



Puget Sound Regional Council

Operations Committee

Thursday, April 27, 2023 • 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

- **Public comment must relate to an action or discussion item on the agenda. Each member of the public will have 2 minutes to speak.**
- **In-person**
Public comment may be made in person at PSRC's office.
- **Comment during the meeting by Zoom or phone:** [Register here](#)
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 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](#).

1. Call to Order and Roll Call (9:00) - Mayor Becky Erickson, Chair

2. Communications and Public Comment

Public comment must relate to an action or discussion item on the agenda.

3. Consent Agenda - Action Items

- a. Approve Minutes of Meeting held March 23, 2023
- b. Approve Vouchers Dated February 28, 2023, through April 3, 2023, in the Amount of \$1,132,762.97

4. Action Items

- a. Approve Contract Authority for Ongoing Administrative Support
- b. Approve Contract Authority for PSRC's Safety Work Program and the 2023 Regional Safety Convening
- c. Approve Budget Amendment and Contract Authority for Subrecipient Agreements and Consultant Contracts to Implement Safe Streets for All Safety Grant
- d. Approve Contract Authority for Transportation Projects Online Application Services

5. Information Items

- a. New Employee Status Report
- b. PSRC Office Space Report
- c. Monthly Budget Report
- d. Contract Status Report
- e. Grant Status Report
- f. Save the Date: Joint Board Session on ACT, Friday, April 28, 10:00AM-12:00PM
- g. Passport to 2044 Webinar: Key Topics for Elected Officials and Planning Commissioners, Thursday, May 18, 12:00-1:30 PM. [Registration webpage](#)
- h. PSRC Annual General Assembly, Tuesday, May 30, 11:00 AM – 1:00 PM, Embassy Suites, Seattle Downtown Pioneer Square. [Registration is open.](#)

6. Next Meeting: NO MEETING IN MAY

Thursday, June 22, 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; 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, MARCH 23, 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 9:00 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.

Roll call determined attendance and that a quorum was present.

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
 Noah Boggess, PSRC
 Josh Brown, PSRC
 Nancy Buonanno Grennan, PSRC
 Piset Khuon, PSRC
 Shaun Kuo, PSRC
 Thu Le, PSRC
 Alexa Leach, PSRC
 Michele Leslie, PSRC
 Liana Lopez, PSRC
 Lili Mayer, PSRC
 Alex Tsimerman
 Andrew Werfelmann, PSRC

2. Communications and Public Comment

Alex Tsimerman provided public comment.

3. Consent Agenda

- a. Approve Minutes of Meeting held February 23, 2023
- b. Approve Vouchers Dated January 31, 2023 through March 6, 2023 in the Amount of \$896,344.51

Consent Agenda: It was moved and seconded (Wahl/Morell) to approve the minutes of the Operations Committee meeting February 23, 2023, and the vouchers dated January 31, 2023 through March 6, 2023 in the Amount of \$896,344.51. The motion was unanimous.

4a. Action Item—Approve Increased Contract Authority for Low Voltage Contractor

Nancy Buonanno Grennan, PSRC, shared that at its January meeting, the committee approved contract authority for low voltage cabling in PSRC's new office space. The amount was not to exceed \$121,000. PSRC received a range of bids for the work that were all above \$121,000. PSRC selected the vendor with the lowest cost estimate and best schedule. PSRC is now seeking new contract authority with a built-in contingency in an amount not to exceed \$185,000.

The committee discussed the increase in cost and the impacts on the tenant improvement budget. Staff noted estimates had been prepared prior to supply chain issues and inflation increases. There was also a need to upgrade cabling to support the work of the data team. Staff are working with both low voltage and audio/visual vendors to manage costs. Ms. Buonanno Grennan shared pictures of construction progress at PSRC's new office location.

Action: It was moved and seconded (Figueroa/Wahl) to recommend the Executive Board authorize the Executive Director to enter one or more contracts for low voltage installation in an amount not to exceed \$185,000. The motion was unanimous.

4b. Action Item—Recommend Approval of Fiscal Years 2024-2025 Biennial Budget and Work Program

Andrew Werfelmann, PSRC, reminded the committee that it began the development of the Fiscal Year 2024-2025 Biennial Budget and Work Program at its September 2022 meeting. Beginning in January 2023, the full draft budget was shared with PSRC policy boards for review and comment. The committee is being asked to recommend the Executive Board approve the draft budget at its April meeting and recommend its adoption by the General Assembly in May. The schedule allows the Executive Board an additional month to review the budget.

