



## Puget Sound Regional Council

# Operations Committee

Thursday, December 1, 2022 • 9:00 – 9:50 AM

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

### Attend or listen

- The public can attend meetings at PSRC's offices
- 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 October 27, 2022
  - b. Approve Vouchers Dated September 30, 2022 through November 7, 2022 in the Amount of \$953,806.65
- 4. Action Items**
  - a. Approve Contract Authority for ACE Event Planning
  - b. Approve Contract Authority for Consultant Services for a Federal Policy and Grant Consultant
  - c. Approve Contract Authority for Facilitation Services
- 5. Information/Discussion Items**
  - a. Internal Controls Audit
  - b. Draft FY2024-2025 Biennial Budget and Work Program
  - c. Report on PSRC's Outreach Compensation Policy and Procedure
  - d. New Employee Status Report

- e. Budget Report
- f. Contract Status Report
- g. Grant Status Report
- h. 2023 Executive Board and Operations Committee Meeting Schedule

**6. Next Meeting:**

Thursday, January 26, 2023, 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, OCTOBER 27, 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 it would be a hybrid meeting, 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**

One written comment was received and shared with committee members via email.

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:

Elsa Brown, City of Seattle

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Patty Jakala, PSRC

Robin Koskey, PSRC

Thu Le, PSRC

Brian Lee, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Miles Stepleton, PSRC

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

a. Approve Minutes of Meeting held July 28, 2022

b. Approve Minutes of Meeting held September 22, 2022

b. Approve Vouchers Dated August 15, 2022 through October 10, 2022 in the Amount of \$1,332,640.64

**Consent Agenda: It was moved and seconded (Figueroa/Bachman) to approve the minutes of the Operations Committee meeting July 28, 2022 and September 22,**

**2022, and the vouchers dated August 15, 2022 through October 10, 2022 in the Amount of \$1,332,640.64. The motion was unanimous.**

**4a. Action Item –Contract Authority for New Office Furniture**

Nancy Buonanno Grennan, PSRC, shared that Lili Mayer had been working with PSRC’s office space consultant to determine furniture needs for the new office space. PSRC will repurpose furniture as much as possible. Staff will be ordering new office and cubicle furniture as PSRC existing items cannot be moved. Staff are requesting the Operations Committee approve contract authority for new furniture in an amount not to exceed \$432,000. Andrew Werfelmann, PSRC, shared that the expenses related to this purpose will not be realized until fiscal year 2024 and the budget accounts for those expenses. Current cash flows would be able to cover down payments.

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

**4b. Action Item – Approve Contract Authority and Budget Amendment for Employee Sharing Agreement with University of Washington**

Josh Brown, PSRC, shared that PSRC has partnered with the University of Washington (UW) to share a PSRC employee, Dr. Brian Lee. On a contract basis, Dr. Lee would work part-time for UW. PSRC frequently works with UW on research projects related to transportation, modeling and land use efforts. This agreement is an opportunity for PSRC to retain an excellent employee and enhance collaboration with UW. UW would reimburse PSRC for up to 20% of Dr. Lee’s time. Dr. Lee shared details of the projects he would be working on.

**Actions-It was moved and seconded (Figueroa/Low):**

- 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.**

**The motion was unanimous.**

**4c. Action Item – Approve PSRC Executive Board Representation**

Mr. Brown, PSRC, reminded the committee that every three years, PSRC reviews Executive Board composition, looking at the number of seats and how they are divided amongst member governments. The weighted votes are updated on an annual proforma basis.

The previous review cycle identified two member governments that were eligible for additional seats on the Executive Board: the City of Seattle and Pierce County. Both members chose to forgo the additional seats at that time. During the present review,

the City of Seattle and Pierce County both remained eligible for an additional seat. Again, both members have declined the additional seat on the Executive Board.

**ACTION: It was moved and seconded (Roberts/Bachman) to recommend that the Executive Board retain the existing representation at 36 members.**

**5a. Information Item – Proposed FY 2024-2025 Biennial Budget and Work Program Assumptions and Financial Policies**

Andrew Werfelmann, PSRC, shared estimated revenues and expenditures with the committee. PSRC currently has a balanced budget of \$31.98 million. Mr. Werfelmann noted that PSRC's contingency reserve fund would amount to \$2.39 million if the board approves the 4% dues increase.

At its December meeting, the committee will review the full draft budget. At the start of the new year, the draft budget will be shared with PSRC policy boards for review and comment. Comments received will be shared with the committee and Executive Board. The Executive Board is scheduled to review and recommend adoption of the budget Spring 2023.

