

The motion was unanimous.

4b. Action Item – Contract Authorization for Office Software Subscription

Nancy Buonanno Grennan, PSRC, shared that the agency subscribes to Office 365. The current contract expires this month. Staff are seeking contract authority to renew the subscription for three years for an amount not to exceed \$75,000. PSRC coordinates with Washington State Department of Enterprise Service to negotiate a favorable subscription rate.

ACTION: It was moved and seconded (McDermott/Figueroa) to recommend that the Executive Board authorize the Executive Director to enter into 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. The motion was unanimous.

4c. Action Item – Revised Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community-Based Organizations

Nancy Buonanno Grennan, PSRC, shared that at its April meeting, the committee had reviewed a draft update to PSRC’s compensation policy. Staff were seeking to incorporate administrative changes recommended by the Washington State Auditor. Staff were also looking to expand the policy to compensate community-based organizations (CBOs). Committee members had shared concerns and asked staff to continue revisions on the policy.

Ms. Buonanno Grennan shared that staff had made changes to language in the policy to address the committee's concerns. She also provided an explanation as to why PSRC would want to provide compensation to CBOs. PSRC envisions consulting with CBOs in a similar manner as consultants, utilizing their expertise to support authentic connections to marginalized communities. In cases where a CBO does not have an established partnership rate, staff would establish a reasonable and fair rate to compensate CBOs. PSRC would also compensate CBOs for arranging a focus group or encouraging resident responses to a survey. To address committee concerns, no member or volunteer at the CBO would receive compensation, rather it would be a stipend to the CBO at the reasonable rate established by staff.

Noah Boggess, PSRC, informed the committee how PSRC would like to engage with CBOs to use their expertise to inform PSRC's anti-displacement work. PSRC is seeking input from organizations it has not previously worked with, making it likely that the CBOs would be small and have limited capacity for participation or partnership. Initial outreach began early this year but had some challenges because these CBOs do not have the time or resources to fully engage in dialogue. Offering compensation would provide a helpful way to make an initial first contact and establish long-term relationships.

ACTION: It was moved and seconded (McDermott/Figueroa) to recommend that the Executive Board approve the revised policy on compensating members of PSRC funded focus groups and/or advisory committees. The motion was unanimous.

5a. Information Item – New Employees Status Report

Thu Le, PSRC, introduced one new PSRC employee: Robin Koskey.

5b. Information Item – Monthly Budget Status Report

5c. Information Item – Contract Status Report

5d. Information Item – Grant Status Report

Monthly reports were included in the agenda packet. Members were encouraged to reach out to staff with questions. Due to time constraints, the committee moved on to the next information item.

5e. Information Item - Update on PSRC's Office Space Plans

Ms. Buonanno Grennan shared that the committee received a briefing at its April meeting regarding future office space for PSRC. She reminded committee members of the history of the current lease.

Mr. Helmann provided a map visualization of staff residences throughout the Puget Sound region and office locations considered. Focusing PSRC's office location in the downtown Seattle area would allow for staff from various locations to commute to work using a variety of transportation modes.

Ms. Buonanno Grennan shared that having reached out to other public sector jurisdictions, it was determined that it would not be feasible to co-locate with another organization.

Chair Erickson announced that the committee would meet in Executive Session to discuss real estate matters related to PSRC's office space planning as allowed by RCW 42.30.110(1)(b). The committee is not expected to take further action following the Executive Session and will adjourn.

The meeting went into Executive Session at 9:37 am. The meeting adjourned at 9:56 a.m.

Attachments:

Operations Cmte April 28, 2022 Attendance Roster

PSRC Operations Committee June 23, 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	
		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	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	CM Doug Fagundes, Fife	
		MYR Pro Tem Javier Figueroa, University Place, Alt	1
Snohomish County	1	CM Sam Low	
		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.	
Members	10	Present	6
		Quorum (5)	6

Attachment: Operations Cmte April 28, 2022 Attendance Roster (3453 : Operations Minutes June 23, 2022)



Puget Sound Regional Council

CONSENT AGENDA

July 21, 2022

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated May 31, 2022 through July 11, 2022 in the Amount of \$967,387.26**

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 two 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>
06/13/22 - 07/11/22	AP Vouchers	\$	312,183.22
05/31/22 - 06/15/22	Payroll	\$	655,204.04
		\$	967,387.26

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



Puget Sound Regional Council

ACTION ITEM

July 21, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **PSRC FY 2023 Indirect Cost Rate Approval**

IN BRIEF

A request is being made for approval of PSRC's Fiscal Year 2023 Indirect Cost Rate Proposal (ICRP).

RECOMMENDED ACTION

Recommend that the Executive Board approve PSRC's Fiscal Year 2023 indirect cost rate proposal with a benefit rate of 58.74% and indirect rate of 43.18%.

BUDGET IMPACT

The attached ICRP is used to allocate PSRC's budgeted benefits and indirect costs to federal awards. The benefits and indirect costs were included as part of PSRC's Biennial Budget and Work Program for Fiscal Years 2022-2023 as adopted by the General Assembly on April 29, 2021.

DISCUSSION

Indirect costs are costs incurred for common or joint purposes that cannot be easily identified with a particular final cost objective. These costs benefit more than one cost objective or program and are allocated to federal awards by use of an indirect cost rate.

PSRC's ICRP was last reviewed and approved by our federal cognizant agency, the Federal Transit Administration, on February 15, 2018. Subsequent ICRPs do not need to be submitted for approval unless PSRC changes its accounting system,

changes its ICRP methodology, or if PSRC's ICRP exceeds the rate last approved by the FTA by more than 20%.

The MPO/RTPO Agreement between PSRC and the Washington State Department of Transportation (WSDOT) requires Executive Board approval of PSRC's indirect cost proposal. Once approved, the proposal will be included within the budget and work program.

For more information, please contact Andrew Werfelmann at 206-688-8220 or awerfelmann@psrc.org.

Attachments:

PSRC FY 17 Indirect Cost Rate Proposal(Approved)
FY2023 Indirect Cost Plan Proposal



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

February 15, 2018

Diana Lauderbach
Chief Financial Officer
Puget Sound Regional Council
1011 Western Avenue, Suite 500
Seattle, WA 98104

RE: 2017 Cost Allocation Plan
Puget Sound Regional Council

Dear Ms. Lauderbach:

This letter concludes the Federal Transit Administration (FTA) review of the 2016-2017 Cost Allocation Plan submitted by the Puget Sound Regional Council (PSRC). FTA understands that the submitted Cost Allocation Plan is the second such plan submitted by Metro for Federal approval following a change in PSRC's rate type to a "fixed with carryforward" rate. For the review, PSRC identified FTA as its "cognizant agency" – which is the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans and indirect cost rate proposals on behalf of all Federal agencies.

