



## Puget Sound Regional Council

### Operations Committee

Thursday, February 23, 2023 • 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 January 26, 2023
  - b. Approve Vouchers Dated December 31, 2022 through February 6, 2023 in the Amount of \$1,226,734.13
- 4. Action Items**
  - a. Approve Contract Authority for Audio-Visual Equipment Purchase and Installation
- 5. Information/Discussion Items**
  - a. Monthly Budget Report
  - b. Contract Status Report
  - c. Grant Status Report
  - d. VISION 2050 Award Nomination Flyer
  - e. Save the Date: Joint Board Session on ACT, Friday, April 28, 10:00AM-12:00PM
- 6. Next Meeting:**

Thursday, March 23, 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.

For language or ADA assistance at PSRC board meetings, please contact us at (206) 464-7090 at least 72 hours in advance of the meeting. For TTY-based telecommunications relay service dial 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, JANUARY 26, 2023**

**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 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**

Alex Tsimerman provided public comment.

Roll call determined attendance and that a quorum was present. Mayor Erickson announced committee membership changes:

- Councilmember Dave Morell, Pierce County, change from alternate to member
- Councilmember Ryan Mello, Pierce County, new alternate
- Commissioner David Simpson, Port of Everett, new member representing PSRC Statutory Members

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:

Ben Bakkenta, PSRC  
 Camille Branch, PSRC  
 Josh Brown, PSRC  
 Nancy Buonanno Grennan, PSRC  
 Judy Hurley, Pierce County  
 Patty Jakala, PSRC  
 Thu Le, PSRC  
 Liana Lopez, PSRC  
 Lili Mayer, PSRC  
 Casey Moreau, PSRC  
 Alex Tsimerman  
 Andrew Werfelmann, PSRC

### 3. Consent Agenda

- a. Approve Minutes of Meeting held December 1, 2022
- b. Approve Vouchers Dated October 31, 2022, through January 3, 2023 in the Amount of \$1,854,785.56

**Consent Agenda: It was moved and seconded (Tolbert/Morell) to approve the minutes of the Operations Committee meeting December 1, 2022, and the vouchers dated October 31, 2022 through January 3, 2023 in the Amount of \$1,854,785.56. The motion was unanimous.**

#### 4a. Action Item—Contract Authority for Low Voltage Installation

Nancy Buonanno Grennan, PSRC, shared that staff is requesting contract authorization for low-voltage cabling and installation at PSRC's new office. Low-voltage cabling provides for power, phone, and data needs. The contracting authority is not to exceed \$121,000. Based on the terms of the lease, PSRC anticipates it may be able to be reimbursed by the landlord. PSRC may use either a low-voltage contractor from the Department of Enterprise contracts or the landlord's general contractor.

**Action: It was moved and seconded (Morrell/Figueroa) to recommend that the Executive Board authorize the Executive Director to enter one or more contracts for low voltage installation in an amount not to exceed \$121,000. The motion was unanimous.**

Ms. Buonanno Grennan provided an update to the committee on the progress of PSRC's new office space. Staff met with the general contractor the day prior to the Operations Committee meeting. The initial demo will begin the third week of February and the general contractor will provide bi-weekly updates on construction. Staff will continue to provide the committee with updates on the progress of the new office.

#### 5a. Information Item – New Employee Status Report

Thu Le introduced one new staff member: Camille Branch.

#### 5b. Monthly Budget Report

#### 5c. Contract Status Report

#### 5d. Grant Status Report

Finance staff reviewed the budget reports.

The meeting adjourned at 9:21 AM.

