



Puget Sound Regional Council

## Operations Committee

Thursday, October 27, 2022 • 9:00 – 9:50 AM

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

### Attend, watch or listen

- The public can attend meetings at PSRC's offices
- Watch the meeting live at <https://www.psrc.org/watch-meetings>
- Listen by phone 1-888-475-4499, Meeting ID: 862 8032 3222, Passcode: 795705

### Provide public comment

- **In-person**  
Public comment may be made in person at PSRC's office. You will have 2 minutes to speak.
- **Comment during the meeting by Zoom or phone:** [Register here](#)  
You will have 2 minutes to address the board. 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.
- **Written comments**  
Comments may be submitted via email to [cmoreau@psrc.org](mailto:cmoreau@psrc.org) by 8:00 am the day of the meeting. Comments will be shared with board members. Comments received after the deadline will be provided to board members after the meeting.

Public comments are public records and may be subject to disclosure pursuant to the Public Records Act, RCW Chapter [42.56](#).

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### 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 July 28, 2022
- b. Approve Minutes of Meeting held September 22, 2022
- c. Approve Vouchers Dated August 15, 2022 through October 10, 2022 in the Amount of \$1,332,640.64

### 4. Action Items

- a. Contract Authority for New Office Furniture
- b. Approve Contract Authority and Budget Amendment for Employee Sharing Agreement with University of Washington
- c. Approve PSRC Executive Board Representation

### 5. Information/Discussion Items

- a. Proposed FY 2024-2025 Biennial Budget and Work Program Assumptions and Financial Policies

- b. New Employee Status Report
- c. Monthly Budget Report
- d. Contract Status Report
- e. Grant Status Report
- f. Save the Date - Wednesday, November 30, 10-11:30 AM, Joint Board Session on Institutional and Structural Racism

**6. Next Meeting: NO MEETING NOVEMBER**

Thursday, December 1, 2022, 9:00 - 9:50 AM

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

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

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

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



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, JULY 28, 2022**

#### **PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING**

**9:00 a.m.**

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

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

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

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  
 Elsa Brown, City of Seattle  
 Josh Brown, PSRC  
 Nancy Buonanno Grennan, PSRC  
 Megan Grzybowski, PSRC  
 Craig Helmann, PSRC  
 Patty Jakala, PSRC  
 Robin Koskey, PSRC  
 Thu Le, PSRC  
 Liana Lopez, PSRC  
 Casey Moreau, PSRC  
 Alex Tsimerman  
 Andrew Werfelmann, PSRC

#### **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

**Consent Agenda–Action: It was moved and seconded (Low/Figueroa) to approve the minutes of the Operations Committee meeting June 23, 2022, and the vouchers dated May 31, 2022 through July 11, 2022 in the Amount of \$967,387.26. The motion was unanimous.**

**4a. Action Item – PSRC FY 2023 Indirect Cost Rate Approval**

Andrew Werfelmann, PSRC, shared that on an annual basis, PSRC prepares the indirect cost rate proposal. PSRC’s MPO/RTPO agreement with WSDOT requires Executive Board approval of PSRC’s indirect cost proposal. Mr. Werfelmann provided background on the indirect cost rate and how it is used to allocate costs to federal awards.

**ACTION: It was moved and seconded (Figueroa/Young) to: 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%. The motion was unanimous.**

**4b. Action Item – Budget Amendment to Add Revenue from Department of Commerce for Housing Public Opinion Survey**

Nancy Buonanno Grennan, PSRC, briefed the committee that it had approved contract authority for a Housing Public Opinion Survey at its April 28, 2022 meeting. PSRC has prepared a budget amendment to increase revenues from the Washington State Department of Commerce by \$118,800. The Department of Commerce will partner with PSRC in the development of the public opinion survey.

Members with questions and suggestions for the survey were directed to reach out to Paul Inghram, [pinghram@psrc.org](mailto:pinghram@psrc.org). The committee will also receive an update on the survey progress at its September meeting.

**ACTION: It was moved and seconded (Figueroa/Low) to 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. The motion was unanimous.**

**4c. Action Item – Contract Authority for On-Call Model Development Support**

Craig Helmann, PSRC, provided information about PSRC’s regional activity-based travel demand model and key improvements identified for the future. PSRC relies on staff expertise as well as an on-call technical support for the continued development, design and implementation of the model. The request for a consultant contract for on-call support would not exceed \$100,000.

**ACTION: It was moved and seconded (Figueroa/Low) 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. The motion passed unanimously.**

**4d. Action Item – Contract Authority for Joint Development of Travel Model Software**

Mr. Helmann briefed the committee on PSRC's efforts to develop travel modeling tools. PSRC participates in a collaborative agreement with other agencies to lower the costs associated with travel model development. The current agreement with the collaborative expires September 30, 2022. The proposed action would allow PSRC to continue in the cross-agency effort where each agency contributes staff time and funding to cover costs of travel model development. The cost to continue in the agreement is not to exceed \$35,000.

**ACTION: It was moved and seconded (Figueroa/Low) 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. The motion passed unanimously.**

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

Mayor Erickson announced that the committee would go into Executive Session to discuss real estate matters. The committee went into Executive Session at 9:22 AM. The committee reconvened from Executive Session at 9:40 AM.

**6a. Action Item – Authorize Executive Director to Execute Office Space Lease**

Mayor Erickson announced that the committee was back in session at 9:40 AM. She asked for a motion regarding PSRC's Office Space Lease.

**ACTION: It was moved and seconded (Figueroa/Young) to recommend that the Executive Board authorize the Executive Director to execute a lease for new office space at 1201 3<sup>rd</sup> Avenue in downtown Seattle effective 2024. The motion passed unanimously.**

**7a. Information Item – New Employee Status Report**

Thu Le introduced one new employee in the Data Department: Megan Grzybowski.

**7b. Information Item – Monthly Budget Status Report**

**7c. Information Item – Contract Status Report**

**7d. Information Item – Grant Status Report**

Monthly reports were included in the agenda packet. There were no questions on the monthly reports.

There is no meeting scheduled in August.

The meeting adjourned at 9:44 AM.

Attachments:

Operations Cmte July 28, 2022 Attendance Roster

## PSRC Operations Committee July 28, 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	
City of Seattle	1	CM Andrew Lewis	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	1
Pierce County	1	CM Derek Young	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	1
Snohomish County	1	CM Sam Low	1
		CM Stephanie Wright Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		CM Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM Hester Serebrin, WSTC	
		COM Glen Bachman, Port of Everett Alt.	
Members	10	Present	8
		Quorum (5)	6



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, SEPTEMBER 22, 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**

Marguerite Richard provided public comment.

The committee did not establish a quorum. 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:

Laura Benjamin, PSRC

Josh Brown, PSRC

Chien-Yu Chen, PRR

Nancy Buonanno Grennan, PSRC

Megan Grzybowski, PSRC

Kate Gunby, PRR

Patty Jakala, PSRC

Robin Koskey, PSRC

Joe Kunzler

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Marguerite Richard

Mayor Becky Erickson announced that PSRC has a new website. She highlighted PSRC's data portal.

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

a. Approve Minutes of Meeting held July 28, 2022



b. Approve Vouchers Dated June 30, 2022 through August 29, 2022 in the Amount of \$1,619,195.99

**Consent Agenda: It was moved by consensus that the vouchers dated June 30, 2022 through August 29, 2022 in the Amount of \$1,619,195.99 move forward to the Executive Board for approval.**

**4a. Action Item – Approve Contract Authority for Website Support Services**

Robin Koskey, PSRC, shared that Carolyn Downs, PSRC, had supervised the successful launch of PSRC’s new website. Today’s contract authority would support consultant website support services for the next three years, not to exceed \$45,000.