1. **Action: It was moved and seconded (Wahl/Figueroa) to recommend that the Executive Board approve the Proposed FY 2024-2025 Biennial Budget and Work Program and recommend adoption by the General Assembly on May 25, 2023.**
2. **Action: It was moved and seconded (Wahl/Figueroa) to recommend that the General Assembly adopt Resolution PSRC-A-2023-01 authorizing the**

submittal of the adopted Fiscal Year 2024-2025 Biennial Budget and Work Program.

4c. Action Item– Approve Contract Authority for 2023 General Assembly

Ms. Buonanno Grennan shared that PSRC is seeking contract authority to enter one or more contracts to support PSRC’s upcoming in-person General Assembly. The agenda packet had requested an amount not to exceed \$30,000. However, PSRC estimates costs will be higher and would like to build in contingency. The committee is requested to approve contract authority in an amount not to exceed \$40,000.

Action: It was moved and seconded (Figueroa/Morell) to recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for support of the 2023 General Assembly. The total cost for all contracts will not exceed \$40,000.

5a. Discussion Item – Public Participation Plan

Michele Leslie, PSRC, provided background on PSRC Public Participation Plan. It establishes procedures to ensure the public has reasonable opportunities to be involved in the regional planning process. Ms. Leslie shared that the Public Participation Plan was last updated in June 2018; this current update process began in June 2022. During the plan update, staff worked closely with the Equity Advisory Committee to revise goals, guiding principles, desired outcomes, and best practices.

Mr. Noah Boggess reviewed PSRC’s Regional Equity Strategy and planning resources developed for equitable engagement. Work on the Regional Equity Strategy supported the update of the Participation Plan. Mr. Boggess reviewed amended goals for the plan, noting that it makes a clear direction for PSRC’s work plan to include equitable and inclusive engagement. He also shared new sections on best practices for equitable engagement, expanded compensation policies and updated outcomes, and guiding principles.

The Executive Board will be asked to release the draft Public Participation Plan for a 45-day public comment period beginning in March. The public comment period will include focus groups with local planners and engagement specialists. The schedule is to have the Executive Board adopt the plan at its June meeting.

5b. Discussion Item – Summer Planning Academy Policy

Lili Mayer, PSRC, shared that PSRC would like to reach out to youth to increase interest and engagement with planning work. PSRC has developed a policy to support a planning course designed for youth.

Mr. Boggess shared that PSRC is expanding engagement efforts to youth and shared details of the Summer Academy. PSRC will offer a scholarship for participants. Full academy details are posted on PSRC’s website.

The committee discussed the location of the academy, the geographic range of the outreach, and age limitations for participants.

6a. Information Item – New Employee Status Report

Thu Le, PSRC, introduced one new PSRC employee: Alexa Leach.

6b. Information Item – Fiscal Year 2022 Audit Results for Puget Sound Regional Council and the Central Puget Sound Economic Development District

Ms. Mayer, PSRC, shared that PSRC and EDD both received clean audits. There were no findings, management letters, or exit items to report. The official audit reports were published last week and can be found on the State Auditor's website.

6c. Information Item – Monthly Budget Report

6d. Information Item – Contract Status Report

6e. Information Item – Grant Status Report

6f. Information Item – Save the Date: Joint Board Session on ACT, Friday, April 28, 10:00AM-12:00PM

6g. Information Item – Save the Date: General Assembly, Tuesday, May 30, 11:00 AM – 1:00 PM

The meeting adjourned at 9:47AM.

Attachments:

Operations Cmte March 23, 2023 Attendance Roster

PSRC Operations Committee March 23, 2023

3.a

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	
		Vacant	
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 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	
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	1
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	1
Members	10		9
		(Quorum = 5) Quorum Total	6



Puget Sound Regional Council

CONSENT AGENDA

April 20, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated February 28, 2023 through April 3, 2023 in the Amount of \$1,132,762.97**

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.

RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

REQUESTED

<u>WARRANT DATE</u>	<u>VOUCHER NUMBER</u>		<u>TOTALS</u>
03/06/23 - 04/03/23	AP Vouchers	\$	390,505.78
02/28/23 - 03/15/23	Payroll	\$	742,257.19
			\$ 1,132,762.97

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



Puget Sound Regional Council

ACTION ITEM

April 20, 2023

TO: Operations Committee

FROM: Josh Brown, Executive Director

SUBJECT: Contract Authority for Ongoing Administrative Support

IN BRIEF

Executive Board authorization is required for the Executive Director to enter into a contract in excess of \$10,000. A request is being made to authorize new contracts for ongoing administrative consulting services for the Fiscal Years 2024-2025 biennium, contingent on the General Assembly's approval of the FY 2024-2025 Biennial Budget and Work Program.

RECOMMENDED ACTIONS

1. Authorize the Executive Director to enter one or more contracts for accounting and financial consulting services, not to exceed \$147,000, for the FY 2024-2025 biennium.
2. Authorize the Executive Director to enter one or more contracts for legal services, not to exceed \$225,000, for the FY 2024-2025 biennium.
3. Authorize the Executive Director to enter one or more contracts for HR support services, not to exceed \$95,000, for the FY 2024-2025 biennium.
4. Authorize the Executive Director to enter one or more contracts for informational technology consulting services, not to exceed \$180,000, for the FY 2024-2025 biennium.
5. Authorize the Executive Director to enter one or more contracts for electronic records database services, not to exceed \$30,000, for the FY 2024-2025 biennium.

BUDGET IMPACT

The recommended Biennial Budget and Work Program for Fiscal Years 2024-2025 includes \$147,000 for the biennium for accounting and financial consulting services; \$250,000 for the biennium for legal services; \$95,000 for the biennium for human resources assistance; \$180,000 for information technology services; and \$30,000 for records database services, under Administrative Services (Task 900).

DISCUSSION

For the fiscal years 2024-2025, PSRC would like to continue our practice of using outside consultants to provide finance, legal service, human resource assistance, and information technology consulting.

Finance

Contracted accounting and financial management services include, but are not limited to: audit preparation, internal audit services, and ongoing accounting and financial management consulting. A competitive procurement process was completed in 2021 for financial and accounting services. A new competitive process will be completed in 2027.

Legal

PSRC currently contracts out legal counsel to provide on-call legal support for the agency, as well as ongoing representation in existing litigation. PSRC will continue contracting out legal support for the fiscal years 2024-2025. A competitive procurement process was completed in December 2019 for legal services. We will conduct a new competitive process in December 2024.

Human Resources

Contracted on-call human resource assistance includes, but is not limited to: continued recruitment assistance, employee surveys, and ongoing general human resource support, including on-line learning for staff on a variety of topics. A competitive procurement process was completed in August 2021 for human resources services. We will conduct a new competitive process in August 2025.

Information Services

PSRC outsources network management and maintenance to assist PSRC's information technology (IT) staff. Services include review of PSRC's network and IT needs, incident response, project engineering, and back-up "help desk" support. A competitive procurement process was conducted in June 2021 for these services. The scope of services during this biennium will assist PSRC's IT team in planning the new office space. Finally, PSRC's current electronic database software system is no longer being supported. Communications and IT staff have been researching and soliciting for new software applications. A new competitive process will be completed in 2027.

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



Puget Sound Regional Council

ACTION ITEM

April 20, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Contract Authority for PSRC's Safety Work Program and the 2023 Regional Safety Convening**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000 per year. A request is being made to authorize the Executive Director to enter into one or more contracts related to PSRC's safety work program, including the 2023 Regional Safety Convening. Contracts may include, but are not limited to, venue rental, catering, audio/visual, and speaker expenses related to the convening, as well as various printing, graphics, and outreach and engagement needs.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for support of PSRC's safety work program and the 2023 Regional Safety Convening. The total cost for all contracts will not exceed \$100,000.

BUDGET IMPACT

The adopted Fiscal Years 2022-2023 Supplemental Biennial Budget and Work Program includes funding for this project. The total budget for the contracts is not to exceed \$100,000.