The committee discussed addressing additional work in the budget.

**5b. Information Item – New Employee Status Report**

Thu Le introduced two new staff members: Nick Johnson and Joanne Lin.

**5c. Monthly Budget Report**

**5d. Contract Status Report**

**5e. Grant Status Report**

The committee reviewed monthly budget reports.

Mayor Erickson shared that PSRC will host a Joint Board Session on Institutional and Structural Racism on November 30. All members were encouraged to participate and RSVP.

Mr. Brown shared that federal partners would be attending the October Executive Board to discuss details of PSRC's certification review.

The meeting adjourned at 9:42 AM.

Attachments:

Operations Cmte October 27, 2022 Attendance Roster

### PSRC Operations Committee October 27, 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.	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 Strom Peterson Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	
		CM Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM Glen Bachman, Port of Everett	1
		Vacant Alt.	
Members	10	Present	9
		(Quorum = 5) Quorum Total	6

Attachment: Operations Cmte October 27, 2022 Attendance Roster (3569 : Operations Minutes October 2022)



## Puget Sound Regional Council

### CONSENT AGENDA

November 22, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated September 30, 2022 through November 7, 2022 in the Amount of \$953,806.65**

### 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>
10/17/22 - 11/07/22	AP Vouchers	\$	263,100.22
09/30/22 - 10/15/22	Payroll	\$	690,706.43
			\$ 953,806.65

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**

November 22, 2022

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Approve Contract Authority for ACE Event Planning**

### **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 consultant contracts to help plan the Americas Competitiveness Exchange program to be held in the Seattle region in spring 2023.

### **RECOMMENDED ACTION**

Recommend the Executive Board authorize the Executive Director to enter into one or more consultant contracts for event planning services in an amount not to exceed \$80,000.

### **BUDGET IMPACT**

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

### **DISCUSSION**

At its October 2022 meeting, the Central Puget Sound Economic Development District Board (EDD) heard from representatives from the Organization of American States (OAS) and the U.S. Economic Development Administration on the work to finalize the Seattle region as the host for the Spring 2023 Americas Competitiveness Exchange (ACE) program.

By way of background, the ACE is the premier economic development, innovation, and



entrepreneurial network of the Americas and is one the leading high-level events of the OAS. Headquartered in Washington, D.C., the OAS is an international organization founded in 1948 for the purpose of bringing together all 35 independent states of the Western Hemisphere to enhance development, democracy, human rights, and security. The U.S. Department of Commerce's Economic Development Administration and the International Trade Administration, the U.S. Department of State, and the OAS comprise the Coordinating and Advisory Committee for the ACE program.

The ACE brings together up to 60 senior-level government, business, policy, and economic decision-makers from across the Americans and beyond to experience first-hand the diverse range of projects, strategic investments, public-private partnership, and best practices from a particular region's economic, innovation and entrepreneurship ecosystem. The complete ACE delegation for the week-long event including participants, global and regional leaders, ACE Committee members and organizers, could include up to 80 participants.

The Seattle region has been selected to host the Spring 2023 ACE event. PSRC and the EDD are the among lead entities planning the programming for the week-long event. Assistance from experienced major event planning consultants will be necessary to ensure a successful event.

Expected outcomes include bringing together senior global leaders from the public, private, and academic sectors to create outcomes such as enhanced supply chains, new research agreements, enhanced foreign direct investment, and others.

The event will span over six days of programming, include visits to the four counties in the PSRC region and involve multiple business, government association and philanthropic partners. Support is needed for project and event management, outreach and coordination between partners and program development.

For more information, please contact Ben Bakkenta, Director of Regional Planning, at (206) 971-3286 or [bbakkenta@psrc.org](mailto:bbakkenta@psrc.org).



## Puget Sound Regional Council

### **ACTION ITEM**

November 22, 2022

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Approve Contract Authority for Consultant Services for a Federal Policy and Grant Consultant**

### **IN BRIEF**

Authorization by the Executive Board is required for the Executive Director to enter a contract in excess of \$10,000. A request is being made to authorize a consultant contract to provide strategic information and advice on federal legislation, policy and grant opportunities.

### **RECOMMENDED ACTION**

Recommend the Executive Board authorize the Executive Director to enter a consultant contract for federal affairs and funding services. The total budget for this consultant work is not to exceed \$230,000 over a two-year period.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program for Fiscal Years 2022-2023 includes funding for this project.