**Action: It was moved by consensus that the following action move forward to the Executive Board for approval: Recommend the Executive Board authorize the Executive Director to enter a consultant contract for website support services not to exceed \$45,000 over the course of three years.**

**4b. Action Item – Approve Contract Authority for PSRC’s Move-Related Expenses**

Nancy Buonanno Grennan, PSRC, thanked the committee for its work to secure a lease for new office space effective January 1, 2024. Staff immediately began planning for the new space and are asking the committee for authority on two design related contracts: audio-visual system design and office furniture and fixtures design. Staff will come back to the committee for further authorization related to building the audio-visual system and overall furniture cost.

**Actions-It was moved by consensus that the following actions move forward to the Executive Board for approval:**

- 1. Authorize the Executive Director to enter one or more contracts for audio-visual system design, not to exceed \$12,000 in FY 2023.**
- 2. Authorize the Executive Director to enter into one or more contracts for office furniture and fixtures design, not to exceed \$12,000 in FY 2023.**

**4c. Action Item – Approve Contract Authority for In-House Leadership Development Training**

Ms. Buonanno Grennan, PSRC, shared that staff recognized a need for more formal in-house leadership training. PSRC has selected the Virginia Institute of Government to host a three-day intensive program called LEAD (Leading, Educating and Developing). Ms. Buonanno Grennan shared objectives of the training and noted that space may be available for member jurisdictions. The contract is not to exceed \$18,000.

The committee discussed availability of participation from members and how to prioritize which jurisdictions may send employees. Ms. Buonanno Grennan shared that details regarding the training will be shared once finalized. The committee also discussed the

training as an ongoing opportunity, noting that evaluation would be needed before committing to future trainings.

**ACTION: It was moved by consensus that the action item move to the Executive Board for approval: Recommend that the Executive Board authorize the Executive Director to enter into a consultant contract for in-house leadership development training in an amount not to exceed \$18,000.**

#### **4d. Action Item – Approve PSRC Executive board Representation**

Chair Erickson announced this item would be pulled from the agenda and asked Josh Brown, PSRC to provide an update. Mr. Brown, PSRC, noted that PSRC's Interlocal Agreement requires review of the composition of the PSRC Executive Board every three years. PSRC last made changes in 2020. During the last review, the cities of Lakewood, Port Orchard and Redmond were given seats on the Executive Board, as required by state statute. The City of Seattle and Pierce County were both eligible for seats on the Executive Board, however both jurisdictions chose to forego those added seats.

For the 2022 review of Executive Board representatives, the City of Seattle and Pierce County remain eligible for an additional seat. Staff reached out to both jurisdictions to determine their interest in adding a seat. Pierce County has asked for additional time to review their eligibility for a seat. Staff anticipate that this item will return to the committee at its October meeting.

Mr. Brown clarified that the weighted votes were updated based on population figures from the Office of Financial Management. This action does not need approval by the committee or board and is completed by staff on an annual basis. Mr. Brown briefed the board on the considerations for both Pierce County and the City of Seattle in adding an additional seat to the Executive Board.

The action was removed from the agenda and will be pulled from the Executive Board consent agenda.

#### **5a. Information Item – Annual Weighted Votes Revision**

Ms. Buonanno Grennan, PSRC, noted that staff review annual population figures from the Washington State Office of Financial Management and then update the annual weighted votes based on methodology set forth in the Interlocal Agreement. The change this year is very minor.

The committee discussed future population changes, noting that there are cities that may soon reach the 80,000 threshold which requires a seat on the Executive Board. Staff will monitor population figures and brief the Operations Committee and Executive Board of expected changes, especially those nearing a population of 80,000.

#### **5b. Information Item – Review of Schedule for Development of Fiscal Years 2024-2025 Budget and Work Program**

The committee had no questions for staff.

**5c. Information Item – PSRC 2022 Base Pay Market Study – etariosHR**

Mayor Erickson noted the importance of paying market wages to staff to avoid turnover.

**5d. Information Item – Housing Public Opinion Survey Update**

Laura Benjamin, PSRC, introduced Chien-Yu Chen and Kate Gunby from PRR.

Mayor Erickson highlighted upcoming PSRC events: October 21 Transit-Oriented Development Event and the November 30 Joint Board Session on Institutional and Structural Racism.

Monthly reports were included in the agenda packet. There were no questions on the monthly reports.

The meeting adjourned at 9:44 AM.

Attachments:

Operations Cmte September 22, 2022 Attendance Roster

**PSRC Operations Committee September 22, 2022**

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	
City of Seattle	1	CM Andrew Lewis	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Derek Young	
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	1
Snohomish County	1	CM Sam Low	
		Vacant 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 Glen Bachman, Port of Everett	
		Vacant Alt.	
Members	10		Present 6
			Quorum (5) 4

Attachment: Operations Cmte September 22, 2022 Attendance Roster (3528 : Operations Minutes September 2022)



## Puget Sound Regional Council

### CONSENT AGENDA

October 20, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated August 15, 2022 through October 10, 2022 in the Amount of \$1,332,640.64**

### IN BRIEF

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

### RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

#### REQUESTED

<u>WARRANT DATE</u>	<u>VOUCHER NUMBER</u>		<u>TOTALS</u>
09/06/22 - 10/10/22	AP Vouchers	\$	335,452.05
08/15/22 - 09/15/22	Payroll	\$	997,188.59
			<hr/>
			<b>\$ 1,332,640.64</b>

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



## Puget Sound Regional Council

### **ACTION ITEM**

October 20, 2022

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Contract Authority for New Office Furniture**

### **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 contract for purchasing of furniture for PSRC's new office in an amount not to exceed \$432,000.

### **RECOMMENDED ACTION**

Recommend that the Executive Board authorize the Executive Director to enter one or more contracts for new office furniture in an amount not to exceed \$432,000.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program includes sufficient funds within the budget for the down payment that will be needed to secure the purchase of new furniture needed in the new office space. The remainder of the expenditure will be reflected in the biennial budget and work program proposal for Fiscal Years 2024-2025.

### **DISCUSSION**

On July 28, 2022, the Executive board authorized the Executive Director to execute a lease for new office space at 1201 Third Avenue in downtown Seattle, effective January 1, 2024. Staff have been working with Weaver and Associates to inventory PSRC's current furniture that can be moved and repurposed/reused in the new space versus what new furniture will need to be purchased. PSRC has been leasing its current space for thirty years, and most of its current office and cubicle furniture are built into the space, and therefore not able to be used at the new office

location. PSRC anticipates needing to purchase new workstations and board room tables (to accommodate multiple, flexible configurations). PSRC intends to reuse most of its existing meeting room furniture and chairs.

To save the time and expense of conducting an independent request for proposal for the furniture purchase, pursuant to Chapter 39.34 RCW, PSRC will piggyback on the State of Washington's Master Contracts for office furniture. Using the cooperative purchasing statute will allow PSRC to benefit from the State's competitive process and pricing.

For more information, please contact Lili Mayer, Finance Manager, at [lmayer@psrc.org](mailto:lmayer@psrc.org) or (206) 971-3268 or Nancy Buonanno Grennan, Deputy Executive Director, at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or (206) 464-7527.



## Puget Sound Regional Council

### **ACTION ITEM**

October 20, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authority and Budget Amendment for Employee Sharing Agreement with University of Washington**

### **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 authorize a contract with the University of Washington's Department of Civil and Environmental Engineering and PSRC. The contract would allow PSRC employee Brian Lee, Program Manager – Data Solutions and Research, to conduct research at the University on topics of mutual concern to PSRC and the University. The University will reimburse PSRC for Dr. Lee's time using a fully loaded rate to capture both direct and indirect costs associated with this arrangement. Staff are seeking approval to amend the budget to reflect the additional revenue.