DISCUSSION

Adopted in May 2022, PSRC's Regional Transportation Plan identifies numerous action items related to improving safety including data collection and monitoring, project prioritization, guidance and best practices, development of a Regional Safety Plan, and holding a Regional Safety Convening. The convening will bring together regional partners and stakeholders to discuss the challenges and solutions to continue to make

progress toward meeting the region's safety goals. This will include addressing the full spectrum of safety elements and a Safe Systems Approach. Staff have received feedback from the Transportation Policy Board and the RTP Steering Committee on the format and topics for the convening. It is tentatively scheduled to take place in person on June 29, 2023, in the downtown Seattle area, to encourage the participation of a wide variety of stakeholders. Agenda highlights and details are currently being developed. Other elements of the safety work program also continue to move forward, in addition to and inclusive of the work commencing soon to develop a Regional Safety Plan funded through a recent Safe Streets for All Grant. It is anticipated that additional data collection and monitoring, outreach, and communications efforts will continue across the work program.

If you have any questions, please contact Kelly McGourty at 206-971-3601 or email kmcgourty@psrc.org.



Puget Sound Regional Council

ACTION ITEM

April 20, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Budget Amendment and Contract Authority for Subrecipient Agreements and Consultant Contracts to Implement Safe Streets for All Safety Grant**

IN BRIEF

PSRC has prepared this routine budget amendment to incorporate new revenue sources and associated expenses identified since the supplemental budget was amended in October 2022.

In addition, 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 one or more new contracts and agreements for planning services for US Department of Transportation (USDOT) funded work to develop regional and local safety plans as part of the Safe Streets and Roads for All Discretionary Grant Opportunity.

RECOMMENDED ACTIONS

1. Recommend the Executive Board approve the proposed budget amendment to increase the budget by \$4,860,000.
2. Authorize the Executive Director to enter into one or more contracts for regional and local safety planning consulting services for *Safe Streets and Roads for All Discretionary Grant Opportunity*, not to exceed \$2,906,793.
3. Amend the budget to increase PSRC staff capacity to support grant-funded activities for two years, either through new or backfilling reassigned staff. The staff support for this work will be paid with funds from the grant.
4. Authorize the Executive Director to enter into one or more subrecipient agreements with partner agencies for the development of local safety plans, not to exceed \$2,180,636. Partner agencies will provide an additional match of \$545,091 for this program.

BUDGET IMPACT

The proposed work program amendment would increase the adopted supplemental Biennial Budget and Work Program (FY 2022-2023) by \$4,860,000 from \$34,565,000 to \$39,425,000 to reflect the additional revenues and work program associated with the Safe Streets and Roads for All Discretionary Grant. PSRC will be providing matching funds in the amount of \$670,000 towards this project.

DISCUSSION

Adopted in May 2022, the Regional Transportation Plan update called for the development of a Regional Safety Plan, including actions, targets, and performance indicators, with updates provided and progress tracked through an annual regional safety report.

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Road for All (SS4A) discretionary program with \$5 billion in appropriated funds over five years. PSRC applied for \$2,680,000 in funding to develop the Regional Safety Plan as well as fund safety planning efforts for up to five member jurisdictions. The Cities of Burien, Everett, Kent, Redmond, Tukwila, and Pierce County also applied for safety planning SS4A grants. The U.S. Department of Transportation, the federal agency responsible for awarding and administering these grants, asked if PSRC would serve as the administrator of the grants for the cities and count. All the jurisdictions agreed, thereby bringing the total award to \$4,860,363. The local match associated with the five cities and the county totals \$545,091. PSRC and the jurisdictions' staff are preparing sub-recipient agreements detailing the match, work schedule, and budget, as well as the federal grant conditions. PSRC will use grant funding to increase PSRC staff capacity to support grant-funded activities for two years, either through new staff or backfilling reassigned staff to ensure capacity to administer the grant, agreements, and provide technical assistance to member jurisdictions.

For more information, please contact Ben Bakkenta at (206) 971-3286 or bbakkenta@psrc.org or Andrew Werfelmann at (206) 688-8220 or awerfelmann@psrc.org.

Attachment:
Partner Budget and Match

Partner Budget and Match

4.c

As of March 2023

Applicant	Federal Share	Local Match	Project Total
PSRC*	\$ 2,680,000.00	\$ 670,000.00	\$ 3,350,000.00
Burien	\$ 160,000.00	\$ 40,000.00	\$ 200,000.00
Everett	\$ 788,363.00	\$ 197,090.75	\$ 985,453.75
Kent*	\$ 472,000.00	\$ 118,000.00	\$ 590,000.00
Redmond	\$ 160,000.00	\$ 40,000.00	\$ 200,000.00
Tukwila	\$ 200,000.00	\$ 50,000.00	\$ 250,000.00
Pierce County*	\$ 400,000.00	\$ 100,000.00	\$ 500,000.00
Consolidated Total	\$ 4,860,363.00	\$ 1,215,090.75	\$ 6,075,453.75