Attachments:

Operations Cmte January 26, 2023 Attendance Roster

### PSRC Operations Committee January 26, 2023

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	1
		Vacant	
City of Seattle	1	CM Andrew Lewis	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello 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	
		CM Jared Mead 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 David Simpson, Port of Everett	1
		Vacant Alt.	
Members	10		8
		(Quorum = 5) Quorum Total	7

Attachment: Operations Cmte January 26, 2023 Attendance Roster (3649 : Operations Minutes Jan 2023)



## Puget Sound Regional Council

### CONSENT AGENDA

February 16, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated December 31, 2022 through February 6, 2023 in the Amount of \$1,226,734.13**

### 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>
01/09/23 - 02/06/23	AP Vouchers	\$ 470,044.10
12/31/22 - 01/15/23	Payroll	\$ 756,690.03
		<hr/>
		<b>\$ 1,226,734.13</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**

February 16, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject: Approve Contract Authority for Audio-Visual Equipment Purchase and Installation**

### **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 audio-visual equipment and its installation for PSRC's new office in an amount not to exceed \$485,000.

### **RECOMMENDED ACTION**

Recommend that the Executive Board authorize the Executive Director to enter one or more contracts for new audio-visual equipment and its installation in an amount not to exceed \$485,000.

### **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 audio-visual equipment purchase and its installation in PSRC's 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**

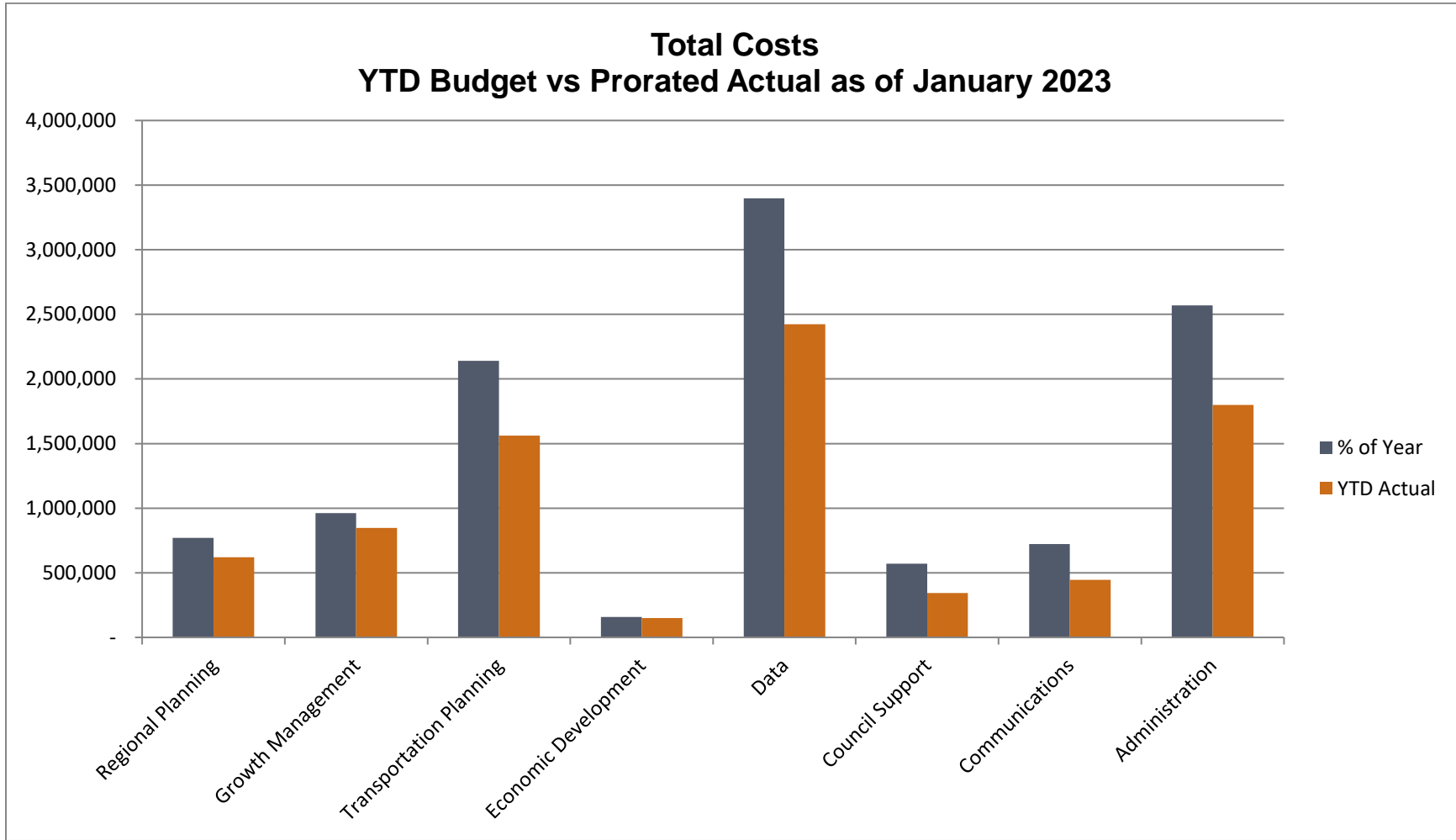
On July 28, 2022, the Executive Board authorized the Executive Director to execute a lease for new office space at 1201 3<sup>rd</sup> Avenue in downtown Seattle, effective January 1, 2024. Staff have been working with Avidex, an audio-visual (AV) design consulting firm secured through the use of the State of Washington's contracts.