FTA contracted with TFC Consulting, Inc (TFC) to complete the review. A copy of the Final Report dated January 9, 2018 is enclosed. Based on the results of the review, FTA accepts the recommendation of the TFC, and hereby approves the following rate for PSRC:

Type	Effective	Base	Indirect Cost Rate
Fixed	1/1/2017 – 12/31/2017	Direct Salaries and Wages	53.73%

TFC consulting conducted its review during the summer and fall of 2017. The approved rate is based on actual costs for the fiscal year ending June 30 2015, and would be applied in the period ending June 30, 2017. Differences between the applied rate and the actual costs of the period covered by that rate are treated as a carried forward adjustment to the rate computation for the subsequent period.

In accordance with FTA Circular 5010.1E, each year's Cost Allocation Plan (CAP) and/or Indirect Cost Rate Proposal (ICRP) shall be updated and made available to the agency's

independent auditor at the annual audit. Note that Appendix F of FTA Circular 5010.1E requires that subsequent CAP/ICRPs be submitted to the cognizant Federal agency for approval when one or more of the following events occurs:

- The recipient has made a change in its accounting system that significantly impacts the previously approved Indirect Cost Rate Proposal and its basis of application.
- The recipient's proposed Indirect Cost Rate Proposal exceeds the rate(s) last approved by FTA by more than 20 percent.
- The recipient changes the Indirect Cost Rate Proposal methodology.
- The recipient is either a local governmental unit that receives more than \$35 million in direct federal funding or a non-profit entity. In accordance with 2 CFR part 200, these entities must submit their plan annually to their cognizant agency.

Prior to charging indirect costs to an FTA grant, a grant recipient must first have a CAP/ICRP approved by its cognizant agency, and any indirect costs must be specifically identified in the grant prior to grant approval. Thus, in order to seek FTA reimbursement for indirect costs, the following steps must occur: (1) the cognizant Federal agency approves the CAP/ICRP; (2) the approved CAP/ICRP is attached as part of the FTA electronic grant at the time of application; and (3) the proposed FTA grant application specifically identifies indirect costs as a grant expense (usually by identifying a specific activity line item in the budget).

If you have comments or questions regarding the enclosed report or indirect costs, please feel free to contact Scot Rastelli, FTA Transportation Program Specialist, at 206.220.7965.

Sincerely,

Susan Fletcher
Director of Operations and Program Management

Enclosure

cc: Andrew Werfelmann, PSRC
Jedediah Stancato, TFC Consulting, Inc.



Puget Sound Regional Council

August 8, 2016

Mrs. Linda Gehrke
 Regional Administrator for Region 10
 Federal Transit Administration – Region 10
 915 Second Avenue, Suite 3142
 Seattle, Washington 98174

Dear Mrs. Gehrke,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2017 indirect expenses. Based on conversations with Scott Rastelli and Thomas Radmilovich at FTA, PSRC intends to use the approved rate as the base for its fixed with carry forward indirect cost plan. PSRC intends to use the fixed with carry forward rate starting in fiscal year 2017, which begins July 1, 2016.

The budgeted fiscal year 2017 benefit rate is 58.65% of salaries. The proposed indirect rate is 53.73% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2015 Audited Financial Statements
- Proposal Reconciliation with FY 15 Financial Statements
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-464-5416 or dlauderbach@psrc.org.

Thank you,

Diana Lauderbach
 Chief Financial Officer
 Phone: 206-464-5416
 Email: dlauderbach@psrc.org
 Enclosure

INTRODUCTION

The Puget Sound Regional Council (PSRC) is a voluntary organization of local governments in King, Kitsap, Pierce, and Snohomish counties. As set forth in the interlocal agreement, the mission of the Regional Council is to preserve and enhance the quality of life in the central Puget Sound area. In so doing, it shall

- Prepare, adopt and maintain goals, policies and standards for regional transportation and regional growth management in the central Puget Sound area, in accordance with federal and state law and based upon local comprehensive plans of jurisdictions within the region;
- Ensure implementation in the region of the provisions of state and federal law which pertain to regional transportation planning and regional growth management.

The Regional Council is financed by a variety of federal, state and local agencies and jurisdictions. The basic sources of funding are the Federal Transit Administration, the Federal Highway Administration, Federal Aviation Administration, Washington State Department of Transportation, local transit agencies, and dues assessed to member jurisdictions.

PSRC develops its indirect cost plan based on the requirements of FTA Circular 5010.1D Appendix F “Cost Allocation Plans”, 2 CFR 200 Appendix V “State/Local Government-wide Central Service Cost Allocation Plans”, and 2 CFR 200 Appendix VII “States and Local Government and Indian Tribe Indirect Cost Proposals”.

Methodology: PSRC will use a fixed indirect cost rate with carry forward. PSRC will begin using the fixed with carry forward method July 1, 2016. Before the adoption of 2 CFR 200, PSRC used a provisional rate with a reconciliation at year end to actual indirect costs. The new method of fixed with carry forward will present a more accurate allocation, while also limiting administrative efforts of updating the plan.

Cost Bases: PSRC charges indirect costs to its federal grants under the indirect cost plan. Indirect costs are defined as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. These costs include, but are not limited to, rent, office supplies, office maintenance, hardware, software, and insurance. The cost base for indirect costs is total direct salaries and benefits.

PSRC also charges costs for support staff and benefits under the indirect cost plan. Support staff includes, but are not limited to Information Technology, Human Resources, Finance, and Administrative employee costs. PSRC’s indirect cost plan has a benefits rate and an indirect cost rate. The cost base for benefits costs is total salaries.