### **DISCUSSION**

The passage of the Bipartisan Infrastructure Law and the Inflation Reduction Act have created unprecedented opportunities for federal funding for cities, counties, tribes and Metropolitan Planning Organizations. PSRC staff are receiving many requests from members for information and strategy to access these federal funds. A consultant's advice, expert information and relationship building support will position PSRC and PSRC members to be competitive for federal funding opportunities.

The consultant will provide PSRC with consulting services to relay information and expertise on federal legislation and programs. They will help maintain deep relationships with federal stakeholders, including the regional federal delegation, and federal agency officials. The consultant will assist with access to federal funding and will provide tailored updates to PSRC boards, as well as weekly updates to PSRC staff on federal legislative, budget and grant development.

This work is anticipated to be ongoing over the next two years. We anticipate the consultant will charge a regular monthly fee that will be the same amount each month. The consultant will provide a list of activities performed with each monthly invoice.

For more information contact Robin Koskey at (206) 971-3602 or [rkoskey@psrc.org](mailto:rkoskey@psrc.org).



## Puget Sound Regional Council

### **ACTION ITEM**

November 22, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject: Approve Contract Authority for Facilitation Services**

### **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 consultant contract to facilitate a working group of Transportation Policy Board members to develop a recommendation for the distribution of PSRC's Federal Transit Administration funds.

### **RECOMMENDED ACTION**

Recommend the Executive Board authorize the Executive Director to enter into a consultant contract for facilitation services in an amount not to exceed \$15,000.

### **BUDGET IMPACT**

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

### **DISCUSSION**

At its June 2022 meeting, the Transportation Policy Board (TPB) called for the creation of a working group of TPB members to discuss the methodology and to develop a recommendation for distribution of PSRC's Federal Transit Administration (FTA) funding. PSRC retained a facilitator to aid in these discussions. The FTA Funding Working Group convened in early September and have held three facilitated meetings to date. While the working group has made significant progress, the group members have asked for additional meetings to further discussion options and the implications of

each option. Additional meetings will likely require exceeding the originally estimated facilitation cost of less than \$10,000.

The group is anticipated to finish its work before the end of 2022, in time to bring its recommendations back to the full Transportation Policy Board and ultimately the Executive Board for discussion and action.

For more information, please contact Kelly McGourty, Director of Transportation Planning, at (206) 971-3601 or [kmcgrouty@psrc.org](mailto:kmcgrouty@psrc.org).



## Puget Sound Regional Council

### **DISCUSSION ITEM**

November 22, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject: Internal Controls Audit**

In 2021, PSRC's long-serving Chief Financial Officer, Diana Lauderbach retired. PSRC's Finance department restructured to ensure continued adequate internal controls. As a test of our efforts, Francis & Co (FCO) was asked to perform an internal control audit.

In their review period of July 1 to October 31, 2021, three major areas were analyzed including Hiring & Payroll, Accounts Payable, and Billings. In their review, FCO reviewed our policies, practices and documents for compliance.

No deficiencies were found, however FCO offered some recommendations and best practices that PSRC Finance has already implemented.

For more information, please contact Lili Mayer, Finance Manager, at (206) 971-3268, or [LMayer@psrc.org](mailto:LMayer@psrc.org).



## Puget Sound Regional Council

### **DISCUSSION ITEM**

November 22, 2022

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Draft FY2024-2025 Biennial Budget and Work Program**

Work on the draft biennial budget and work program began at the September 22, 2022, meeting with a review of key dates. In October, the committee was given the opportunity to review the revenue and expenditure assumptions as well as PSRC's financial policies. At the December 1, 2022, meeting the committee will have access to the full draft budget which will be available to all members.

A full draft budget will be prepared by November 22, 2022 and will be available online: [Budget | Puget Sound Regional Council \(psrc.org\)](https://psrc.org/Budget).

The Executive Board, Economic Development District Board, Transportation Policy Board, Growth Management Policy Board, and Regional Staff Committee will be given information on the draft budget and work program beginning December 2022 through January 2023

The final budget is scheduled for approval by the Executive Board in April and adoption by the General Assembly in May 2023.

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



## Puget Sound Regional Council

### **DISCUSSION ITEM**

November 22, 2022

**To:** Operations Committee  
**From:** Noah P. Boggess, Senior Public Engagement Specialist  
**Subject:** **Report on PSRC's Outreach Compensation Policy and Procedure**

### **IN BRIEF**

In August 2022 the Board approved an amendment to the outreach compensation policy to allow for community-based organizations (CBOs) to be compensated for their expertise. This policy has been used to engage CBOs for assistance with developing the Regional Equity Strategy. PSRC staff will provide an update on how the expanded policy has been used to date.

