



Puget Sound Regional Council

Executive Board

Thursday, June 23, 2022 • 10:00 – 10:25 AM [note **WORKSHOP ON IMPLICIT BIAS, 10:30 AM - 12:00 PM**]
Hybrid Meeting • PSRC Board Room
1011 Western Avenue, Suite 500, Seattle 98104

The meeting will be streamed live over the internet at www.psrc.org.

Attend, watch or listen

Members of the public can attend meetings at PSRC’s offices, watch the meeting live at <https://www.psrc.org/boards/watch-meetings>, or listen by phone 1-888-475-4499, Meeting ID: 843 8433 7946, Passcode: 729227.

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 srogers@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. **To allow staff time to process requests, 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 (10:00) - Councilmember Claudia Balducci, President**
2. **Communications and Public Comment**
3. **President's Remarks**
4. **Executive Director's Report**
5. **Committee Reports**
 - a. Operations Committee - Mayor Becky Erickson, Vice President
6. **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
- c. Approve Budget Amendment and Contract Authority to Increase the Amount for the Puget Sound Regional Household Travel Survey Program
- d. Approve Contract Authority to Subscribe to Common Office Software Programs
- e. Approve Revised Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community-Based Organizations
- f. Adopt Routine Amendment to the 2021-2024 Transportation Improvement Program

7. Information Item

- a. New Employee Status Report

8. Other Business

9. Next Meeting: Thursday, July 28, 2022, Hybrid Meeting, 10 - 11:30 AM

10. Adjourn (10:25)

WORKSHOP ON IMPLICIT BIAS, 10:30 AM - 12:00 PM

Hybrid Meeting, PSRC Board Room, 1011 Western Avenue, Suite 500, Seattle 98104

Watch the meeting live at <https://www.psrc.org/boards/watch-meetings>, or listen by phone at 1-888-475-4499, Meeting ID: 829 7801 3130, Passcode: 145558.

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NOTE: The board will break into small groups to discuss the topic. The breakout sessions are open to the public but will not be web streamed as simultaneous discussions will take place. Call-in instructions for members of the public will be provided during the meeting.

Board members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Sheila Rogers at srogers@psrc.org.

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>.



June 9, 2022

Federal Transit Administration Funding Process

The Transportation Policy Board began its discussion of how to approach the upcoming process for PSRC's Federal Transit Administration (FTA) funds to address questions related to the fairness of the earned share distribution methodology. The briefing began with how FTA funds come to the region and how they have been distributed since 2004. Staff also provided an overview of transit agency boundaries and demographics of those service areas, including access to transit with an equity lens. The board will continue its discussion next month. The goal is to recommend a new approach and conduct a project selection process before the end of the year. View the [presentation](#) or watch the [meeting video](#).

For more information, contact Kelly McGourty at (206) 971-3601 or kmcgourty@psrc.org.

Transportation Work Program

The Transportation Policy Board began its discussion related to the implementation of actions identified in the newly adopted Regional Transportation Plan as well as work already underway as part of the current budget and work program. The conversation covered priorities, timelines, and next steps. The board will continue this discussion at future meetings. View the [presentation](#).

For more information, contact Kelly McGourty at (206) 971-3601 or kmcgourty@psrc.org.

In other business, the board:

- Recommended adoption of a Routine Amendment to the 2021-2024 Transportation Improvement Program (TIP).



Growth Management Policy Board | At Work



June 2, 2022

Regional Housing Strategy Implementation

The board was briefed on housing implementation work taking place across the agency, including:

- Tracking several data measures to better understand changes in access to housing, including costs and affordability, and the demographics of homeownership. Preliminary findings will be shared in a future edition of [Puget Sound Trends](#).
- Consultant work to explore the development costs of different housing forms, including missing middle housing.
- Development of a place typology to help identify housing actions based on local conditions.
- PSRC is partnering with the WA State Department of Commerce and MRSC to host a series of workshops to support local comprehensive plan updates, [Passport to 2044](#). The first event will take place on June 15.