### **RECOMMENDED ACTIONS**

1. Authorize the Executive Director to enter into a one-year contract with the University of Washington) to allow a PSRC employee to conduct research on topics of mutual concern to PSRC and the University.
2. Amend the budget to add \$61,674 in additional revenue from the University as reimbursement for Dr. Lee's time and efforts.

### **BUDGET IMPACT**

The proposed amendment would increase the adopted 2022-2023 biennial budget by \$61,674 from \$34,503,000 to \$34,565,000.



## DISCUSSION

PSRC and the University of Washington have long partnered on research solutions to various planning problems. This agreement would bring closer collaboration on several topics, including travel behaviors; interactions between land use, transportation and economic systems; spatial distributions of home, employment, and other activities. Under the terms of the agreement, Dr. Lee will spend 20% of his time, equivalent to one day per week, working on University-related research and the University will reimburse PSRC for Dr. Lee's time (including both direct and indirect costs).

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



## Puget Sound Regional Council

### **ACTION ITEM**

October 20, 2022

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Approve PSRC Executive Board Representation**

### **IN BRIEF**

Every three years pursuant to PSRC's Interlocal Agreement (Section 5.C.3), the Executive Board considers the distribution of county and city representation on the Executive Board. This action was originally scheduled at the September meetings for the Operations Committee and Executive Board. At the request of Pierce County, the action was delayed until the October board meetings.

### **RECOMMENDED ACTION**

Recommend that the Executive Board retain the existing representation at 36 members.

### **DISCUSSION**

Beginning with a review in January 2019, the Executive Board adopted its current 36-member representation in January 2020, adding the principal cities of Lakewood, Port Orchard, and Redmond. Attachment A shows the existing 36 seats for the Executive Board. RCW 47.80.060 provides for the following:

#### Executive board membership

In order to qualify for state planning funds available to regional transportation planning organizations, the regional transportation planning organizations containing any county with a population in excess of one million shall provide voting membership on its executive board to the state transportation commission, the state department of transportation, the four largest public port districts within the region as determined by gross operating revenues, any incorporated principal city of a metropolitan statistical area within the region, as designed by the United

States census bureau, and any incorporated city within the region with a population in excess of eighty thousand. It shall further assure that at least fifty percent of the county and city local elected officials who serve on the executive board also serve on transit agency boards or on a regional transit authority.

The US Census Bureau did not report any changes to the principal cities in the central Puget Sound region. Two entities, the City of Seattle and Pierce County, remain eligible for an additional seat based upon changes in population. Staff has been in contact with both jurisdictions, and both are not requesting an additional seat on the Executive Board.

In September the weighted votes were revised to reflect the most recent population figures from the Washington State Office of Financial Management.

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

Attachments:

A - FY2023 Executive Board Weighted Votes

**PSRC Executive Board Weighted Votes and Representatives  
effective August 5, 2022**

	OFM 4/1/2022 Population	% of Population	Rep. Based on % of Population	Representatives	FY 2023 Weighted Vote
<b>King</b>	2,317,700	53.001%	15.900	15.88	530.01
County	248,160	5.675%	1.702	2	265.01
Seattle	762,500	17.437%	5.231	4	97.64
Bellevue	153,900	3.519%	1.056	1	19.71
Federal Way	101,800	2.328%	0.698	1	13.04
Kent	137,900	3.154%	0.946	1	17.66
Kirkland	93,570	2.140%	0.642	1	11.98
Redmond*	75,270	1.721%	0.516	1	9.64
Renton	107,500	2.458%	0.737	1	13.77
Auburn	78,690	1.799%	0.540	0.88	10.08
Other Cities & Towns	558,410	12.770%	3.831	3	71.51
<b>Kitsap</b>	280,900	6.424%	1.927	4	64.24
County	182,040	4.163%	1.249	1	32.12
Bremerton	45,220	1.034%	0.310	1	14.69
Port Orchard*	16,400	0.375%	0.113	1	5.33
Other Cities & Towns	37,240	0.852%	0.255	1	12.10
<b>Pierce</b>	936,040	21.405%	6.422	5.12	214.06
County	440,800	10.080%	3.024	2	107.03
Tacoma	220,800	5.049%	1.515	1	47.72
Auburn	10,060	0.230%	0.069	0.12	2.17
Lakewood*	63,800	1.459%	0.438	1	13.79
Other Cities & Towns	200,580	4.587%	1.376	1	43.35
<b>Snohomish</b>	838,265	19.170%	5.751	5	191.70
County	371,915	8.505%	2.551	2	95.85
Everett	113,300	2.591%	0.777	1	23.29
Other Cities & Towns	353,050	8.074%	2.422	2	72.56
<b>Cities/Towns/Counties</b>	4,372,905	100%	30.000	30	1,000.00
<b>Statutory Members</b>					
Port of Bremerton				1	3
Port of Seattle				1	50
Port of Tacoma				1	30
Port of Everett				1	10
WA State Dept of Trans				1	30
WA Trans. Commission				1	30
Statutory Members				6	153
<b>Grand Total</b>				36	1,153.00
<b>NOTE:</b>					
Population figures provided by OFM and only include member jurisdictions. (Non-members include Brier, Carbonado, Gold Bar, Index and South Prairie.)					
Weighted votes are updated every September, and representatives for the Executive Board are reviewed every three years, per Interlocal Agreement, Article V.c.3. and as prescribed in RCW 47.80.010 and RCW47.80.060. The Executive Board Representatives will be reviewed next by the Operations Committee in the fall of 2022.					
*Principal City Per OMB					

Attachment: FY2023 Executive Board Weighted Votes (3544 : PSRC Executive Board Representation)



## Puget Sound Regional Council

### INFORMATION ITEM

October 20, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Proposed FY 2024-2025 Biennial Budget and Work Program Assumptions and Financial Policies**

The process to develop the next biennial budget and work program is underway. The budget outlines PSRC and EDD's transportation, economic and growth planning activities for the fiscal years 2024-2025.

One of the first steps in this process is the Operations Committee review of the initial budget assumptions. At the October 27<sup>th</sup> Operations Committee meeting there will be an opportunity to discuss the attached budget assumptions and previously approved financial policies. The financial policies allow for review and updates during the budget development process.

For more information, please contact Andrew Werfelmann at (206) 688-8220, or [awerfelmann@psrc.org](mailto:awerfelmann@psrc.org).

**Attachments:**

Budget Assumptions FY2024-2025

Tables 1-5

6yr Projections FY24-29

PSRC Contingency Goal FY24-25

PSRC Financial Budgetary Policies 2020

## Puget Sound Regional Council

### Budget Assumptions for Biennial Budget FY2024-2025

(revised 10/10/22)

Budget builds on and supports on-going planning work from current biennial budget and work program. Staff levels increase by 1 FTE. Consultant costs and direct costs are reduced.

#### **Estimated Revenues: \$31.98 million**

- \$1.51 million of RTPO funds based on current WSDOT estimates.
- \$14.99 million of MPO funds (FTA 5303 and FHWA PL) based on current WSDOT estimates.
- \$2.50 million in FTA 5307 funds for biennium.
- \$2.00 million in STP funds for biennium.
- \$200,000 in FTA 5310 funds for biennium.
- \$5.19 million of dues. This incorporates a 4% increase in dues per year for an additional \$349,000 to help build reserve balance to recommended minimum balance.
- \$200,000 in EDA planning funds for the biennium.
- \$5.15 million estimated carryover from current biennium.
- \$150,000 of anticipated planning funds from FHWA and FTA.
- Economic Development District would be funded at \$504,000. This includes \$200,000 in EDA planning funds for the biennium and \$301,000 in EDD dues collected from PSRC's membership support the district's work. Approximately \$3,000 of PSRC funds will be needed to offset additional expenditures.
- \$100,000 of Tenant Allowance to assist PSRC with office relocation.