Avidex and staff have been working to design PSRC's audio-visual needs for the new office space and specifically for its 8 meeting spaces, including one dividable board room. PSRC's Information Technology Team and Avidex inventoried PSRC's current AV equipment to determine what could be moved and repurposed/reused in the new space versus what new equipment will need to be purchased. PSRC most recently updated its meeting room equipment, including the board room, ten years ago and much of its current equipment is either outdated (using older technology) or is nearing the end of its live cycle, and therefore not able to be used at 1201 3<sup>rd</sup>.

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

For more information, please contact Piset Khuon, Senior IT Specialist, at [pkhuon@psrc.org](mailto:pkhuon@psrc.org) or (206) 971-3271 or Nancy Buonanno Grennan, Deputy Executive Director, at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or (206) 464-7527.





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.

51.0% of labor, 10.8% of overall consultant budget, and 29.4% of direct budget expended.

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 2/9/2023

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</b>										
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$9,500	\$218,500	4%	12/19/24
Sound View Strategies	ACE Support Consultant Services	Jason Thibedeau	12/01/22	02/01/22	0%	\$80,000	\$0	\$80,000	0%	06/30/23
<b>AMENDED</b>										
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$120,000	\$67,302	\$52,699	56%	02/28/26 <sup>1</sup>
<b>COMPLETED ***</b>										
PRR, Inc.	Public Survey Regarding Housing	Paul Inghram	04/28/22	08/10/22	0%	\$135,300	\$19,693	\$115,607	15%	01/30/23 <sup>2</sup>
<b>PROJECT SPECIFIC</b>										
Aakavs Consulting	GIS/IT Technical Support	Carol Naito	03/25/21	06/23/22	0%	\$29,000	\$22,145	\$6,855	76%	12/31/23
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
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
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$0	\$100,000	0%	06/30/24
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$64,106	\$25,894	71%	06/30/23
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$6,900	\$24,100	22%	09/30/25
<b>ON-CALL</b>										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$260,000	\$229,895	\$30,105	88%	12/31/24
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$14,550	\$25,450	36%	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
Sebris Busto James	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$15,000	\$6,835	\$8,165	46%	12/31/24
						<b>TOTAL</b>	\$2,257,300	\$511,347	\$1,745,953	

\* [Staff Directory](#)  
\*\* Percentage of DBE/WBE as certified by Washington State  
\*\*\* A list of Completed Contracts is available on request.  
<sup>1</sup> Amended for time from 2/28/23 to 2/28/26  
<sup>2</sup> Final invoice not yet received

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

<b>Small Contract Status Report</b>										
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%	\$18,781	\$10,001	\$8,781	53%	tbd
Weaver Architects	Architect Design Services	Nancy Buonanno Grennan	N/A	08/17/22	0%	\$9,900	\$8,426	\$1,474	85%	tbd
Upanup, Inc.	Website Hosting	Carolyn Downs	N/A	8/16/2022	0%	\$4,200	\$2,625	\$1,575	63%	08/15/23