For more information, contact Laura Benjamin at lbenjamin@psrc.org or Paul Inghram at pingham@psrc.org.

State Housing Support for Local Planning

The board was provided an overview of the state's work to support local planning for housing. The state Legislature recently amended the Growth Management Act, directing jurisdictions to plan and accommodate for housing at all income levels.

Anne Fritzel, Housing Programs Manager for the WA State Department of Commerce's Growth Management Services Division, shared information about periodic update requirements related to housing. The plan update deadline for the central Puget Sound region is December 2024. Ms. Fritzel also shared that grants for planning, housing, and climate change are available to support jurisdictions through the update process.

For more information, contact Anne Fritzel at anne.fritzel@commerce.wa.gov or Paul Inghram at pinghram@psrc.org.

Subregional Housing Group Panel Presentation

Board members enjoyed a panel discussion featuring staff from the four subregional housing groups: A Regional Coalition for Housing (ARCH), South King Housing and Homeless Partnership (SKHHP), Alliance for Housing Affordability (AHA), and South Sound Housing Affordability Partners (SSHA3P). They provided an overview of their respective group's work and discussed opportunities and challenges for cross-jurisdictional coordination.

PSRC regularly coordinates with regional housing groups. For more information, contact:

- Laura Benjamin, PSRC, at lbenjamin@psrc.org
- Lindsay Masters, ARCH, at lmasters@bellevuewa.gov
- Angela San Filippo, SKHHP, at asanfilippo@skhhp.org
- Chris Collier, AHA, at ccollier@hasco.org
- Jason Gauthier, SSHA3P, at jason.gauthier@piercecountywa.gov



May 5, 2022

2024 Comprehensive Plan Update Process

VISION 2050 calls for PSRC to support efforts to update countywide planning policies, local comprehensive plans, and infrastructure and utility plans, including plan certification guidance. Board members were provided a high-level overview of the plan review process, including tools to support the successful certification of local plans. Resources include:

- [Plan Review](#)
- [Planning Resources](#)
- [Comprehensive Planning Newsletter](#) | [Sign-up form](#)

For more information, contact Liz Underwood-Bultmann, Principal Planner, at lunderwood-bultmann@psrc.org or Maggie Moore, Senior Planner, at mmoore@psrc.org.

Passport to 2044

[Passport to 2024](#) is an online series of workshops covering topics related to comprehensive plans, including housing, climate, equity, and economic development. PSRC has partnered with Washington State Department of Commerce and MRSC to develop the series. The first will take place on June 15. Visit [PSRC's website](#) to register and learn more.

For more information, contact Maggie Moore, Senior Planner, at mmoore@psrc.org.



May 4, 2022

Washington Workforce Development Coordination

The Washington Workforce Association (WWA) is a membership organization of Washington's Local Workforce Development Boards (LWDB). It coordinates workforce investments to advance the economic health of respective communities through a skilled and competitive workforce. Katie Condit, CEO of WorkForce Central and Vice Chair of the WWA, provided the board with an update on current workforce coordination efforts.

For more information, contact Jason Thibedeau, Economic Development Program Manager, at jthibdedeau@psrc.org.

Arts & Culture Recovery Strategy Update

PSRC is managing a project led by BERK consulting to assist in the economic recovery of nonprofit organizations in the arts and culture industry in the central Puget Sound region. The Arts & Culture Economic Recovery Strategy was launched in February 2022, and is expected to be complete in Summer 2022. The board receive an update on the project, including initial data analysis and key findings, and was asked to provide feedback on the strategy.

For more information, contact Noah P. Boggess, Associate Planner, at nboggess@psrc.org.

Regional Economic Data Trends

The board was briefed on recent demographic and economic data trends in the region since the onset of COVID-19, including work status and teleworking trends

from the 2021 Household Travel Survey. Future analysis of this data will include analyzing disparate employment impacts based on gender, race, and ethnicity.