### **DISCUSSION**

PSRC staff have acknowledged the importance of Anti-Displacement Organizations as a key pillar of the forthcoming Regional Equity Strategy. As displacement pressure continues to rise across the region, CBOs play a pivotal role in connecting residents to services and helping to mitigate the impacts of displacement. PSRC staff are working to create a directory of CBOs working in the Anti-Displacement space across the region and a report of case studies and best practices for how local governments can help empower the work of these organizations.

A critical first step in this process is outreach to CBOs working in Anti-Displacement to conduct interviews and surveys in an effort to better understand how they operate and how government can be helpful. However, upon initially commencing this outreach in late 2021, PSRC staff had difficulty engaging many CBOs who did not have the capacity to step away from their work programs to take meetings. This led to the board eventually expanding the outreach compensation policy and procedures to allow for outreach to CBOs to incentivize this outreach.



The updated policy reads:

### **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).*

In Fall 2022, staff began to utilize this policy to restart their engagement efforts. To date, 10 organizations have been compensated for participating in this process, including Homesight, United Indians of All Tribes, Friends of Little Saigon, and Eastside for All.

### **Next Steps**

Outreach and engagement with Anti-Displacement organizations is ongoing, and staff have extended the timeline for this project in order to speak with more CBOs. Interviews will take place through the end of 2022, with the final directory and report being published in Q1 of 2023.

For more information, please contact Noah P. Boggess at (206) 464-6170 or [nboggess@psrc.org](mailto:nboggess@psrc.org).

Attachments:

Community-Based Organization Compensation History



## Puget Sound Regional Council

### **CBO Compensation**

Compensation since policy inception-June 2022

CBO	Amount
Bao Tram Tran-Larson	187.50
Friends of Little Saigon	75.00
An Huynh	75.00
HomeSight Community Development	150.00
Michael Tulee	225.00
HomeSight Community Development	250.00
<b>Total</b>	<b>962.50</b>



## Puget Sound Regional Council

### INFORMATION ITEM

November 22, 2022

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

PSRC has two new employees:

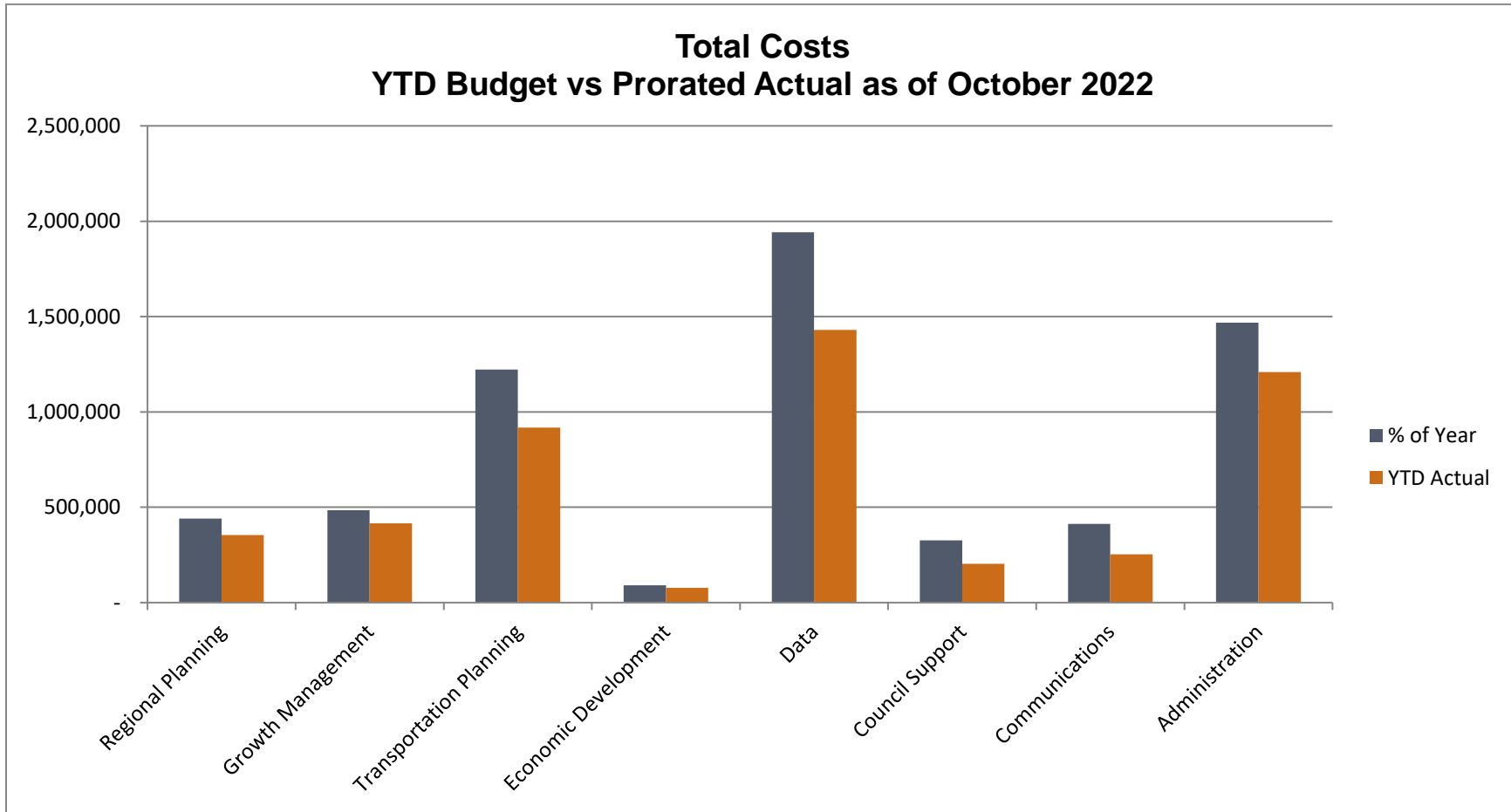
**Ananda Gordon-Peabody** – Housing/Planning Intern in Planning Department