RECONCILIATION OF ALLOCATED DIRECT EMPLOYEE BENEFITS AND OH
VS PAID DIRECT EMPLOYEE BENEFITS
FOR THE YEAR ENDING JUNE 30, 2015

Total Employee Benefits Incurred:

Employee Leave Benefits		906,110	
Employee non-leave Benefits		2,126,542	
Total Employee Benefits Incurred		<u>\$ 3,032,651</u>	

2015 Actual Benefit Rate Calculation:

<u>Total Actual Benefits</u>	=	<u>3,032,651</u>	60.10%
Total Actual Salaries		5,045,685	

Total Indirect Incurred:

Indirect Salaries		1,142,424	
Indirect Benefits		686,641	
Indirect Costs		1,510,068	
Total Indirect Incurred		<u>\$ 3,339,134</u>	

2015 Actual Indirect Rate Calculation:

<u>Total Actual Indirect Costs</u>	=	<u>3,339,134</u>	53.43%
Total Direct Salaries/Benefits		6,249,271	

**PUGET SOUND REGIONAL COUNCIL
BENEFIT RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2017**

FY 2017 Budgeted Benefits	<u>\$ 3,223,017</u>
FY 2017 Budgeted Direct Salaries	4,326,048
FY 2017 Budgeted Indirect Salaries	<u>1,169,010</u>
Total Salaries	<u><u>\$ 5,495,058</u></u>

BENEFIT RATE

<u>Total Benefits</u>	=	<u>3,223,017</u>	=	58.65%
Total Salaries		5,495,058		

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2017 BENEFIT COST**

Benefit	2017 Budget
Fica/Medicare	\$ 448,535
State L&I	20,359
State Unemployment	32,639
Vacation/Personal Time	544,205
Excess comp	0
Sick leave	8,000
Floating holiday	44,338
Holiday	233,889
Bereavement/Other	9,942
State Retirement	685,482
ICMA	235,567
Medical /Vision Insurance	763,095
Dental Insurance	76,972
LTD	17,659
Life insurance	6,417
Long term care	3,551
STD	17,323
EAP/Misc	3,000
Jury duty	5,000
EE recog	500
Transportation Incentive vehicle allowance	66,546
	0
Total	<u><u>\$ 3,223,017</u></u>

Attachment: PSRC FY 17 Indirect Cost Rate Proposal(Approved) (3477 : PSRC 2023 Indirect Cost Plan)

**PUGET SOUND REGIONAL COUNCIL
INDIRECT COST RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2017**

FY 2017 Budgeted Indirect Cost	<u>\$ 3,687,518</u>
FY 2017 Budgeted Direct Salaries	4,326,048
FY 2017 Budgeted Direct Benefits	<u>2,537,227</u>
Estimated FY 2017 Direct Salaries & Benefits	<u>\$ 6,863,275</u>

INDIRECT COST RATE

<u>Total Indirect Cost</u>	=	<u>3,687,518</u>	=	53.73%
Total Direct Salaries & Benefits		6,863,275		

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2017 INDIRECT COST BUDGET**

<u>Categories</u>	<u>2017 Budget</u>
Indirect Salaries and Benefits	\$ 1,854,670
Other contract services	235,000
Accounting and auditing	47,099
legal services	50,000
Rent	908,000
Paper	5,000
Copier Expense	25,000
Graphics & Printing	5,000
Postage	5,000
Office Supplies	18,000
Maintenance & Repairs	20,000
Telephone	30,000
Furniture & fixtures	45,000
Delivery charges	250
Advertising	1,000
Conferences	8,000
Education & Training	40,000
Meetings	5,000
Professional Dues	6,000
Publications	5,000
Web Page	25,000
Equipment lease	30,000
Recruiting & Advertising	11,000
moving	1,000
Vehicle Parking & Fuel& maintenance	20,000
Miscellaneous	500
Hardware	20,000
Software	15,000
Hardware Maintenance	16,000
Software Maintenance	30,000
Internet	20,000
Computer Supplies	6,000
Cloud Services	50,000
Temporary Personnel	20,000
Insurance	45,000
Travel	15,000
Depreciation	50,000
Totals	<u><u>\$ 3,687,518</u></u>

PUGET SOUND REGIONAL COUNCIL
SCHEDULE OF DIRECT AND INDIRECT COST
FOR THE YEAR ENDING JUNE 30, 2015

Categories	Total Cost	Direct Cost	Indirect Cost
Salaries	\$ 5,045,685	\$ 3,903,260	\$ 1,142,424
Benefits	3,032,651	2,346,010	686,641
Total Salaries & Benefits	<u>\$ 8,078,336</u>	<u>\$ 6,249,271</u>	<u>\$ 1,829,066</u>
Other contract services			95,016
Accounting and auditing			44,856
legal services			26,634
Rent			858,763
Paper			3,921
Copier Expense			64,820
Graphics & Printing			10,989
Postage			909
Office Supplies			13,904
Maintenance & Repairs			3,557
Telephone			19,962
Furniture & fixtures			12,007
Delivery charges			42
Advertising			283
Conferences			1,340
Education & Training			17,344
Meetings			570
Professional Dues			4,771
Publications			1,675
Web Page			20,245
Equipment lease			23,460
Recruiting & Advertising			6,644
moving			0
Vehicle & Parking			21,886
Miscellaneous			0
Hardware			99,329
Software			18,376
Hardware Maintenance			14,228
Software Maintenance			21,427
Internet			21,048
Computer Supplies			5,441
Cloud Services			0
Temporary Personnel			11,208
Insurance			28,756
Travel			1,978
Depreciation			34,678
Total Indirect Costs	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,510,068</u>

1,510,068

Total Actual Net Indirect Cost for FY 2015

8,078,336

6,249,271

3,339,134

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal, for the fiscal year ending June 30, 2017, are to establish billings or final indirect costs rates for July 1, 2016 through June 30, 2017 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals". Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost rate proposal.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct

Governmental Unit: Puget Sound Regional Council

Signature: Diana Lauderbach

Name of Official: Diana Lauderbach

Title: Chief Financial Officer

Date of Execution: 8/8/16

Attachment: PSRC FY 17 Indirect Cost Rate Proposal(Approved) (3477 : PSRC 2023 Indirect Cost Plan)



Puget Sound Regional Council

July 6, 2022

Mrs. Linda Gehrke
Regional Administrator for Region 10
Federal Transit Administration – Region 10
915 Second Avenue, Suite 3142
Seattle, Washington 98174

Dear Mrs. Gehrke,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2023 indirect expenses and uses fixed rate with carryforward as a basis for the indirect cost plan.

The budgeted fiscal year 2023 benefit rate is 58.74% of salaries. The proposed indirect rate is 43.18% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2021 Audited Financial Statements
- Proposal Reconciliation with FY 21 Financial Statements
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-688-8221 or lmayer@psrc.org.

Thank you,

A handwritten signature in black ink, appearing to read 'Lili Mayer'.