For more information, contact Noah P. Boggess, Associate Planner, at nboggess@psrc.org.



Puget Sound Regional Council

MINUTES

**Puget Sound Regional Council Executive Board
Thursday, April 28, 2022
Hybrid Meeting, PSRC Board Room**

CALL TO ORDER AND ROLL CALL

The meeting of the Executive Board was called to order at 10:01 AM by King County Councilmember Claudia Balducci, PSRC President. A video of the meeting was streamed live as well as recorded and will be available for viewing on PSRC's website. A call-in number was provided on the meeting agenda for members of the public to call in by phone and listen live to the meeting. Roll call determined attendance and that a quorum was present.

COMMUNICATIONS AND PUBLIC COMMENT

The following people addressed the board:

Dan Bertolet, Vicky Clarke, Honorable Michael Fuller, Brock Howell, Tiernan Martin, Leah Missik, Jenny Mital, Marguerite Richard, Matthew Sutherland, and Alex Tsimerman

PRESIDENT'S REMARKS

President Claudia Balducci reported on the following changes in representation for Other Cities and Towns in King County: Duvall Mayor Amy Ockerlander has stepped down from the board, Bothell Councilmember James McNeal has moved from alternate to member, and North Bend Mayor Rob McFarland has been appointed as a new alternate.

COMMITTEE REPORTS

Vice President Becky Erickson, Chair, Operations Committee, reported that at today's meeting the Operations Committee recommended approval of vouchers dated February 28, 2022 through April 6, 2022 in the Amount of \$974,548.22.

The committee reviewed a proposed update to PSRC's policy on compensating members of PSRC funded focus groups, committees, and/or community-based organizations. She reported that the committee asked for more information from staff so this policy will not be before the Executive Board today for approval. This topic will come back before the committee in June.

The committee recommended approval of consultant services for a housing survey. The consultants will conduct a statistically valid public opinion poll to understand public interest and support of the implementation of the Regional Housing Study. The poll will be completed in coordination with the state Department of Commerce, with the state providing finance for polls conducted outside of the PSRC region.

The committee received an update on PSRC's office space plans. PSRC's current lease expires in May 2024. PSRC, in consultation with staff, property brokers and architects, conducted a space needs assessment. Many factors were considered, including employee needs and satisfaction, remote work options, hybrid meeting needs, price, central location for ease of access by transit as well as potential cost savings for relocating. 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 or to explore relocation options.

CONSENT AGENDA

Consent Agenda item C: Approve Updated Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community Based Organizations was removed from the Consent Agenda by the Operations Committee to allow staff time to provide additional information, as requested.

ACTION: It was moved and seconded (McNeal/Erickson) to: (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 (c) Approve Updated Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community Based Organizations (d) Approve Contract Authority for Consultant Services for a Housing Survey (e) Adopt Routine Amendment to the 2021-2024 Transportation Improvement Program (TIP) (f) Approve Allocation of Unprogrammed 2022 FTA Earned Share Funding to King County (g) Approve 2022 Project Extension Requests (h) Approve Certification of Canyon Park RGC Subarea Plan (i) Approve Certification of Snohomish County Countywide Planning Policies (j) Approve 2022 Project Delivery and Supplemental Funding Action.

The motion passed Unanimously.

NEW BUSINESS

Recommend Adoption of the Regional Transportation Plan to the General Assembly

PSRC Executive Director Josh Brown provided opening remarks, followed by a brief overview of the Regional Transportation Plan process by Mayor Dana Ralph, TPB Chair and Councilmember Ryan Mello, TPB Vice Chair.

The Executive Board has been briefed periodically over the last two years on the development of the draft Regional Transportation Plan. This has included updates on expanded data collection efforts and the development of an existing conditions visualization tool; the key policy focus areas identified by the Transportation Policy Board; the plan's financial strategy; plan performance and outcomes; and the significant stakeholder and public outreach and engagement conducted throughout plan development.