#### **Estimated Expenses: \$31.98 million**

- \$26.24 million for Labor (salaries, benefits and overhead for the biennium includes 5% per year merit pool and allowance for salary survey results). Addition of 1 FTE.
- \$2.18 million for consultants.
- \$1.03 of direct expenses (temporary personnel, education & training, travel, meetings, etc.)
- \$150,000 of anticipated planning funds from FHWA and FTA are encumbered and not programmed until realized.
- \$2.39 million for contingency reserve fund (formerly called contingency) includes an increase of \$349,000.

Table 1 - Revenue Comparison Summary

Basic Funding	Draft Biennial FY2024-2025	Jul22 - Amended Supplemental FY2022-2023	Variance
State	\$1,506,000	\$1,511,000	(\$5,000)
Federal	\$19,890,000	\$19,562,000	\$328,000
Local Funds, EDD and Service Income	\$5,186,000	\$5,207,000	(\$21,000)
Carryover (a)	\$5,146,000	\$8,223,000	(\$3,076,000)
State/Federal/Local Anticipated	\$150,000	\$0,000	\$150,000
Tenant Allowance	\$100,000	\$0,000	\$100,000
<b>Total</b>	<b>\$31,978,000</b>	<b>\$34,503,000</b>	<b>(\$2,525,000)</b>

Table 2 - Expenditure Comparison Summary

Basic Funding	Draft Biennial FY2024-2025	Jul22 - Amended Supplemental FY2022-2023	Variance
Salaries (b)	\$14,213,000	\$12,718,000	\$1,495,000
Benefits (c)	\$7,881,000	\$7,423,000	\$458,000
Overhead	\$4,141,000	\$3,382,000	\$759,000
s+b+oh	\$26,235,000	\$23,523,000	\$2,712,000
Direct	\$1,033,000	\$1,086,000	(\$53,000)
Consultant	\$2,175,000	\$3,276,000	(\$1,101,000)
Anticipated	\$150,000	\$0,000	\$150,000
Encumbered for Future Work	\$0,000	\$4,581,000	(\$4,581,000)
Contingency Reserve PSRC	\$2,385,000	\$2,036,000	\$349,000
<b>Total</b>	<b>\$31,978,000</b>	<b>\$34,503,000</b>	<b>(\$2,525,000)</b>

\$0,000

Table 3 - Staffing Comparison by Task

	Draft Biennial FY2024-2025	Jul22 - Amended Supplemental FY2022-2023	Variance
Planning Management	4	4	-
Regional Growth Planning	6	6	-
Transportation Planning	16	16	-
<b>Subtotal Planning</b>	<b>26</b>	<b>26</b>	<b>-</b>
Economic Development District	1	1	-
Data	20	19	1
Council Support	3	3	-
Communications	5	5	-
Administrative Services (d)	15	15	-
<b>Total</b>	<b>70</b>	<b>69</b>	<b>1</b>

## 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 per year and a \$100,000 allowance for salary survey adjustments.
- (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 Biennial FY2024-2025	Jul22 - Amended Supplemental FY2022-2023	Variance
<b>Grant and Local Revenue</b>			
<b>Planning funds</b>			
Regional Transportation Planning Org	\$1,506,000	\$1,506,000	\$0,000
Federal Transit Administration (MPO) and	\$4,234,000	\$3,473,000	\$761,000
Federal Highway Administration (MPO)	\$10,756,000	\$11,189,000	(\$433,000)
Subtotal Planning funds	\$16,496,000	\$16,168,000	\$328,000
<b>Project Funding</b>			
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
<b>Local Funding</b>			
Local Membership Dues	\$3,716,000	\$3,435,000	\$280,000
EDD Membership Dues (a)	\$326,000	\$301,000	\$25,000
Subtotal Membership Dues	\$4,042,000	\$3,736,000	\$305,000
Transit Agency Dues	\$1,145,000	\$1,101,000	\$44,000
Subtotal Local Funding	\$5,187,000	\$4,837,000	\$349,000
<b>Grant and Local Revenue Subtotal</b>	<b>\$26,383,000</b>	<b>\$25,705,000</b>	<b>\$678,000</b>
<b>Project Specific Revenue</b>			
Space Sector Study Support	\$0,000	\$5,000	(\$5,000)
City of Seattle - Household Survey	\$0,000	\$270,000	(\$270,000)
City of Bellevue - Household Survey	\$0,000	\$100,000	(\$100,000)
Subtotal Project Specific Revenue	\$0,000	\$375,000	(\$375,000)
<b>CPSEDD Revenue</b>			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$0,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$0,000
Carryover PSRC	\$5,146,000	\$8,223,000	(\$3,077,000)
Tenant Allowance	\$100,000	\$0,000	\$100,000
<b>Basic Funding Total</b>	<b>\$31,828,000</b>	<b>\$34,503,000</b>	<b>(\$2,674,000)</b>
<b>Anticipated Funding</b>			
Anticipated MPO	\$150,000	\$0,000	\$150,000
<b>Anticipated Funding Total</b>	<b>\$150,000</b>	<b>\$0,000</b>	<b>\$150,000</b>
<b>Total</b>	<b>\$31,978,000</b>	<b>\$34,503,000</b>	<b>(\$2,525,000)</b>

(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 Biennial FY2024-2025	Jul22 - Amended Supplemental FY2022-2023	Variance
<b>Basic Funding Match</b>			
MPO combined	\$2,340,000	\$2,288,000	\$51,000
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
<b>Anticipated Funding Match</b>			
Contingency EDD Dues	\$25,000	\$12,000	\$13,000
Contingency	\$324,000	\$177,000	\$147,000
Balance of EDD Local Dues	\$101,000	\$90,000	\$11,000
Balance of Local Dues	\$1,260,000	\$1,134,000	\$126,000
<b>Total</b>	<b>\$5,187,000</b>	<b>\$4,837,000</b>	<b>\$349,000</b>



Table 9 - Revenue Comparison Summary

Basic Funding	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027	Projected Biennial FY2028-2029
State	\$1,506,000	\$1,226,000	\$1,226,000
Federal	\$19,890,000	\$19,890,000	\$19,890,000
Local Funds, EDD and Service Income	\$5,187,000	\$5,610,000	\$6,068,000
Carryover (a)	\$5,146,000	\$5,600,000	\$5,600,000
State/Federal/Local Anticipated	\$150,000	\$156,000	\$162,000
Tennant Allowance	\$100,000	\$0,000	\$0,000
<b>Total</b>	<b>\$31,978,000</b>	<b>\$32,482,000</b>	<b>\$32,946,000</b>

Table 10 - Expenditure Comparison Summary

Basic Funding	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027	Projected Biennial FY2028-2029
Salaries (b)	\$14,213,000	15,481,000	17,067,000
Benefits (c)	\$7,881,000	\$9,106,000	\$10,171,000
Overhead (d)	\$4,141,000	\$5,002,000	\$5,261,000
s+b+oh	\$26,235,000	\$29,589,000	\$32,499,000
Direct	\$1,033,000	\$470,000	\$491,000
Consultant	\$2,175,000	\$1,500,000	\$1,500,000
Encumbrance/Anticipated (e)	\$150,000	\$156,000	\$162,000
Contingency/Reserve PSRC	\$2,385,000	\$2,808,000	\$3,266,000
<b>Total</b>	<b>\$31,978,000</b>	<b>\$34,523,000</b>	<b>\$37,919,000</b>
Variance (Revenues - Expenditures)	\$0,000	(\$2,041,000)	(\$4,972,000)
	0.00%	5.91%	13.11%