Lili Mayer
Finance Manger
Phone: 206-688-8221
Email: lmayer@psrc.org
Enclosure

INTRODUCTION

The Puget Sound Regional Council (PSRC) is a voluntary organization of local governments in King, Kitsap, Pierce, and Snohomish counties. As set forth in the interlocal agreement, the mission of the Regional Council is to preserve and enhance the quality of life in the central Puget Sound area. In so doing, it shall

- Prepare, adopt and maintain goals, policies and standards for regional transportation and regional growth management in the central Puget Sound area, in accordance with federal and state law and based upon local comprehensive plans of jurisdictions within the region;
- Ensure implementation in the region of the provisions of state and federal law which pertain to regional transportation planning and regional growth management.

The Regional Council is financed by a variety of federal, state and local agencies and jurisdictions. The basic sources of funding are the Federal Transit Administration, the Federal Highway Administration, Federal Aviation Administration, Washington State Department of Transportation, local transit agencies, and dues assessed to member jurisdictions.

PSRC develops its indirect cost plan based on the requirements of FTA Circular 5010.1E Appendix F “Cost Allocation Plans” and Appendix G “Indirect Cost Rate Proposals”, 2 CFR 200 Appendix V “State/Local Government-wide Central Service Cost Allocation Plans”, and 2 CFR 200 Appendix VII “States and Local Government and Indian Tribe Indirect Cost Proposals”.

Methodology: PSRC will use a fixed indirect cost rate with carry forward. PSRC began using the fixed with carry forward method July 1, 2016. Before the adoption of 2 CFR 200, PSRC used a provisional rate with a reconciliation at year end to actual indirect costs. The new method of fixed with carry forward will present a more accurate allocation, while also limiting administrative efforts of updating the plan.

Cost Bases: PSRC charges indirect costs to its federal grants under the indirect cost plan. Indirect costs are defined as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. These costs include, but are not limited to, rent, office supplies, office maintenance, hardware, software, and insurance. The cost base for indirect costs is total direct salaries and benefits.

PSRC also charges costs for support staff and benefits under the indirect cost plan. Support staff includes, but are not limited to Information Technology, Human Resources, Finance, and Administrative employee costs. PSRC’s indirect cost plan has a benefits rate and an indirect cost rate. The cost base for benefits costs is total salaries.

As PSRC’s proposed indirect rate of 43.18% does not exceed its previously approved 2017 rate of 53.73% by more than 20% PSRC will not submit the plan to FTA for approval but will be kept on file and made available to review as required.

**RECONCILIATION OF ALLOCATED DIRECT EMPLOYEE BENEFITS AND OH
VS PAID DIRECT EMPLOYEE BENEFITS
FOR THE YEAR ENDING JUNE 30, 2021**

Total Employee Benefits Incurred:

Employee Leave Benefits	961,604	
Employee non-leave Benefits	2,233,271	
Total Employee Benefits Incurred	<u>\$ 3,194,875</u>	

2021 Actual Benefit Rate Calculation:

<u>Total Actual Benefits</u>	=	3,194,875	58.02%
Total Actual Salaries		5,506,412	

Total Direct Salaries	\$ 4,405,582	
Total Allocated Direct Benefits (@ 61.97% of Total Direct Salaries)	2,730,139	
Total Direct Salaries and Allocated Direct Benefits	<u>\$ 7,135,722</u>	
Total Allocated Indirect Cost per Government Wide Statement ((@ 63.34% of Direct Salaries and Allocated Benefits (\$7,135,722 x 63.34%))	\$ 4,519,766	
Less: Total Actual Net Indirect Cost for FY 2021	3,464,756	
Allocated Indirect Cost less Actual Indirect Cost Over (Under)		<u>\$ 1,055,010</u>

Total Allocated Direct Benefits	\$ 2,730,139	
Less: Total Actual Direct Benefits	2,556,162	
Allocated Direct Benefits less Actual Direct Benefits Over (Under)		<u>\$ 173,978</u>

Allocated Indirect Cost and Direct Benefits Over (Under)		<u>\$ 1,228,988</u>
-----------------------------------------------------------------	--	---------------------

Indirect Salaries	1,100,830	
Indirect Benefits	638,712	
Indirect Costs	1,725,214	
Total Indirect Incurred	<u>\$ 3,464,756</u>	

2021 Actual Indirect Rate Calculation:

<u>Total Actual Indirect Costs</u>	=	3,464,756	49.77%
Total Direct Salaries/Benefits		6,961,745	

Note: FY 2021 Allocated Benefit Rate of 61.97% and Indirect Rate of 63.34% (Based on final Budget vs Actual Report for FY2020)

Attachment: FY2023 Indirect Cost Plan Proposal (3477 : PSRC 2023 Indirect Cost Plan)

**PUGET SOUND REGIONAL COUNCIL
BENEFIT RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2023**

FY 2023 Budgeted Benefits	\$ 3,783,198
FY 2023 Budgeted Direct Salaries	4,988,536
FY 2023 Budgeted Indirect Salaries	1,452,240
Total Salaries	\$ 6,440,776

BENEFIT RATE

<u>Total Benefits</u>	=	<u>3,783,198</u>	=	58.74%
Total Salaries		6,440,776		

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2023 BENEFIT COST**

Benefit	2023 Budget
Fica/Medicare	\$ 531,448
State L&I	27,788
State Unemployment	110,047
Vacation/Personal Time	685,037
Excess comp	0
Sick leave	9,127
Floating holiday	55,812
Holiday	324,149
Bereavement/Other	9,127
State Retirement	712,071
PERS Admin Fee	12,360
ICMA	254,766
Medical /Vision Insurance	822,967
Dental Insurance	79,858
LTD	23,101
Life insurance	8,393
Long term care	4,645
STD	43,876
EAP/Misc	3,000
Jury duty	2,282
EE recog	500
Transportation Incentive	62,843
Total	\$ 3,783,198

Attachment: FY2023 Indirect Cost Plan Proposal (3477 : PSRC 2023 Indirect Cost Plan)

**PUGET SOUND REGIONAL COUNCIL
INDIRECT COST RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2023**

FY 2023 Budgeted Indirect Cost	\$ 3,419,306
FY 2023 Budgeted Direct Salaries	4,988,536
FY 2023 Budgeted Direct Benefits (Budgeted Salaries x Budgeted Benefit Rate)	2,930,266
Estimated FY 2023 Direct Salaries & Benefits	\$ 7,918,801

INDIRECT COST RATE

<u>Total Indirect Cost</u>	=	<u>3,419,306</u>	=	43.18%
Total Direct Salaries & Benefits		7,918,801		

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2023. INDIRECT COST BUDGET**