After review of the draft plan, public comments, and a series of proposed amendments, the Transportation Policy Board unanimously has recommended adoption of an amended Regional Transportation Plan.

MAIN MOTION: It was moved and seconded (Ralph/Morales) that the Executive Board recommend adoption of the Regional Transportation Plan, as amended, to the General Assembly.

Amendment E-F-1:

ACTION: It was moved and seconded (Millar/Serebrin) to approve Amendment E-F-1 as presented. The motion passed unanimously.

Amendment E-C-1:

ACTION: It was moved and seconded (Robertson/Garrido) to approve Amendment E-C-1 as edited. The motion passed unanimously.

Executive Summary, p. 13. Climate:

Because of the urgency of reducing greenhouse gas levels as much and as soon as possible, the ~~RTP~~ PSRC will track progress toward both the 2030 and 2050 greenhouse gas reduction goals. Following plan adoption PSRC will work with its partners to develop a 2030 transportation network and inputs corresponding to the Four-Part Greenhouse Gas Strategy and conduct a 2030 analysis in alignment with the region's 2030 and 2050 climate goals.

Amendment E-C-2:

ACTION: It was moved and seconded (Birney/Sweet) to approve Amendment E-C-2 as presented. The motion passed unanimously.

Amendment E-C-3:

ACTION: It was moved and seconded (Young/Birney) to approve Amendment E-C-3 as edited. The motion passed unanimously.

Policy Framework for PSRC’s Federal Funds, p. 182:

Because of the urgency of the climate crisis and the importance of meeting the adopted VISION 2050 greenhouse gas reduction goal of 50% below 1990 levels by 2030 and 80% below 1990 levels by 2050, beginning with the 2024 Policy Framework for PSRC’s Federal funds, the framework will include a greenhouse gas ~~budget~~ report that will provide targets for how much the region’s greenhouse gas levels must be reduced each year to meet the 2030 and 2050 goals. This greenhouse gas ~~budget~~ report will be ~~used as a factor~~ considered in future project selection processes.

Amendment E-IA-1:

ACTION: It was moved and seconded (Birney/Franklin) to approve Amendment E-IA-1 as presented. The motion passed unanimously.

Amendment E-P-1:

ACTION: It was moved and seconded (Pauly/Birney) to approve Amendment E-P-1, as edited. The motion passed unanimously.

Administrative Procedures and Processes, p. 180 – Updating the Regional Transportation Plan:

Per federal and state requirements, development of the RTP occurs every four years. By the time the next Regional Transportation Plan is due, the regional transportation system and the region’s transportation needs will be significantly different than today. Specifically, the expansion of the high-capacity transit system, the changes in regional travel patterns due to the pandemic and the increase in remote work, continued regional growth, the climate crisis, and the significant changes in the federal and state funding environment mean that the next RTP will need to respond to a different set of challenges and opportunities. To do that, the next RTP should be prepared as a major update that includes environmental analysis. To prepare for the effort of preparing a major update, a Board work group should be convened ~~in-2022~~ following the adoption of this RTP, to develop a roadmap and timeline for the next RTP. In doing so, the Board work group should consider innovative approaches to regional planning, including surveying other national or international regional planning agencies. This roadmap and timeline should also consider the importance of aligning the RTP with state and federal funding cycles.

Per federal and state requirements, development of the RTP occurs every four years. The policies and goals in the RTP play a vital role in guiding the allocation of federal funding to regional transportation projects. To ensure alignment between the RTP and federal funding processes, a Board work group should be convened ~~in-2022~~, following the adoption of this RTP, to ~~develop a plan~~ ~~make recommendations~~ for aligning the schedules between the development of the next RTP and future project selection processes.

Amendment E-P-2:

ACTION: It was moved and seconded (Young/Garrido) to approve Amendment E-P-2 as edited. The motion passed unanimously.