Table 11 - Staffing Comparison by Task

	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027	Projected Biennial FY2028-2029
Planning Management	4	4	4
Regional Growth Planning	6	6	6
Long-Range Transportation Planning	16	16	16
<b>Subtotal Planning</b>	<b>26</b>	<b>26</b>	<b>26</b>
Economic Development District	1	1	1
Technical And Data Services	20	20	20
Council Support	3	3	3
Communications	5	5	5
Administrative Services (f)	15	15	15
<b>Total</b>	<b>70</b>	<b>70</b>	<b>70</b>

- (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 per year
- (c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.
- (d) Overhead assumes a growth of 5% per year on some expenses.
- (e) Encumbrance/Anticipated includes State/Federal/Local Anticipated, Tenant Improvement, and Local Match for Anticipated.
- (f) Administrative Services include: Finance, HR, IT, Information Center, and Graphics

Table 12 - Revenue Comparison by Source

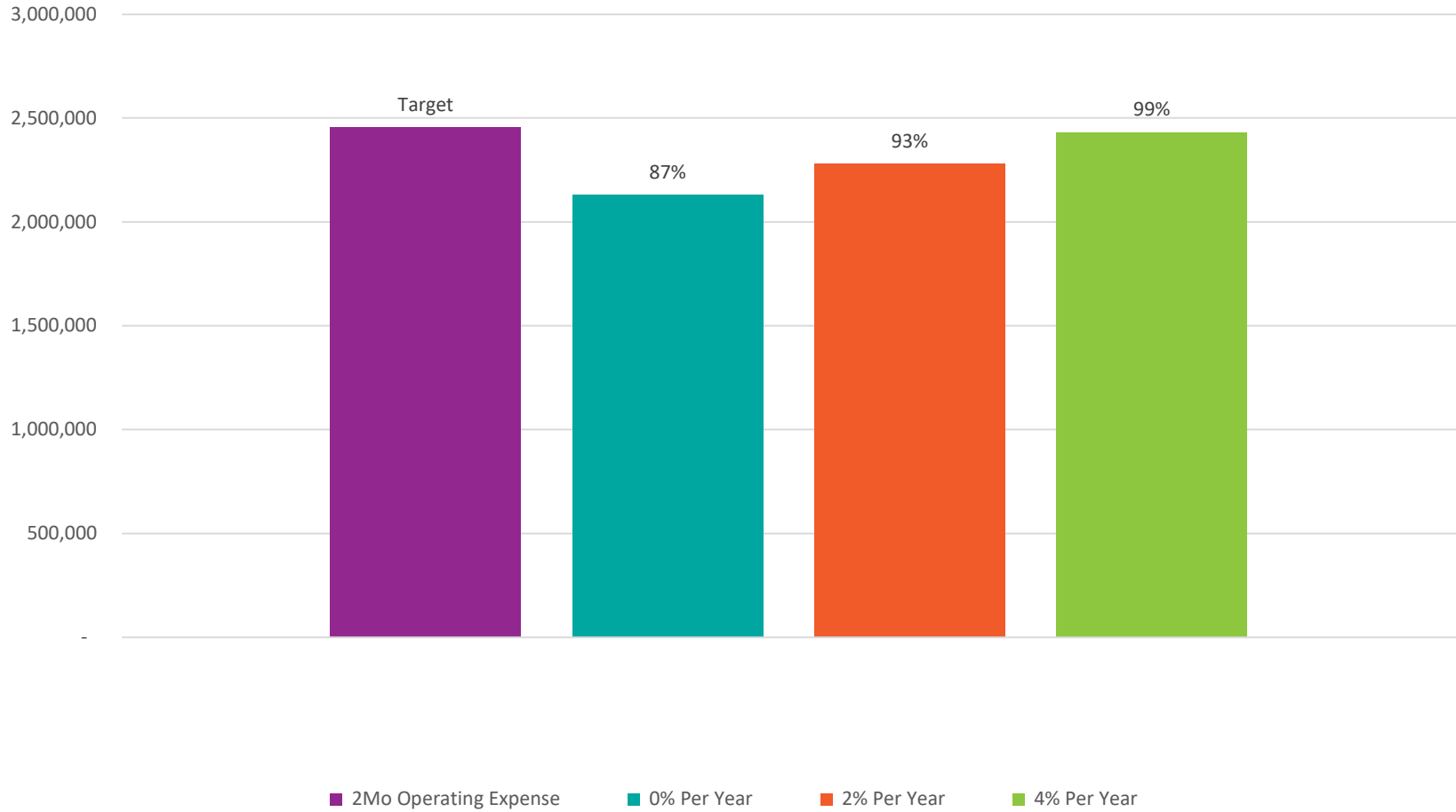
Basic Funding	Projected Biennial FY2024-2025	Projected Biennial FY2026-2027	Projected Biennial FY2028-2029
<b>Grant and Local Revenue</b>			
<b>Planning funds</b>			
Regional Transportation Planning Org	\$1,506,000	\$1,226,000	\$1,226,000
Federal Transit Administration (MPO) and Federal Highway Administration (MPO)	\$4,234,000	\$4,234,000	\$4,234,000
Subtotal Planning funds	\$16,496,000	16,216,000	16,216,000
<b>Project Funding</b>			
FTA/5307	\$2,500,000	\$2,500,000	\$2,500,000
FTA/5310	\$200,000	\$200,000	\$200,000
STBGP	\$2,000,000	\$2,000,000	\$2,000,000
Subtotal Project Funds	\$4,700,000	\$4,700,000	\$4,700,000
<b>Local Funding</b>			
Local Membership Dues	\$3,716,000	\$4,019,000	\$4,347,000
EDD Membership Dues (a)	\$326,000	\$353,000	\$381,000
Subtotal Membership Dues	\$4,042,000	\$4,372,000	\$4,728,000
Transit Agency Dues	\$1,145,000	\$1,238,000	\$1,339,000
Subtotal Local Funding	\$5,187,000	\$5,610,000	\$6,068,000
<b>Grant and Local Revenue Subtotal</b>	<b>\$26,383,000</b>	<b>\$26,526,000</b>	<b>\$26,984,000</b>
<b>Project Specific Revenue</b>			
Space Sector Study Support	\$0,000	\$0,000	\$0,000
Subtotal Project Specific Revenue	\$0,000	\$0,000	\$0,000
<b>CPSEDD Revenue</b>			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$200,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$200,000
Carryover PSRC	\$5,146,000	\$5,600,000	\$5,600,000
Tennant Allowance	\$100,000	\$0,000	\$0,000
<b>Basic Funding Total</b>	<b>\$31,828,000</b>	<b>\$32,326,000</b>	<b>\$32,784,000</b>
<b>Anticipated Funding</b>			
Anticipated MPO (b)	\$150,000	\$156,000	\$162,000
<b>Anticipated Funding Total</b>	<b>\$150,000</b>	<b>\$156,000</b>	<b>\$162,000</b>
<b>Total</b>	<b>\$31,978,000</b>	<b>\$32,482,000</b>	<b>\$32,946,000</b>

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

(b) Anticipated MPO reflects a 2% per year increase in FHWA MPO Funding.