Categories	2023 Budget
Indirect Salaries and Benefits	\$ 2,305,261
Other contract services	181,200
Accounting and auditing	58,360
legal services	112,500
Rent	1,153,970
Paper	5,628
Copier Expense	30,000
Graphics & Printing	5,000
Postage	5,000
Office Supplies	21,493
Records Storage	2,251
Maintenance & Repairs	20,000
Telephone	25,000
Furniture & fixtures	45,000
Delivery charges	250
Advertising	4,000
Conferences	5,000
Education & Training	52,500
Meetings	17,000
Professional Dues	13,000
Publications	4,000
Web Page	52,000
Equipment lease	-
Recruiting & Advertising	8,000
moving	1,000
Vehicle Parking & Fuel& maintenance	23,881
Data Acquisition	1,000
Miscellaneous	500
Hardware	45,000
Software	50,000
Hardware Maintenance	16,000
Software Maintenance	40,000
Telecoferencing	25,887
Internet	20,000
Computer Supplies	7,500
Cloud Services	75,000
Temporary Personnel	15,000
Insurance	161,234
Travel	15,000
Depreciation	93,000
FY2023 Total Indirect Costs	4,716,414

Plus: Estimated Cumulative Under Allocation as of 06/30/2021	- 1,297,108
Totals	\$ 3,419,306

Attachment: FY2023 Indirect Cost Plan Proposal (3477 : PSRC 2023 Indirect Cost Plan)

**PUGET SOUND REGIONAL COUNCIL
SCHEDULE OF DIRECT AND INDIRECT COST
FOR THE YEAR ENDING JUNE 30, 2021**

Categories	Total Cost	Direct Cost	Indirect Cost
Salaries	\$ 5,506,412	\$ 4,405,582	\$ 1,100,830
Benefits	3,194,875	2,556,162	638,712
Total Salaries & Benefits	\$ 8,701,287	\$ 6,961,745	\$ 1,739,542
Other contract services	1,001,463	906,491	94,972
Accounting and auditing	50,895	0	50,895
legal services	60,358	0	60,358
Rent	1,078,852	0	1,078,852
Outreach Compensation	2,857	2,857	0
Paper	287	0	287
Copier Expense	8,948	0	8,948
Graphics & Printing	2,744	2,229	515
Postage	1,653	487	1,166
Office Supplies	10,234	480	9,754
Records Storage	2,613	0	2,613
Maintenance & Repairs	3,157	0	3,157
Telephone	19,046	0	19,046
Furniture & fixtures	0	0	0
Delivery charges	76	0	76
Advertising	608	608	0
Conferences	14,445	13,055	1,390
Education & Training	29,596	3,012	26,584
Meetings	5,575	5,575	0
Professional Dues	10,303	400	9,903
Publications	2,512	695	1,817
Translation Services	6,969	6,969	0
Web Page	30,384	0	30,384
Equipment lease	0	0	0
Recruiting & Advertising	3,684	0	3,684
moving	0	0	0
Vehicle & Parking	9,180	0	9,180
Data Acquisition	48,342	47,582	760
Miscellaneous	0	0	0
Hardware	23,515	0	23,515
Software	80,964	1,895	79,069
Hardware Maintenance	7,408	0	7,408
Software Maintenance	62,235	47,250	14,986
Teleconferencing	14,769	0	14,769
Internet	8,245	0	8,245
Computer Supplies	1,431	0	1,431
Cloud Services	70,954	0	70,954
Temporary Personnel	53,823	53,823	0
Insurance	49,155	1,588	47,567
Travel	197	60	136
Depreciation	42,792	0	42,792
Totals	\$ 2,820,272	\$ 1,095,058	\$ 1,725,214
Total Actual Net Indirect Cost for FY 2021			<u>3,464,756</u>

Total Indirect Cost Collected :

(Direct Salaries + Allocated Benefits) x Indirect Rate	\$ 4,519,766
Total Allocated Indirect Cost less Actual Net Indirect Cost	\$ 1,055,010
Total Allocated Direct Employee Benefits less Direct Employee Benefits Paid	\$ 173,978
Allocated Cost FY2021 less Actual Cost	<u>Over (Under) Allocated</u>
	<u>\$ 1,228,988</u>

Total Over (Under) Allocated Cost Collected for Year Ending 06/30/21	\$ 1,228,988
Cumulative Over (Under) Allocated Carryforward from 06/30/20	68,120
Cumulative Over (Under) Allocated @ 06/30/21	<u>1,297,108</u>

Attachment: FY2023 Indirect Cost Plan Proposal (3477 : PSRC 2023 Indirect Cost Plan)

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year ending June 30, 2023, are to establish billing or final indirect costs rates for July 1, 2022 through June 30, 2023 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct

Governmental Unit: Puget Sound Regional Council

Signature: 

Name of Official: Lili Mayer

Title: Finance Manager

Date of Execution: 7/6/22

Attachment: FY2023 Indirect Cost Plan Proposal (3477 : PSRC 2023 Indirect Cost Plan)



Puget Sound Regional Council

ACTION ITEM

July 21, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Budget Amendment to Add Revenue from Department of Commerce for Housing Public Opinion Survey**

IN BRIEF

PSRC has prepared a budget amendment to increase revenues from the Washington State Department of Commerce participation in the joint housing public opinion survey within Growth Management (Task 100).

RECOMMENDED ACTION

Recommend that the Executive Board approve the proposed budget and work program amendment, increasing the Growth Management budget by an additional \$118,800 as outlined below. This increase in revenues is due to the anticipated funding by the state Department of Commerce.

BUDGET IMPACT

The proposed work program amendment would increase the adopted Biennial Budget and Work Program by \$ 118,800 from \$32,486,000 to \$32,605,000.

DISCUSSION

PSRC issued a Request for Proposals for firms to conduct a public opinion survey regarding housing for the Puget Sound region and for Washington State in partnership with the Department of Commerce. The Operations Committee reviewed the contract authority for this work and the Executive Board approved contract authority in April 2022.

PSRC and Commerce interviewed multiple firms to conduct a public opinion poll regarding housing and selected PRR. PRR has extensive experience in public engagement and fielding opinion polls using its Qualtrics platform. PRR has a team of PhD-level researchers and a strong understanding of housing and planning issues in the region. Their recent work includes a survey for the City of Kenmore's comprehensive plan update, a survey for King County Metro regarding transit fares, and a survey for the Regional Transportation Plan for PSRC.

PRR will be working with PSRC and Commerce to develop and field the survey questions in August and September. If members have suggestions for the survey, please connect with Paul Inghram, pinghram@psrc.org or 206-790-0182. We will be able to update the Operations Committee on the survey progress in September and plan to report results in November.