Administrative Procedures and Processes, p. 180:

Per federal and state requirements, development of the RTP occurs every four years. The policies and goals in the RTP play a vital role in guiding the allocation of federal funding to regional transportation projects. To ensure alignment between the RTP and federal funding processes, a Board work group should be convened ~~in 2022~~, following the adoption of this RTP, to ~~develop a plan~~ make recommendations for aligning the schedules between the development of the next RTP and future project selection processes.

Policy Framework for PSRC's Federal Funds, p. 182:

A Project Selection Task Force is convened prior to each project selection process, to make recommendations on the Policy Framework. Prior to the next process the Task Force will take into consideration the adopted RTP and any guidance or emphasis areas included. To ensure alignment between the RTP and federal funding processes, a Board work group should be convened ~~in 2022~~, following the adoption of this RTP, to ~~develop a plan~~ make recommendations for aligning the schedules between the development of the next RTP and future project selection processes.

Amendment E-TC-1:

ACTION: It was moved and second (Robertson/McNeal) to approve Amendment E-TC-1 as edited. The motion passed unanimously.

As noted in information provided to the TPB, PSRC staff will incorporate ~~all~~ technical corrections and comments that were submitted through public comment ~~and approved by the Transportation Policy Board~~.

Amendment E-TC-2:

Amendment E-TC-2 was dropped.

Amendment E-TC-3:

ACTION: It was moved and seconded (Constantine/Birney) to approve Amendment E-TC-3 as presented. The motion passed unanimously.

Amendment E-TC-4:

ACTION: It was moved and seconded (Constantine/Morales) to approve Amendment E-TC-4 as presented. Following a roll call vote the motion passed 60 percent yes/ 40 percent no.

VOTE ON MAIN MOTION: Following a roll call vote, the main motion passed unanimously.

INFORMATION ITEMS

Included in the agenda packet was an update on the Regional Equity Strategy and a new Employee Status Report.

OTHER BUSINESS

There was no other business brought before the board.

NEXT MEETING

The Executive Board will not meet in May. PSRC's General Assembly will meet on Thursday, May 26, 2022, 10 AM – 12 PM. This will be a hybrid meeting.

The Executive Board will next meet on Thursday, June 23, 2022, 10 – 11:30 AM. This will be a hybrid meeting.

ADJOURN

The meeting adjourned at 12:07 PM.

Adopted this 23rd day of June 2022.

Councilmember Claudia Balducci, President
Puget Sound Regional Council

ATTEST:

Josh Brown, Executive Director



Puget Sound Regional Council

CONSENT AGENDA

June 16, 2022

To: Executive Board

From: Josh Brown, Executive Director

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

IN BRIEF

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

RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

REQUESTED

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

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



Puget Sound Regional Council

CONSENT AGENDA

June 16, 2022

To: Executive Board

From: Mayor Becky Erickson, Chair, Operations Committee

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

IN BRIEF

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

RECOMMENDED ACTIONS

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

BUDGET IMPACT

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

DISCUSSION

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

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

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

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

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

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

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



Puget Sound Regional Council

CONSENT AGENDA

June 16, 2022

To: Executive Board

From: Mayor Becky Erickson, Chair, Operations Committee

Subject: **Approve Contract Authority to Subscribe to Common Office Software Programs**

IN BRIEF

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

RECOMMENDED ACTION

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

BUDGET IMPACT

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

DISCUSSION

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

The bundle includes common office support software programs, including electronic mail, video meetings, word processing, spreadsheets, survey tools, presentation creation, among others. The estimated cost to subscribe to these services is estimated at \$23,354 per year, with the option to renew for two subsequent years, for a total of \$70,064 for the three years. The subscription cost is based upon the number of current licensed staff users.