*Request includes some funding for administration

Partner Match	\$ 545,090.75
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Puget Sound Regional Council

ACTION ITEM

April 18, 2023

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Approve Contract Authority for Transportation Projects Online Application Services**

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, not to exceed \$30,000, for ongoing maintenance, improvements, and updates to PSRC's online system for applications and forms.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter a consultant contract for an update to the TIP Database and Online Application Services up to the amount of \$30,000.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for Fiscal Years 2022-2023 includes sufficient funds for TIP Database and Online Application Services support. The total budget for this consultant work is not to exceed \$30,000.

DISCUSSION

To support the Transportation Improvement Program (TIP) and PSRC's project selection processes, a suite of online forms is used that allow project sponsors and funding applicants to submit and manage their applications in a centralized website. These forms allow for a more efficient system for tracking, reviewing, and organizing applications, as well as for PSRC to provide timely feedback to project sponsors.

The online system has been used and maintained for many years, and regular improvements and updates are required. In advance of the next project selection processes for PSRC's federal funds there are several updates that are necessary, including revised questions as directed by PSRC's boards and various improvements to existing features and functionality. In addition, on-call support is necessary to assist with future needs as they arise. These improvements will allow us to further streamline our data-gathering process and to continue to provide greater customer service to our member jurisdictions.

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



Puget Sound Regional Council

INFORMATION ITEM

April 20, 2023

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

PSRC has one new employee:

Shaun Kuo – Assistant Planner in Regional Planning Division

Shaun has a Bachelor of Arts in International Studies from the University of Washington and is currently attending University of Washington Tacoma for a Master's degree in Community Planning. Prior to joining PSRC, Shaun was a Graduate Intern at Seattle Department of Transportation Street Use.