The existing budget and work program includes sufficient budget for the portion of the work focused on the Puget Sound region. The budget amendment will allow PSRC to receive funds from the state and to work in partnership with the Department of Commerce to conduct the opinion survey statewide.

The proposed amendment includes the following change:

Updated Review Comparison by Source on Table 4, to reflect differences between estimated reviews and actual revenues. (Please see attached updated Table 4.)

- Add \$ 118,800 of Funding for Housing Public Opinion Survey (Growth Management)

For more information, please contact Andrew Werfelmann at 206-971-3292 or awerfelmann@psrc.org .

Attachments:
Tables 1-5

Table 1 - Revenue Comparison Summary

Basic Funding	Draft Supplemental Biennial FY2022-2023	Supplemental Biennial FY2022-2023	Variance
State	\$1,630,000	\$1,511,000	\$119,000
Federal	\$17,321,000	\$17,321,000	\$0,000
Local Funds, EDD and Service Income	\$5,307,000	\$4,837,000	\$470,000
Carryover (a)	\$8,223,000	\$8,223,000	\$1,000
State/Federal/Local Anticipated	\$124,000	\$124,000	\$0,000
Total	\$32,605,000	\$32,016,000	\$589,000

Table 2 - Expenditure Comparison Summary

Basic Funding	Draft Supplemental Biennial FY2022-2023	Supplemental Biennial FY2022-2023	Variance
Salaries (b)	\$12,718,000	\$12,736,000	(\$18,000)
Benefits (c)	\$7,423,000	\$7,427,000	(\$4,000)
Overhead	\$3,382,000	\$4,677,000	(\$1,294,000)
s+b+oh	\$23,524,000	\$24,840,000	(\$1,316,000)
Direct	\$1,091,000	\$1,069,000	\$22,000
Consultant	\$3,497,000	\$2,914,000	\$582,000
Anticipated	\$124,000	\$124,000	\$0,000
Encumbered for Future Work	\$2,333,000	\$1,032,000	\$1,301,000
Contingency Reserve PSRC	\$2,036,000	\$2,036,000	\$0,000
Total	\$32,605,000	\$32,016,000	\$589,000

(\$0,000)

Table 3 - Staffing Comparison by Task

	Draft Supplemental Biennial FY2022-2023	Sept-21 Amended Biennial FY2022-2023	Variance
Planning Management	4	4	-
Regional Growth Planning	6	6	-
Transportation Planning	16	16	-
Subtotal Planning	26	26	-
Economic Development District	1	1	-
Data	19	19	-
Council Support	3	3	(1)
Communications	5	5	-
Administrative Services (d)	15	15	1
Total	69	69	-

Notes:

- (a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.
- (b) Includes all agency staff salaries for the two year period. Assume 5% merit pool first year and 5% merit pool second year.
- (c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.
- (d) Administrative Services include: Executive Administration, Finance, HR, IT, Information Center, and Graphics.

Table 4 - Revenue Comparison by Source

Basic Funding	Draft Supplemental Biennial FY2022-2023	Supplemental Biennial FY2022-2023	Variance
Grant and Local Revenue			
Planning funds			
Regional Transportation Planning Org	\$1,506,000	\$1,506,000	\$0,000
Federal Transit Administration (MPO) and	\$3,473,000	\$3,473,000	\$0,000
Federal Highway Administration (MPO)	\$8,948,000	\$8,948,000	\$0,000
Subtotal Planning funds	\$13,927,000	\$13,927,000	\$0,000
Project Funding			
FTA/5307	\$2,500,000	\$2,500,000	\$0,000
Estimated STBGP	\$2,000,000	\$2,000,000	\$0,000
FTA/5310	\$200,000	\$200,000	\$0,000
Subtotal Project Funds	\$4,700,000	\$4,700,000	\$0,000
Local Funding			
Local Membership Dues	\$3,435,000	\$3,435,000	\$0,000
EDD Membership Dues (a)	\$301,000	\$301,000	\$0,000
Subtotal Membership Dues	\$3,736,000	\$3,736,000	\$0,000
Transit Agency Dues	\$1,101,000	\$1,101,000	\$0,000
Subtotal Local Funding	\$4,837,000	\$4,837,000	\$0,000
Grant and Local Revenue Subtotal	\$23,464,000	\$23,464,000	\$0,000
Project Specific Revenue			
Space Sector Study Support	\$5,000	\$5,000	\$0,000
City of Seattle - Household Survey	\$270,000	\$0,000	\$270,000
City of Bellevue - Household Survey	\$100,000	\$0,000	\$100,000
City of Bothell - Household Survey	\$100,000	\$0,000	\$100,000
Department of Commerce	\$119,000	\$0,000	\$119,000
Subtotal Project Specific Revenue	\$594,000	\$5,000	\$589,000
CPSEDD Revenue			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$0,000
EDA - CARES	\$0,000	\$0,000	\$0,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$0,000
Carryover PSRC	\$8,223,000	\$8,223,000	\$0,000
Basic Funding Total	\$32,481,000	\$31,892,000	\$588,000
Anticipated Funding			
FAA Anticipated	\$0,000	\$0,000	\$0,000
Anticipated MPO	\$124,000	\$124,000	\$0,000
Anticipated Funding Total	\$124,000	\$124,000	\$0,000
Total	\$32,605,000	\$32,016,000	\$589,000

(a) EDD Membership dues have been collected from PSRC membership since 2005 to support Economic Development.

Table 5 - Distribution of Matching funds

Basic Funding	Draft Supplemental Biennial FY2022-2023	Supplemental Biennial FY2022-2023	Variance
Basic Funding Match			
MPO combined	\$1,938,000	\$1,938,000	\$0,000
Other Federal - FTA 5307	\$625,000	\$625,000	\$0,000
Other Federal STBGP	\$312,000	\$312,000	\$0,000
EDA Match	\$200,000	\$200,000	\$0,000
Anticipated Funding Match			
FAA Anticipated	\$148,000	\$148,000	\$0,000
Contingency EDD Dues	\$12,000	\$12,000	\$0,000
Contingency	\$177,000	\$177,000	\$0,000

Balance of EDD Local Dues	\$90,000	\$90,000	\$0,000
Balance of Local Dues	\$1,336,000	\$1,336,000	\$0,000
Total	\$4,837,000	\$4,837,000	\$0,000



Puget Sound Regional Council

ACTION ITEM

July 21, 2022

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Contract Authority for On-Call Model Development Support**

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 an on-call consultant contract, not to exceed \$100,000, to assist in the further development of the agency's travel demand modeling system.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to enter a consultant contract for on-call support not to exceed \$100,000 for further development of the agency's activity-based travel demand modeling system.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for fiscal year 2022-2023 includes sufficient funding for this task.