\*Table shows a 4% per year dues increase through FY2029.

### PSRC Contingency Goal for FY 2024-2025 Budgeted Dues Discussion



\*FY24-25 2mo Operating Expenses based on average operating expense for biennium.  
Assumption of % increase for both years for all scenarios. As of July 2022 our contingency is at 88% of our goal.

## PSRC FINANCIAL & BUDGETARY POLICIES

The following financial and budgetary policies were developed to guide and inform decision making, and related administrative procedures and practices. These policies will be incorporated into the Biennial Budget and Work Program and will be reviewed and updated every two years by the Operations Committee during the budget development process, or as necessary.

PSRC exercises its authority and carries out its responsibilities pursuant to a variety of statutes per Resolution No. PSRC-EB-2015-01, adopted July 23, 2015 (Appendix A-2).

### FINANCIAL & BUDGETARY PLANNING POLICIES

#### 1. **Balanced Budget Policy**

PSRC is committed to a balanced budget and will maintain a balanced budget over the two-year period of the Biennial Budget and Work Program. This means that operating revenues must fully cover operating expenditures.

#### 2. **Budgeted Carryover**

Awarded grant revenues that were not expended in the biennium will be carried over into the next biennium. The local funds required to match the remaining grant would also be carried over into the next biennium. Project progress will be monitored by quarterly progress meetings as described in the Operating Expenditure Accountability policy.

#### 3. **Budgetary Authority**

Two levels of budgetary authority exist to amend budgetary amounts within the corresponding three levels of budgetary classifications of Task, Work Elements, and Functions within the Biennial Budget and Work Program:

- Program Managers will have the flexibility to transfer budgetary amounts from one task to another within a Work Element.
- Directors will have the authority to transfer budgetary amounts between Work Elements provided that the amount transferred does not exceed 10% of the total biennial budget.
- The Executive Board's approval will be required to transfer budgetary amounts between Work Elements when the amount exceeds 10% of the biennial total budget.

#### 4. **Budget Development, Adoption and Amendment**

The Operations Committee has primary responsibility for the development and maintenance of the biennial budget and work program. Every two years a biennial budget is prepared with the option of a supplemental budget after the first year. The Operations Committee recommends budgets and budget amendments to the Executive Board for approval. The General Assembly meets annually in the spring and votes to adopt the approved biennial budget or supplemental budget.

**Budget amendments:** A budget amendment is needed for a major revision to the budget and work program that involves either the addition or deletion of a major work task; the addition or deletion of a new funding source; or any transfer of funds within the budget that exceeds 10% of the overall budget. Budget amendments require Executive Board approval.

**Administrative budget modifications:** Administrative budget modifications include minor changes to the funding of a previously- included work task; or minor changes (less than 10%

of total budget amount) to a previously included funding amounts. Administrative budget modifications do not require Operations Committee review or Executive Board approval.

## 5. Unified Planning Work Program Amendments (UPWP)

Washington State Department of Transportation (WSDOT) tracks all amendments to the UPWP. Budget amendments that do not exceed 10% of the total budget may be amended without approval by WSDOT. All other budget amendments, including those that add new sources of funding and new scopes of work, must be included in an UPWP amendment request sent to WSDOT, Federal Highway Administration and Federal Transit Administration for approval before funds can be spent.

## 6. Long Range Financial Planning

PSRC will assess the long term financial implications of changes to our current or proposed budget. PSRC will develop and maintain a six-year financial plan and project a long-term revenue and expenditure forecast of proposed changes. The six-year financial plan will serve as a forecast of likely financial outcomes of our proposed workplan.

## 7. Assets

### a. Inventory

Accounting is responsible for maintaining records for all assets (capital and small and attractive assets) belonging to the Puget Sound Regional Council.

- Capital assets are any asset such as computers, office equipment and software systems, with a unit cost greater than \$5,000 and an estimated useful life in excess of two years. Capital assets are recorded at cost and depreciated or amortized on the straight-line method over the estimated useful life of the asset.
- A small and attractive asset is any asset with a unit cost of more than \$300 and less than \$5,000, excluding furniture, but may include smart phones, laptop computers, photographic equipment, etc. Small and attractive assets are inventoried for physical and accounting control, but not capitalized.
- Finance staff, with the help of IT staff, will inventory and assess the condition of all capital assets annually. Information recorded about assets may include description, location, physical dimension, condition, warranties, maintenance history, estimated replacement cost, usage statistics (mileage), book value, original useful life and remaining useful life. Assets will also be evaluated periodically to determine if they still provide the most appropriate method to deliver services.
- Upon completion of the annual inventory, a list of assets that need replacement will be proposed by the chief Financial Officer and presented for approval by the Executive Director or his/her designee. Procurement for asset replacement(s) will follow PSRC's Purchasing Policies.
- The biennial budget will anticipate the need for asset replacements and provide ample budget within the depreciation line item of the indirect cost budget to cover the cost of replacing obsolete assets.

### b. Lost or Stolen Property

It is PSRC's duty to immediately report any known or suspected loss of public funds or assets or illegal activities (RCW 43.09.185). If, after a thorough search, an asset is determined to be lost or stolen, it will be reported immediately to the Chief Financial Officer (CFO). The CFO will report the loss to the State Auditor's Office. For more information on reporting known or suspected losses, refer to the SAO website at <http://www.sao.wa.gov>.

## REVENUE POLICIES

### 8. Revenue Diversification & Stabilization

PSRC encourages diversification of revenue sources by seeking funding opportunities that contribute to accomplishing the Budget and Work Program and fulfill the mission of PSRC. Diversified sources of revenue enhance agency stabilization and allow PSRC to handle fluctuation in any one revenue source.

### 9. Membership Dues

PSRC and Central Puget Sound Economic Development District (EDD) assess dues to membership annually. Revenue from membership dues is used to provide match funds for Federal and State grants and to support the agency Work Program.

PSRC and EDD dues are invoiced annually to each member on a single combined invoice. Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase.

### 10. Use of Project Specific Revenues

Project specific revenues will support project specific expenditures as well as the appropriate overhead cost.

### 11. Use of Unpredictable Revenues

For budgeting purposes, revenues shall be estimated conservatively. Highly likely but uncertain revenue sources will be classified as anticipated. The expenditures associated with these anticipated revenues will be shown in the budget as encumbered until the anticipated revenues are secured.

## EXPENDITURE POLICIES

### 12. Debt Capacity

Use of debt requires authorization of the Operations Committee and Executive Board. PSRC may use short-term debt, with a term of three years or less, to cover cash flow shortages that may be caused by a temporary delay in receiving federal and or state grant reimbursements.

The use of long term debt, with a term of more than three years, may be considered on a case-by-case basis subject to approval by the Executive Board.

### 13. Reserve Account

A reserve fund amount will be budgeted every two years to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs or decreases in revenue.

PSRC will maintain a reserve fund balance of between one and three months of projected expenditures. A target reserve fund balance of two months of operating expenditures is recommended. If PSRC falls below the recommended reserve fund balance then any excess year-end local funds will be used to build or replenish the reserve fund.

**a. Authorization of Use of Reserve Funds**

Reserve funds can be authorized for use in either a non-emergency or emergency situation.

Authorization of reserve funds in a non-emergency situation will be approved by the Operations Committee and Executive Board. A non-emergency situation can include, but is not limited to temporary revenue shortfalls, temporary cash flow shortfalls or unpredicted one-time expenditures.