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



Puget Sound Regional Council

CONSENT AGENDA

June 16, 2022

To: Executive Board

From: Mayor Becky Erickson, Chair, Operations Committee

Subject: **Approve Revised Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community-Based Organizations**

IN BRIEF

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

RECOMMENDED ACTION

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

DISCUSSION

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

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

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

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

Attachments:

Outreach Compensation Policy and Procedures

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

June 2022

Purpose

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

Definitions

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

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

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

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

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

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

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

Policy

Focus Groups, Working Groups and Committees:

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

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

Surveys and Interviews:

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

Community-Based Organizations:

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

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

Procedures

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

1. Member's Questionnaire

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

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

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

2. Attendance

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

3. Compensation

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

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

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

1. Compensation

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

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

Community-Based Organizations

1. Compensation

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

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

Compensation Rate Structure

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

Revisions to Policy:

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

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

References

§ 200.422 Advisory councils

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



Puget Sound Regional Council

CONSENT AGENDA

June 16, 2022

To: Executive Board

From: Mayor Dana Ralph, Chair, Transportation Policy Board

Subject: **Adopt Routine Amendment to the 2021-2024 Transportation Improvement Program**

IN BRIEF

Three agencies submitted ten projects this month for routine amendment into the Regional TIP. The projects are summarized in Exhibit A. These projects were awarded local, state, and federal funding through various funding processes, such as the Connecting Washington funds managed by the Washington State Department of Transportation. PSRC staff reviewed the projects for compliance with federal and state requirements, and consistency with VISION 2050 and the Regional Transportation Plan. At its June 9 meeting, the Transportation Policy Board recommended adoption of the amendment.

RECOMMENDED ACTION

The Executive Board should adopt an amendment to the 2021-2024 Regional TIP to include the projects as shown in Exhibit A.

DISCUSSION

Under the Fixing America's Surface Transportation (FAST) Act, PSRC has project selection authority for all projects programming regional funds from the Federal Highway Administration (FHWA) - Surface Transportation Block Grant Program (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) - and Federal Transit Administration (FTA) - Urbanized Area Formula Program (5307), State of Good Repair (5337), Bus and Bus Facilities Formula (5339), and Enhanced Mobility of Seniors and Individuals with Disabilities (5310).

While PSRC does not have project selection authority for other types of federal, state, or local funds, the Executive Board does have responsibility for adding these projects to the Regional TIP. Each project must comply with requirements regarding plan consistency, air quality, and financial constraint. The attached Exhibit A illustrates the action needed to amend the Regional TIP.

The recommended action would approve the TIP amendment request based on a finding of consistency with VISION 2050, the Regional Transportation Plan, and the air quality conformity determination of the Regional TIP. Approval is also based on a determination that funding is reasonably expected to be available to carry out the project. Information describing plan consistency, air quality conformity, and the funding basis for approving the request is further described below.

Consistency with VISION 2050 and the Regional Transportation Plan

The projects recommended for action were reviewed by PSRC staff and have been determined to be consistent with the multicounty policies in VISION 2050 and the Regional Transportation Plan.

Air Quality Conformity

The projects in Exhibit A were reviewed and it has been determined that a new air quality analysis and conformity determination is not required because each project falls into one or more of the following categories:

- It is exempt from air quality conformity requirements.
- It is an existing project already included in the current air quality modeling.
- It is a non-exempt project not able to be included in the regional model.

Funding Reasonably Expected to be Available

For the projects in Exhibit A, PSRC has confirmed that the funds are reasonably expected to be available.

PSRC's Project Tracking Policies

This month's amendment includes no project tracking actions.

Federal Fund Source Descriptions

The following federal and state funding sources are referenced in Exhibit A.

CWA State Connecting Washington Account.

CRSF	Coronavirus State Fiscal Recovery Fund for all federal moneys from the American Rescue Plan.
NHPP	Provides support for the condition and performance of the National Highway System (NHS).
Safe Routes to Schools	Used for infrastructure-related improving the ability of students to walk and bike to school

For more information, please contact Jennifer Barnes at 206-389-2876 or jbarnes@psrc.org.