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

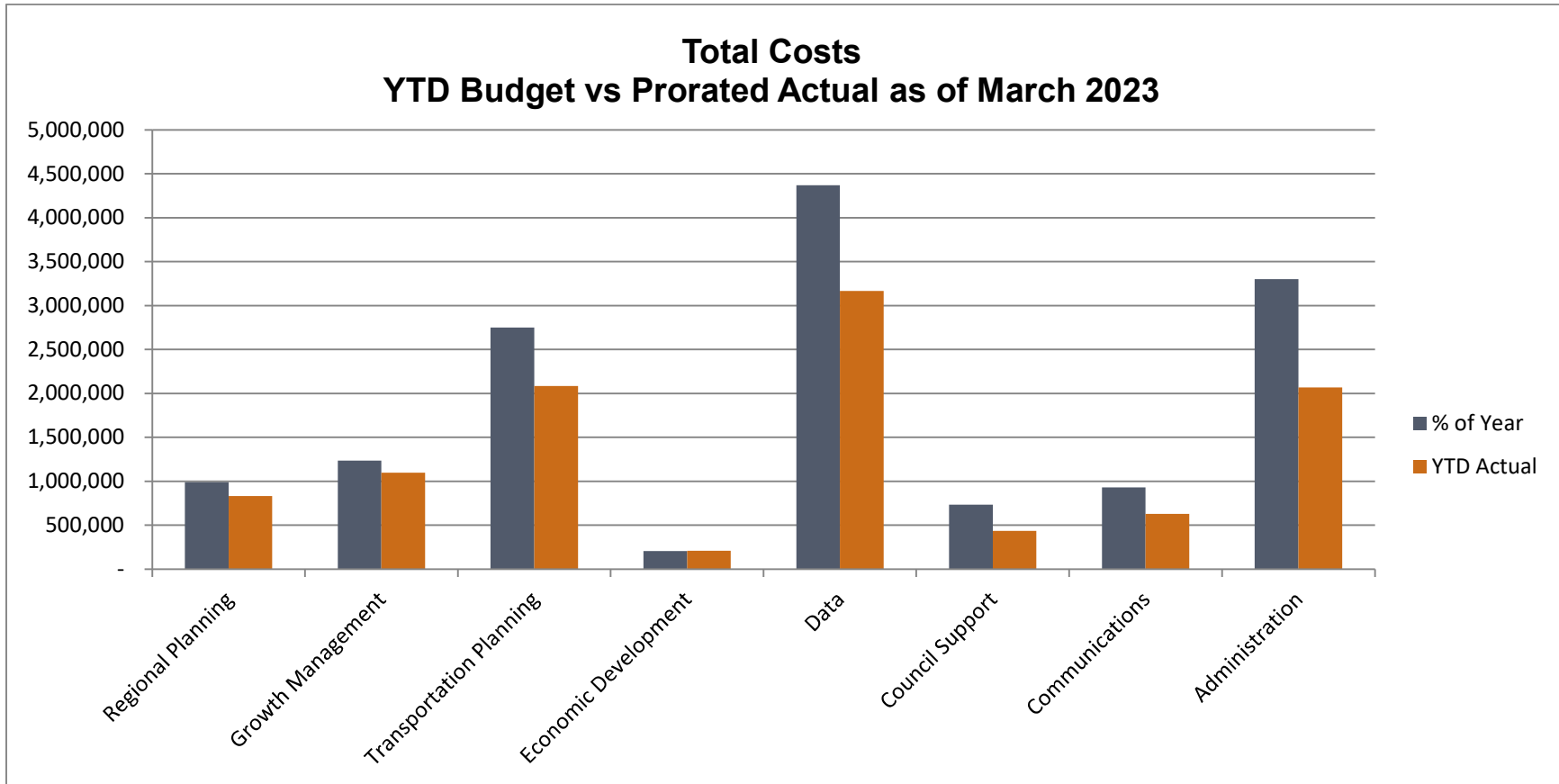
PSRC Office Move Progress Reporting

5.b

As of April 4, 2023

Move Phase	Status	Board Authority*	Board Approved	Costs to Date	Estimated Total Costs
Pre-Construction					
Initial Office Space Planning - design/configuration	Completed 11/22	\$ 12,000	9/22	\$ 9,000	\$ 12,000
Audio-Visual Design/Assessment	Completed 3/23	\$ 12,000	9/22	\$ 16,500	\$ 18,000
Construction Phase					
General Tenant Construction	<ul style="list-style-type: none"> • Demo, plumbing, cabling, power, framing, wall covering complete • Costs to date financed by landlord • Estimated completion 6/23 	-	-	-	\$ 2,300,000
Low Voltage Installation	demo completed; cabling pulled	\$ 185,000	01/23; 03/23	\$ 20,899	\$ 165,564
AV Equipment Purchase & Installation	Finalized and signed off on order	\$ 485,000	02/23		\$ 483,618
Furniture Purchase & Installation	<ul style="list-style-type: none"> • Order finalized and submitted 50% deposit 	\$ 432,000	10/22	\$ 198,669	\$ 397,338
Post Construction					
Graphics Installation	Graphics working on designs				
Phone System Installation	IT researching options				
Internet Service	IT researching options				
Copiers	IT researching options				
Moving	TBD				
Plants	TBD				
Clean Up at Waterfront Place					
Disposal/Recycling					

*nb: staff may increase contract amounts in an amount not to exceed \$10,000 over contract authority



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.

67.4% of labor, 13.1% of overall consultant budget, and 27.8% of direct budget expended.

2 open positions recently filled. Some direct expenditures are annual costs paid upfront. New accounting standard for rent expense reporting reduced stated rent expense for year.

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 4/18/2023

5.d

Large contracts are those contracts having a value over \$10,000. Authorization to award a contract over \$10,000 goes before the Operation Committee for approval and their recommendation to the Executive Board to authorize the Executive Director to enter into a consultant contract for a particular work project in the adopted budget.										
Contractor	Description	Project* Manager	Board Approved	Date Issued	% DBE/ WBE**	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
NEW										
Avidex	A/V Equipment & Installation Services - 1201 Third	Nancy Buonanno Grennan	02/23/23	03/31/23	0%	\$483,618	\$0	\$483,618	0%	06/30/23
Integrated Technologies Group	Low Voltage Telecommunications Wiring - 1201 Third	Nancy Buonanno Grennan	01/26/23	03/16/23	0%	\$182,948	\$20,899	\$162,049	11%	tbd
Catalyst	Furniture - 1201 Third	Lili Mayer	10/27/22	04/04/23	0%	\$397,338	\$198,669	\$198,669	50%	tbd
AMENDED - NONE										
COMPLETED ***										
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%	6/30/23 ¹
PROJECT SPECIFIC										
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
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	\$72,679	\$17,321	81%	06/30/23
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$7,400	\$23,600	24%	09/30/25
Avidex	Audio/Visual Design Services	Nancy Buonanno Grennan	09/22/22	09/07/22	0%	\$18,781	\$16,478	\$2,303	88%	tbd
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$28,500	\$199,500	13%	12/19/24
Sound View Strategies	ACE Support Consultant Services	Jason Thibedeau	12/01/22	02/01/22	0%	\$80,000	\$32,000	\$48,000	40%	06/30/23
ON-CALL										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$160,000	\$137,865	\$22,135	86%	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
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
						TOTAL	\$3,104,686	\$695,744	\$2,408,942	