Either the PSRC Executive Board President or Vice President may determine if an emergency situation exists and authorize the Executive Director or their designated representative to use reserve funds to provide continuity of business. Use of reserve funds for an emergency shall not exceed more than 50% of total reserve funds. An emergency is generally considered to be an event or set of circumstances—natural, technological, or human-caused—that requires a response to protect life or property, or results in loss of life or property (e.g., earthquakes, severe weather, flood or water damage, fire, tsunamis, public health and medical emergencies, and other occurrences requiring an emergency response).

Following an emergency, financial staff will complete a financial reconciliation report of emergency funds expended for review by the Operations Committee.

**14. Operating Expenditure Accountability**

To help project managers stay on time and under budget with their projects, monthly budget-to-actual, grant status, and contract status reports are produced by finance and distributed to directors, program managers and project managers. Quarterly meetings between financial management and program management ensure that project progress is monitored and operating expenditures are consistent with revenues. Budget adjustments are made as necessary.

## AMENDMENTS

Approved by the Operations Committee December 4, 2014

Adopted by the General Assembly April 30, 2015

Amended by the Operations Committee December, 2016

Administratively Amended May, 2017



## Puget Sound Regional Council

### INFORMATION ITEM

October 20, 2022

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

PSRC has two new employees:

**Nicholas Johnson** – Assistant Planner in Transportation Planning Division

Nick has a Bachelor of Science in Planning and a Bachelor of Arts in Sustainability with a Certificate in GIS from Arizona State University and a Master's degree in Transportation Technology and Policy from University of California Davis.

Prior to joining PSRC, Nick was a Graduate Student Researcher at UC Davis Institute of Transportation Studies.

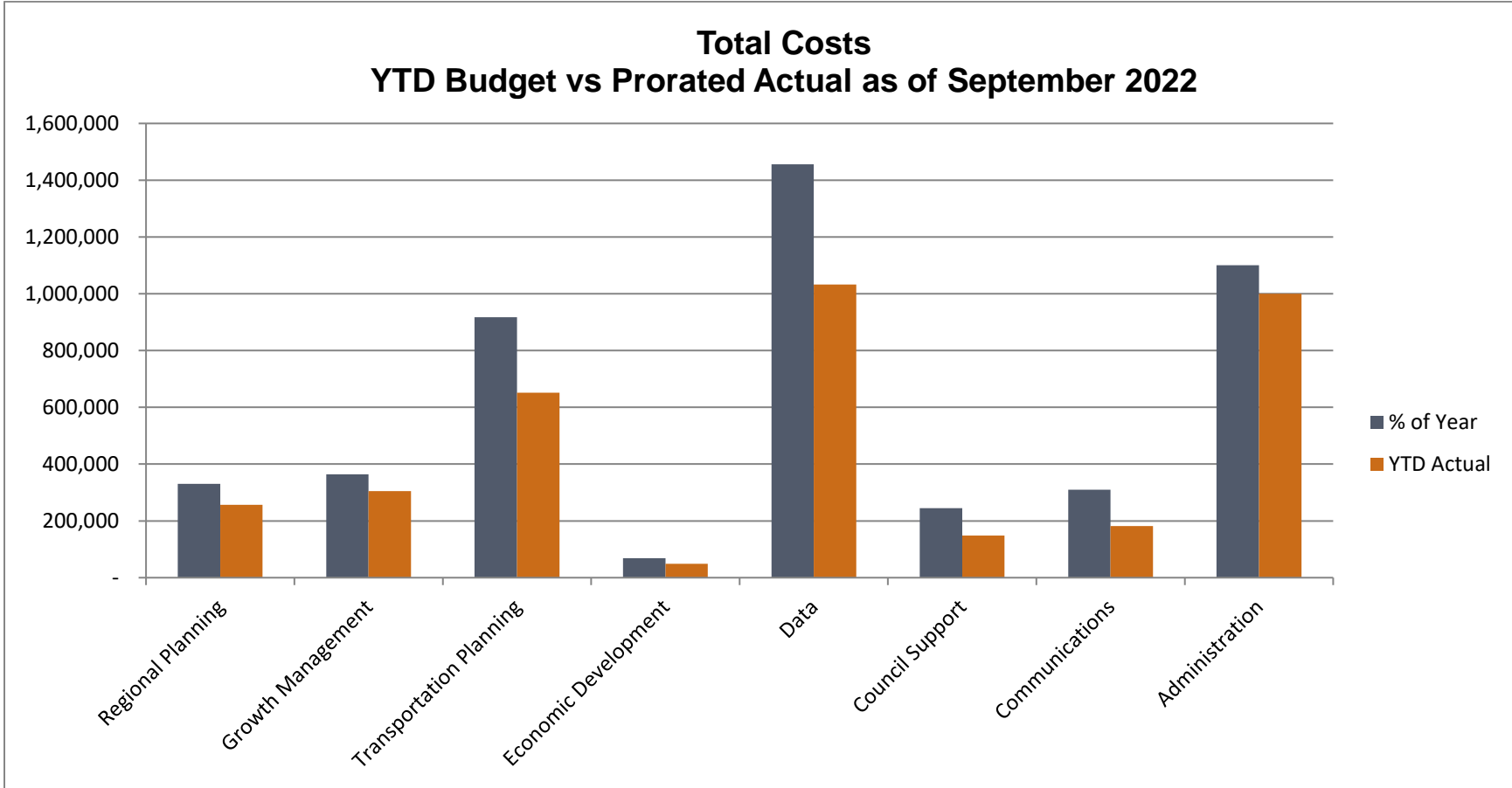
**Joanne Lin** – Assistant Data Programmer and Analyst in Data Department

Joanne has a Bachelor of Science in Civil Engineering from National Cheng Kung University in Taiwan and a Master of Science in Civil & Environmental Engineering from University of Washington.

Prior to joining PSRC, Joanne was a Visiting Researcher at KTH Royal Institute of Technology in Stockholm, Sweden.

For more information, please contact Thu Le at 206-464-6175 or [tle@psrc.org](mailto:tle@psrc.org).





Budget as of July 2022 Amended 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.

21.3% of labor, 3.3% of overall consultant budget, and 18.9% of direct budget expensed.

2 open positions recently filled. Some direct expenditures are annual costs paid upfront.

Communication: Monthly Budget Report (Information/Discussion Items)

Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 10/14/2022

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	%	Contract End Date
<b>NEW</b>										
AMPORF	Travel Model Software Development Cooperative	Stefan Coe	07/28/22	09/01/22	0%	\$210,000	\$35,000	\$175,000	17%	06/30/28
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$0	\$870,000	0%	03/31/24
<b>AMENDED - NONE</b>										
<b>COMPLETED ***</b>										
Upanup Studios, Inc.	Website Redesign	Carolyn Downs	05/27/21	01/10/22	0%	\$80,000	\$78,815	\$1,185	99%	09/30/22
<b>PROJECT SPECIFIC</b>										
Aakavs Consulting	GIS/IT Technical Support	Carol Naito	03/25/21	06/23/22	0%	\$20,000	\$10,926	\$9,074	55%	12/31/23
AHBL	Stormwater Parks Technical Assistance	Erika Harris	07/23/20	09/01/21	0%	\$230,000	\$107,365	\$122,635	47%	10/31/22
CCS Global Tech	On-Call Support for Trans Projects Online App 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
PRR, Inc.	Public Survey Regarding Housing	Paul Inghram	04/28/22	08/10/22	0%	\$135,300	\$0	\$135,300	0%	01/30/23
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$53,620	\$36,380	60%	06/30/23
<b>ON-CALL</b>										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$260,000	\$208,977	\$51,023	80%	12/31/22
Etairos HR	On-Call Human Resources Services	Thu le	05/27/21	09/15/21	100%	\$40,000	\$9,690	\$30,310	24%	06/30/23
Fisko Kretschmer Smith Dixon Ormseth	On-Call Legal Services for Commercial Leases	Nancy Buonanno Grennan	05/27/21	06/08/22	0%	\$15,000	\$0	\$15,000	0%	tbd
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$120,000	\$67,302	\$52,699	56%	02/28/23
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
<b>TOTAL</b>						\$2,144,300	\$623,909	\$1,520,391		