Attachments:
Exhibit A

Month: June
Year: 2022

Project(s) Proposed for
Routine Amendment to 2021-2024 TIP

Exhibit A

Sponsor	Project Title and Work Description	Funding	PSRC Action Needed				
			Project Tracking	New Project/Phase	UPWP Other	Amend	
1. Everett	41st Street to Rucker Avenue Corridor Phase 2 New project adding a preliminary engineering phase for arterial and access improvements from Port of Everett to I-5 on West Marine View Drive to Rucker Avenue to 41st Street.	\$2,500,000	State	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$165,200	Local				
		\$2,665,200	Total				
2. Seattle	Greenwood Ave N Sidewalks and 1st Ave NW Neighborhood Greenway New project adding preliminary engineering, right of way, and construction phases installing new sidewalks and widening existing sidewalk on Greenwood Ave N and NE 135th St and installing new neighborhood greenways on 1st Ave NW and NE 135th St.	\$1,000,000	Safe Routes To Schools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$620,000	State				
		\$2,883,010	Local				
		\$4,503,010	Total				
3. WSDOT	I-405/SR 522 to SR 527 - Widening & Express Toll Lane Existing project adding a construction phase widening I-405 to add a new lane in both directions to create a dual express toll lane system from SR 522 to SR 527 and make improvements to the SR 522 and SR 527 interchanges. This is a multi-year project and the programming reflects the funds available within the span of the regional TIP	\$364,977,919	Local	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$364,977,919	Total				
4. WSDOT	SR 99/Southbound Duwamish River Bridge - Bridge Painting New project adding preliminary engineering and construction phases cleaning and painting the steel surfaces of the SR 99/Southbound Duwamish River Bridge. This is a multi-year project and the programming reflects the funds available within the span of the regional TIP.	\$3,901,680	Federal NHPP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$149,395	Local				
		\$4,051,075	Total				
5. WSDOT	I-90/Lewis Creek - Fish Passage New project adding preliminary engineering, right of way, and construction phases to remove the existing fish barrier and replace it with a fish passable structure. This is a multi-year project and the programming reflects the funds available within the span of the regional TIP.	\$22,402,673	CSRF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$6,605,198	Connecting Washington				
		\$29,007,871	Total				

Attachment: Exhibit A (3450 : TIP)

Sponsor	Project Title and Work Description	Funding	PSRC Action Needed				
			Project Tracking	New Project/Phase	Other	UPWP Amend	
6. WSDOT	SR 202/Sammamish Creek - Fish Passage New project adding right of way and construction phases to remove the existing fish passage barrier and replace it with a fish passable structure.	\$749,761	Connecting Washington	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$4,903,210	CSRF				
		\$5,652,971	Total				
7. WSDOT	Northwest Region I-90 & I-5 Tunnel Fire Suppression Systems - Retrofit New project with preliminary engineering and construction phases replacing fire retardants in the I-90 Mt Baker Tunnel and Washington State Convention Center Tunnel with an environmentally friendly product.	\$6,025,670	Federal NHPP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$296,330	Local				
		\$6,322,000	Total				
8. WSDOT	SR 104/Lyon Creek - Fish Passage Existing project adding a construction phase to remove the existing fish passage barrier and replace it with a fish passable structure.	\$2,743,197	Connecting Washington	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$3,397,449	CSRF				
		\$6,140,646	Total				
9. WSDOT	I-90/1.8 Miles E of Tinkham Rd to Denny Cr Viaduct - Stormwater Retrofit New project adding preliminary engineering and construction phases to evaluate and construct drainage solutions to improve the water quality of stormwater runoff leaving the right of way along of I-90 from 1.8 Miles E of Trinkham Rd to Denny Cr Viaduct.	\$8,776,544	Federal NHPP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$224,756	Local				
		\$9,001,300	Total				
10. WSDOT	I-90/Franklin Falls Bridge WB - Bridge Painting New project with preliminary engineering and construction phases cleaning and painting the I-90 Franklin Falls Bridge WB.	\$6,386,724	Federal NHPP	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		\$143,186	Local				
		\$6,529,910	Total				



Puget Sound Regional Council

INFORMATION ITEM

June 16, 2022

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

PSRC has one new employee:

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

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