DISCUSSION

COVID-19 has had tremendous impacts on the travel behavior of people across the region and world. As the region emerges from the depths of the pandemic, numerous questions remain on how long-term travel behaviors have changed. PSRC is embarking on a new Regional Household Travel survey in the spring of 2023 which will be a key input into understanding these changes in long term behavior.

Modeling staff from the agency will use this new data to update and improve the regional activity-based travel demand model for use in future planning efforts at PSRC, including the next Regional Transportation Plan. Some key model improvements identified for improvement include the freight component of the model, a new visitor's model and further enhancements to work-from-home and transit access.

PSRC staff have sufficient expertise to perform much but not all of the implementation work, and an On-Call Model Development Support contract can assist PSRC staff in its design and rounding out any implementation work. This consultant will be required to first familiarize themselves with the agency's current model system, but the vast majority of this contract is for consultant staff to be available on an on-call basis for technical support as the model development continues.

For more information, please contact Craig Helmann at (206) 389-2889 or chelmann@psrc.org.



Puget Sound Regional Council

ACTION ITEM

July 21, 2022

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Contract Authority for Joint Development of Travel Model Software**

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 the Executive Director to enter into a new 6-year cooperative agreement to jointly develop travel model software.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to enter into a new 6-year cooperative agreement with the Association of Metropolitan Planning Organizations Research Foundation (AMPORF) for the joint development of travel model software not to exceed \$35,000 for FY2023 with future budget allocations contingent on PSRC board approval.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for fiscal year 2022-2023 includes sufficient funding for this fiscal year. Additional funding will be subject to adoption of the future fiscal years' biennial budgets and work programs.

DISCUSSION

The Puget Sound Regional Council continually updates the technical tools in use at the agency for transportation planning purposes. Travel models are costly to build and maintain, including the models currently in use at PSRC.

In 2014, several regions joined forces to share the costs and benefits of building the next generation of travel models. This collaboration currently includes PSRC, The Atlanta Regional Commission (ARC) of Atlanta, Georgia, the San Diego Association of Governments (SANDAG) of San Diego, California, the Metropolitan Transportation Commission (MTC) of Oakland, California, the San Francisco County Transportation Authority, of San Francisco, California, the Southeast Michigan Council of Governments (SEMCOG) of Detroit, Michigan, Metropolitan Washington Council of Governments in Washington DC, the Metropolitan Council in the Twin Cities of Minnesota, the Oregon Department of Transportation, the Ohio Department of Transportation and the Association of Metropolitan Planning Organizations (AMPO) through their Research Foundation, (AMPORF).

The products developed from this work have already had an impact on the travel modeling tools available to PSRC staff and members, at a small fraction of the cost normally associated with travel model development. PSRC modeling updates for Shared-Mobility and Work from Home used in the modeling of the latest Regional Transportation Plan were developed in the collaborative. Efforts are currently underway to improve the model sensitivity to travel behavior by race, an important step forward in the agency's ability to understand travel behavior differences by race.

PSRC's current agreement with this collaborative expires on September 30, 2022 and this proposed action will allow PSRC to continue in this cross-agency work as an equal partner. AMPO is leading this collaborative effort, with each member agency contributing staff time and funding to cover the costs of the travel model development, including consultant assistance. The proposed action shares costs equally across all agencies participating with each member contributing \$35,000 annually to the collaborative. PSRC currently has \$35,000 remaining in the existing FY2022-2023 budget and a new contract would allow PSRC to fully participate in the collaborative and re-aligns the agreement with PSRC's biennial-budget development schedule. Budget amounts beyond FY2023 will require future board approval.

For more information, please contact Craig Helmann at (206) 389-2889 or chelmann@psrc.org.



Puget Sound Regional Council

ACTION ITEM

July 21, 2022

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Authorize Executive Director to Execute Office Space Lease**

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 the Executive Director to execute a lease for new office space located in downtown Seattle beginning in 2024.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to execute a lease for new office space in downtown Seattle beginning in 2024.

BUDGET IMPACT

The FY 2024-2025 Biennial Budget and Work Program will contain the costs associated with the new lease, as well as the furniture and information technology infrastructure costs associated with the move.

DISCUSSION

Lease negotiations and market research were conducted with the advice and counsel of a corporate real estate broker, who leveraged the market to enable PSRC to negotiate competitive proposals both in terms of rental rate and tenant improvement allowances. Over ten different properties were viewed, and multiple offers were solicited in the last nine months.

PSRC is currently leasing 27,198 square feet of office space on the 5th floor of Waterfront Place, located at 1011 Western Avenue, at a rate of approximately \$100,000

per month. For several reasons, remaining at WFP has proven to be infeasible. Staff began exploring new lease options beginning in March 2021.

The spaces under consideration will allow for a large board room that will be flexible in set-up and size, depending on the number of in-person occupants. In addition, the space will provide more flexible use and meeting room space for hybrid work envisioned for the future. The space improves PSRC's space efficiency while accommodating potential future growth.

Staff, with the assistance of commercial real estate attorneys as well as commercial tenant representative, Larry Blackett, of Kidder Mathews, has been negotiating a lease agreement that would commence on January 1, 2024. The Operations Committee has been overseeing the progress of the space selection and lease negotiations and in July 2022, members of PSRC's boards were invited to tour potential new space.

Staff is recommending the Executive Board authorize the Executive Director to execute a lease agreement under the most favorable negotiated tenant improvements and rental rates.

Once executed, staff will work with the Operations Committee on a budget for all the relocation expenses, including furniture, IT infrastructure, as part of the development of the next biennial budget and work program.