Ananda majored in Political Science and minored in Urban Ecological Design and Urban Planning & Design from University of Washington and is currently pursuing a Master of Urban and Regional Planning from Portland State University. Prior to joining PSRC, Ananda was an Urban Design and Policy Analyst Intern at Cascadia Partners in Portland, OR.

**Heather Culver** – Administrative Assistant II in Growth Management Planning and Data Departments

Heather has a Bachelor of Fine Arts degree in Communications and minors in Music and English Literature from Chapman University and a Certificate of Paralegal Studies from South Seattle College. Prior to joining PSRC, Heather was a Receptionist at Cozen O'Connor.

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.

29.9% of labor, 4.7% of overall consultant budget, and 22.9% of direct budget expensed.

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

Communication: Budget Report (Information/Discussion Items)

Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 11/9/2022

Large contracts are those contracts having a value over \$10,000. Authorization to award a contract over \$10,000 goes before the Operation Committee for approval and their recommendation to the Executive Board to authorize the Executive Director to enter into a consultant contract for a particular work project in the adopted budget.

Contractor	Description	Project* Manager	Board Approved	Date Issued	% DBE/ WBE**	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
<b>NEW - NONE</b>										
<b>AMENDED</b>										
Aakavs Consulting	GIS/IT Technical Support	Carol Naito	03/25/21	06/23/22	0%	\$29,000	\$17,717	\$11,283	61%	12/31/23 <sup>1</sup>
AHBL	Stormwater Parks Technical Assistance	Erika Harris	07/23/20	09/01/21	0%	\$230,000	\$120,089	\$109,911	52%	12/30/22 <sup>2</sup>
<b>COMPLETED ***</b>										
King County MOA	Greenhouse Gas Emissions Inventory	Kelly McGourty	01/28/21	02/24/21	0%	\$25,000	\$25,000	\$0	100%	12/31/22 <sup>3</sup>
<b>PROJECT SPECIFIC</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
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
PRR, Inc.	Public Survey Regarding Housing	Paul Inghram	04/28/22	08/10/22	0%	\$135,300	\$0	\$135,300	0%	01/30/23
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
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$57,138	\$32,862	63%	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	\$10,680	\$29,320	27%	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	\$10,042	\$4,958	67%	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>						<b>\$2,073,300</b>	<b>\$584,159</b>	<b>\$1,489,141</b>		

\* [Staff Directory](#)  
\*\* Percentage of DBE/WBE as certified by Washington State  
\*\*\* A list of Completed Contracts is available on request.  
<sup>1</sup> Amended to add \$9,000 to the original amount of \$20,000  
<sup>2</sup> Amended for time from 10/31/2022 to 12/31/2022  
<sup>3</sup> Completed early - final invoice and report received