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 12/31/22	Remaining to be Expended	Billed as of 12/31/2022	Remaining to bill	Grant Period
FHWA Funding FY22-23	Regional Planning	Lili Mayer	Multiple	7,955,125.78	4,412,065.85	3,543,059.93	4,412,065.85	3,543,059.93	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23	Regional Planning	Lili Mayer	Multiple	2,573,630.06	1,483,709.50	1,089,920.56	1,483,709.50	1,089,920.56	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	1,151,654.07	354,401.93	1,151,654.07	354,401.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,500,013.80	499,986.20	1,500,013.80	499,986.20	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	272,899.00	27,101.00	275,000.00	25,000.00	4/1/20 - 3/31/23
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	874,467.00	375,533.00	874,467.00	375,533.00	1/5/22 - 3/31/24
University of Washington*	Models Research	Brian Lee	004.72.0.0	61,674.00	9,953.17	51,720.83	9,953.17	51,720.83	9/1/22 - 8/31/23
<b>15,646,485.84</b>								<b>5,939,622.45</b>	
Recently Completed									
WSDOT 5310 Special Needs Trans**	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	400,000.00	-	400,000.00	-	5/1/20 - 6/30/23
WA Department of Ecology	Stormwater Parks	Erika Harris	Multiple	268,965.00	174,686.24	94,278.76	143,519.27	125,445.73	8/1/20 - 12/30/22
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
*Received 1/27/2023									
**Completed early									

Communication: Grant Status Report (Information/Discussion Items)



# VISION 2050 AWARDS

## Call for Nominations 2023

The Puget Sound Regional Council is seeking nominations for the VISION 2050 Awards Program through April 1, 2023.

The VISION 2050 Awards celebrate progress to enhance the region's communities and natural environment while advancing equity and opportunity for all. The awards recognize innovative work by jurisdictions, Tribes, nonprofit organizations, businesses, and other groups in the region to create a better future for central Puget Sound.

We welcome nominations in the following categories:

### On the Ground

Projects that show VISION 2050 in action today, including housing, mixed-use development or redevelopment, expanding access to opportunity, open space preservation, and transportation investments.

### Planning Ahead

Comprehensive or subarea plans, economic development plans, climate action plans, equity initiatives, design guidelines, outreach programs, and other similar efforts that are shaping a positive future for the region.

### Working Together

Cross-jurisdictional or public/private partnerships focused on solutions or working together to tackle tough problems and advance VISION 2050. Examples include multijurisdictional work on housing affordability, environmental and climate initiatives, corridor transportation planning, or other similar efforts to face long-term regional challenges.

### The region's vision for 2050

is to provide exceptional quality of life, opportunity for all, connected communities, a spectacular natural environment, and an innovative, thriving economy. More information about the goals and themes of VISION 2050 can be found at [www.psrc.org](http://www.psrc.org)



## Eligibility

Nominations must be for projects, programs, plans and partnerships in the four-county region (King, Kitsap, Pierce and Snohomish counties) that are developed in the public or private sectors, or through public/private partnerships. Any individual, business, agency, Tribe, organization or jurisdiction may submit a nomination.

## Submit a Nomination!

Nominations must be submitted online through the [VISION 2050 Awards Nomination Form](#)

Learn more at: [www.psrc.org](http://www.psrc.org)

Scan the code for  
the nomination form



## Schedule

- April 1, 2023 – Nominations due
- April-May 2023 – Awards Selection Committee composed of PSRC board members will select the award winners
- Summer/Fall 2023 – Awards presented on location around the region



# Joint Board Session on ACT

## Affirm, Counter, Transform

**Friday, April 28**

**10:00 AM – 12:00 PM**

Hybrid Meeting



Puget Sound Regional Council

The joint board session will cover how to apply ACT (Affirm, Counter, Transform) as a tool to address challenging conversations about racial equity and educate others about the topic. The session will provide board members with the opportunity to practice applying ACT to racial equity issues impacting our region today.

All PSRC board members are highly encouraged to attend. You do not need to have attended a past session to participate.

RSVP information coming soon.