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



Puget Sound Regional Council

INFORMATION ITEM

July 21, 2022

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

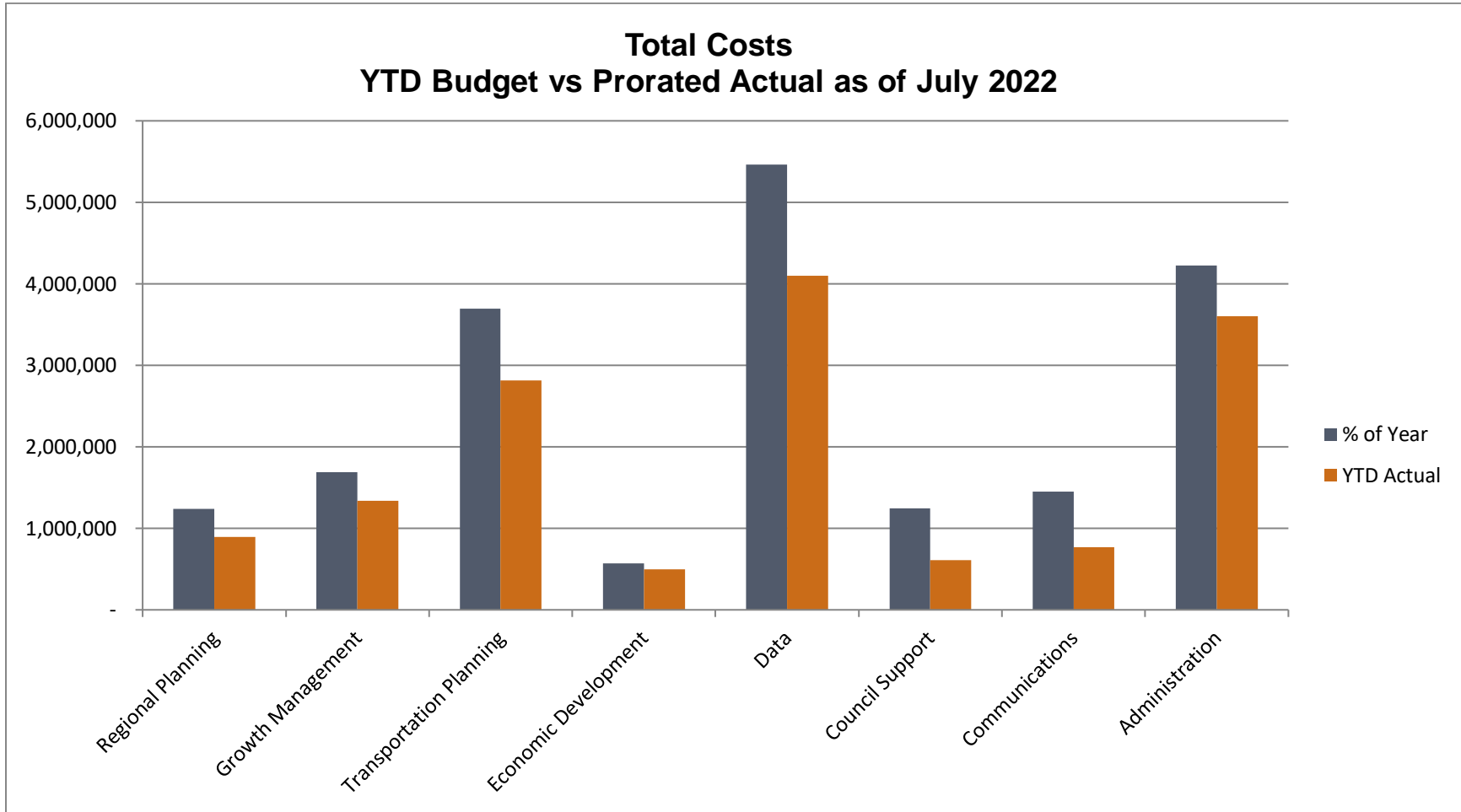
PSRC has one new employee:

Megan Grzybowski – Data Intern in the Data Department

Megan has a Bachelor's Degree in Child Development from Central Michigan University in Mount Pleasant, MI. She is currently attending Portland State University in Portland, OR for a Master's degree in Urban and Regional Planning with a focus on emergency management planning for vulnerable populations, equitable land use practices, and accessible data visualization and communication methods.

Prior to joining PSRC, Megan was a Graduate Research Assistant working with Regional Food Resilience Initiatives at Portland State University.

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.

87.4% of labor, 24.3% of overall consultant budget, and 67.4% of direct budget expensed.

Communication: Monthly Budget Report (Information/Discussion Items)

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 7/14/2022

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										
Aakavs Consulting	GIS/IT Technical Support	Carol Naito	03/25/21	06/23/22	0%	\$20,000	\$0	\$20,000	0%	12/31/23
AMENDED - NONE										
COMPLETED ***										
BERK	CARES Grant - Arts & Culture Economic Recovery Strategy	Jason Thibedeau	07/23/20	1/18/22	0%	\$90,740	\$82,323	\$8,417	91%	06/30/22
PROJECT SPECIFIC										
AHBL	Stormwater Parks Technical Assistance	Erika Harris	07/23/20	09/01/21	0%	\$230,000	\$81,745	\$148,255	36%	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	\$20,000	\$5,000	80%	12/31/22
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$44,012	\$45,988	49%	06/30/23
Upanup Studios, Inc.	Website Redesign	Carolyn Downs	05/27/21	01/10/22	0%	\$80,000	\$61,602	\$18,398	77%	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
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%	tdb
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						\$994,740	\$595,585	\$399,155		

* [Staff Directory](#)
** Percentage of DBE/WBE as certified by Washington State
*** A list of Completed Contracts is available on request.

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	tdb	\$23,262	10/31/23
Granicus Web Streaming & Closed Captioning	48 months beginning June 2019	\$17,968	\$14,141	\$14,848	\$15,591	tdb	\$62,548	05/31/23
Tempest Technologies, Inc.	36 months beginning April 2020	\$4,805	\$5,250	\$6,450	optional	tdb	\$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	tdb	\$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 5/31/22	Remaining to be Expended	Billed as of 5/31/2022	Remaining to bill	Grant Period
FHWA Funding FY22-23*	Regional Planning	Lili Mayer	Multiple	6,769,345.78	1,828,810.96	4,940,534.82	1,828,810.96	4,940,534.82	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23**	Regional Planning	Lili Mayer	Multiple	2,573,630.06	497,609.50	2,076,020.56	497,609.50	2,076,020.56	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	734,662.07	771,393.93	734,662.07	771,393.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	916,675.10	1,083,324.90	916,675.10	1,083,324.90	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	215,721.00	84,279.00	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	334,851.47	65,148.53	320,921.03	79,078.97	5/1/20 - 6/30/23
WA Department of Ecology	Stormwater Parks	Erika Harris	Multiple	268,965.00	55,755.90	213,209.10	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	317,049.14	82,950.86	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	309,876.00	940,124.00	309,876.00	940,124.00	1/5/22 - 3/31/24
15,467,996.84								10,334,990.35	
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
*Final FY22/23 FHWA allocation of \$143,877 received 6/7/22									
**Final FY22/23 FTA 5303 allocation of \$1,573,305 received 6/30/22									
***All spent funds have been received for this grant. The balance shown is unspent consultant.									

Communication: Grant Status Report (Information/Discussion Items)