\* [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	tbd	\$23,262	10/31/23
Granicus Web Streaming & Closed Captioning	48 months beginning June 2019	\$17,968	\$14,141	\$14,848	\$15,591	tbd	\$62,548	05/31/23
Tempest Technologies, Inc.	36 months beginning April 2020	\$4,805	\$5,250	\$6,450	optional	tbd	\$16,505	03/31/23
Waterfront Holdings	Office Lease - Amended March 21, 2012	\$1,006,326	\$1,033,524	\$1,060,722	\$1,087,920	tbd	\$9,655,290	05/31/24

**Small Contract Status Report**

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

Contractor	Description	Project Manager	Board Approved	Date Issued	% DBE/ WBE*	Contract Amount	Amount Paid	Amount Remaining	%	Contract End Date
Avidex	Audio/Visual Design Services	Nancy Buonanno Grennar	N/A	09/07/22	0%	\$10,000	\$0	\$10,000	0%	tbd
Weaver Architects	Architect Design Services	Nancy Buonanno Grennar	N/A	08/17/22	0%	\$9,900	\$2,385	\$7,515	24%	tbd

Communication: Contract Status Report (Information/Discussion Items)

**Puget Sound Regional Council  
GRANT STATUS REPORT**

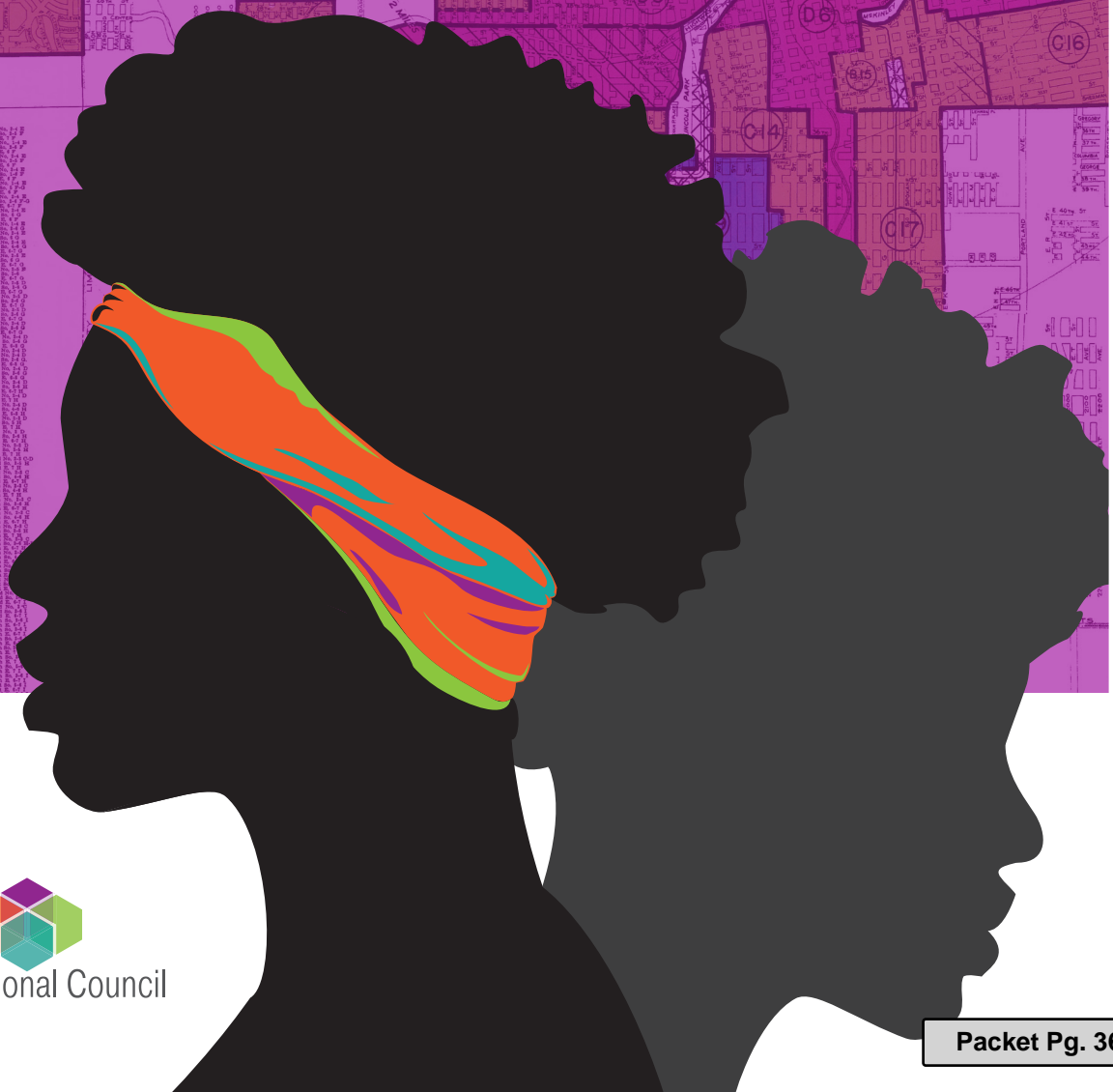
Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 8/31/22	Remaining to be Expended	Billed as of 8/31/2022	Remaining to bill	Grant Period
FHWA Funding FY22-23	Regional Planning	Lili Mayer	Multiple	6,769,345.78	2,884,652.99	3,884,692.79	2,884,652.99	3,884,692.79	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23	Regional Planning	Lili Mayer	Multiple	2,573,630.06	908,484.50	1,665,145.56	908,484.50	1,665,145.56	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	915,422.07	590,633.93	915,422.07	590,633.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,333,345.60	666,654.40	1,333,345.60	666,654.40	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	237,014.00	62,986.00	225,000.00	75,000.00	4/1/20 - 3/31/23
WSDOT 5310 Special Needs Trans	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	356,520.07	43,479.93	345,676.49	54,323.51	5/1/20 - 6/30/23
WA Department of Ecology*	Stormwater Parks	Erika Harris	Multiple	268,965.00	126,681.25	142,283.75	109,952.39	159,012.61	8/1/20 - 10/31/22
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	536,640.00	713,360.00	536,640.00	713,360.00	1/5/22 - 3/31/24
				<b>15,067,996.84</b>				<b>7,808,822.80</b>	
Recently Completed									
EDA CARES Act Grant	Regional Planning	Jason Thibedeau	003.08.0.0	400,000.00	352,245.57	47,754.43	352,245.57	47,754.43	7/1/20 - 6/30/22
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 Improvemen	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
*Amendment to add time is in process.									

Communication: Grant Status Report (Information/Discussion Items)

# Joint Board Session on Institutional and Structural Racism

Wednesday, November 30  
10:00 – 11:30 AM  
Hybrid Meeting

The joint board session will examine institutional and structural racism, including what these terms mean and how these forms of racism have created long-lasting racial disparities in the Puget Sound region. The session will feature small group discussions for participants to explore strategies to reduce racial disparities moving forward. All PSRC board members are highly encouraged to attend. RSVP information coming soon.



Communication: Save the Date - Wednesday, November 30, 10-11:30 AM, Joint Board Session on Institutional and Structural Racism

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