Operating Leases	Description	Minimum Annual Payments:					Totals	Contract End Date
		FY 2020	FY 2021	FY 2022	FY 2023	Thereafter		
Copiers NorthWest Copier Lease	36 months beginning November 2020	\$8,802	\$5,784	\$5,784	\$2,892	tbd	\$23,262	10/31/23
Granicus Web Streaming & Closed Captioning	48 months beginning June 2019	\$17,968	\$14,141	\$14,848	\$15,591	tbd	\$62,548	05/31/23
Tempest Technologies, Inc.	36 months beginning April 2020	\$4,805	\$5,250	\$6,450	optional	tbd	\$16,505	03/31/23
Waterfront Holdings	Office Lease - Amended March 21, 2012	\$1,006,326	\$1,033,524	\$1,060,722	\$1,087,920	tbd	\$9,655,290	05/31/24

**Small Contract Status Report**

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

Contractor	Description	Project Manager	Board Approved	Date Issued	% DBE/ WBE*	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
Avidex	Audio/Visual Design Services	Nancy Buonanno Grennan	N/A	09/07/22	0%	\$10,000	\$0	\$10,000	0%	tbd
Weaver Architects	Architect Design Services	Nancy Buonanno Grennan	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 9/30/22	Remaining to be Expended	Billed as of 9/30/2022	Remaining to bill	Grant Period
FHWA Funding FY22-23	Regional Planning	Lili Mayer	Multiple	6,769,345.78	3,312,275.26	3,457,070.52	3,312,275.26	3,457,070.52	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23	Regional Planning	Lili Mayer	Multiple	2,573,630.06	1,042,559.50	1,531,070.56	1,042,559.50	1,531,070.56	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	974,480.07	531,575.93	974,480.07	531,575.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,250,011.50	749,988.50	1,250,011.50	749,988.50	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	246,002.00	53,998.00	250,000.00	50,000.00	4/1/20 - 3/31/23
WSDOT 5310 Special Needs Trans	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	366,224.00	33,776.00	366,224.00	33,776.00	5/1/20 - 6/30/23
WA Department of Ecology*	Stormwater Parks	Erika Harris	Multiple	268,965.00	143,519.27	125,445.73	143,519.27	125,445.73	8/1/20 - 12/30/22
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	620,039.00	629,961.00	620,039.00	629,961.00	1/5/22 - 3/31/24
				<b>15,067,996.84</b>				<b>7,108,888.24</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 Improvement	Ben Bakkenta	000.50.3.0	1,641,361.00	1,527,590.97	113,770.03	1,527,590.97	113,770.03	9/17/18 - 6/30/21
WSDOT Passenger-Only Ferry Study	Regional Planning	Gil Cerise	002.07.0.0	350,000.00	350,000.00	-	350,000.00	-	10/15/19 - 3/31/21
EPA Healthy Watersheds Grant	Regional Planning	Erika Harris	001.12.0.0	200,000.00	200,000.00	-	200,000.00	-	10/1/16 - 6/30/21
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	300,000.00	-	300,000.00	-	4/1/17 - 3/31/20
FTA 5307 Regional Transit Planning	Regional Planning	Diana Lauderbach	Multiple	2,249,999.00	2,249,999.00	-	2,249,999.00	-	7/1/17 - 12/31/20
FTA 5310 Special Needs Transportation	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	200,000.00	-	200,000.00	-	10/1/17 - 6/30/20
*End date amended from 10/31/22 to 12/30/22									

Communication: Grant Status Report (Information/Discussion Items)



## Puget Sound Regional Council

### INFORMATION ITEM

November 22, 2022

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject: 2023 Executive Board and Operations Committee Meeting Schedule**

The Executive Board and Operations Committee meet on the **fourth Thursday of every month**. Unless noted, Operations Committee meetings are held from 9:00-9:50 a.m. and the Executive Board from 10:00-11:30 a.m. Meeting dates and times are subject to change. Members will be notified if a meeting is changed or cancelled.

January 26

February 23

March 23

April 27

May 25 – PSRC General Assembly, location to be determined.

June 22

July 27

August – No meeting

September 28

October 26

November – No meeting

December 7 – Early meeting date

Questions can be directed to Sheila Rogers at (206) 464-5815 or [srogers@psrc.org](mailto:srogers@psrc.org). For additional board information, visit PSRC's website at <https://www.psrc.org/>.