* [Staff Directory](#)

** Percentage of DBE/WBE as certified by Washington State

*** A list of Completed Contracts is available on request.

¹ Contract terminated

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	\$5,829	tbd	\$22,334	12/31/23
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
Weaver Architects	Architect Design Services	Nancy Buonanno Grennan	N/A	08/17/22	0%	\$9,900	\$8,976	\$924	91%	tbd
Upanup, Inc.	Website Hosting	Carolyn Downs	N/A	8/16/2022	0%	\$4,200	\$2,625	\$1,575	63%	08/15/23

**Puget Sound Regional Council
GRANT STATUS REPORT**

05.e

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 02/28/23	Remaining to be Expended	Billed as of 3/31/2023	Remaining to bill	Grant Period
FHWA Funding FY22-23*	Regional Planning	Lili Mayer	Multiple	12,390,251.78	5,133,863.54	7,256,388.24	5,133,863.54	7,256,388.24	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23	Regional Planning	Lili Mayer	Multiple	2,573,630.00	1,812,409.50	761,220.50	1,812,409.50	761,220.50	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	1,269,770.07	236,285.93	1,269,770.07	236,285.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,666,682.00	333,318.00	1,666,682.00	333,318.00	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	288,605.00	11,395.00	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	1,090,338.00	159,662.00	1,090,338.00	159,662.00	1/5/22 - 3/31/24
University of Washington	Models Research	Brian Lee	004.72.0.0	61,674.00	16,662.08	45,011.92	9,953.17	51,720.83	9/1/22 - 8/31/23
20,081,611.78								8,823,595.50	
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
* Allocation of \$4,435,126 received February 10, 2023									

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.

To RSVP, email Kristin Mitchell at kmitchell@psrc.org.





PASSPORT TO 2044:

Key Topics for Elected Officials and Planning Commissioners

The Passport to 2044 series continues with a session for elected officials and planning commissioners in the central Puget Sound region to learn more about the importance of the comprehensive plan periodic updates and key issues emerging during the process.

REGISTER NOW!



Thursday, May 18, 2023
12:00 p.m. – 1:30 p.m.



Online via Zoom
>> [Webinar registration page](#)

Highlights of the event include:

Welcoming Remarks

Councilmember Claudia Balducci, PSRC President

Planning Framework in Washington State and the Central Puget Sound Region

Big Topics in Local Comprehensive Plans

Panel of Elected Officials

Councilmember Teresa Mosqueda, City of Seattle
Councilmember Ed Prince, City of Renton
Mayor Kim Roscoe, City of Fife
Mayor Pro Tem Bryan Wahl, City of Mountlake Terrace

This is one in a series of workshops that include deep dives on specific topic areas of periodic comprehensive plan updates. Past recordings and event materials are available on [PSRC's website](#). Sign up to be on the list for information on upcoming events and resources [here](#).

Questions? Contact Maggie Moore at mmoore@psrc.org



The primary audience for this webinar are the elected officials and planning commissioners in the central Puget Sound region. Planners, consultants, and staff involved with comprehensive planning are also welcome to attend.



Puget Sound Regional Council



Washington State
Department of
Commerce



Empowering local governments



NEW DATE!

PSRC GENERAL ASSEMBLY

MAY 30, 2023

11:00 AM – 1:00 PM

**Embassy Suites, Seattle Downtown Pioneer Square
255 South King Street, Seattle 98104**



Registration will open in early April.

The full Assembly includes all mayors, county executives, and council and commission members from member jurisdictions, tribes, and representatives of statutory members. Each elected representative is a voting member of the General Assembly.

