



Puget Sound Regional Council

## Operations Committee

Thursday, September 28, 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 via webinar:  
<https://psrc-org.zoom.us/j/89619759916?pwd=d005MkZFa2pwVlduNWZ3NnpjLzRNZz09>
- Listen by phone 1-888-475-4499, Webinar ID: 896 1975 9916, Passcode: 376080

### 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 via Zoom webinar:**  
Following the Call to Order, the Committee Chair will open public comment and allow attendees to "raise hand" to speak. When your name is called, unmute your microphone to speak. The committee will hear the audio but not see your video.
- **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](#).

---

### 1. Call to Order and Roll Call (9:00) – Executive Dave Somers, 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 July 27, 2023
- b. Approve Vouchers Dated June 30, 2023, through August 28, 2023, in the Amount of \$2,475,547.01.

### 4. Action Items

- a. Approve Biennial Budget and Work Program Amendment (FY2024-2025)
- b. Approve Contract Authority for Office Move Related Expenses
- c. Adopt 2023 Amendment to PSRC's Title VI Plan
- d. Approve Contract Authority for PSRC's Participation in the Regional Transit Equity Summit

## **5. Discussion Items**

- a. Summer Planning Academy Overview
- b. Annual Weighted Votes Revision
- c. Supplemental Budget Schedule
- d. PSRC 2023 Base Pay Market Study - etairosHR

## **6. Information Items**

- a. PSRC Office Space Report
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report

## **7. Next Meeting:**

Thursday, October 26, 2023, 9:00 - 9:50 AM

## **8. 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) 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, JULY 27, 2023**

**PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING**

**9:00 A.M.**

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

Executive Somers called the meeting of the Operations Committee to order at 9:00 a.m. The Operations Committee is 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. Staff announced that a quorum was present.

Executive Somers shared that Commissioner Christine Rolfes will be serving as alternate representing Kitsap County and Other Cities and Towns in Kitsap.

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

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Josh Dugan, Snohomish County

Craig Helmann, PSRC

Judy Hurley, Pierce County

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Carol Naito, PSRC

Allie Perez, PSRC

June Quick, PSRC

Adin Romano, 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 June 22, 2023
- b. Approve Vouchers Dated May 31, 2023, through July 3, 2023, in the Amount of \$1,386,922.77

**Consent Agenda: It was moved and seconded (Tolbert/Bachman) to approve the minutes of the Operations Committee meeting June 22, 2023, and the vouchers dated May 31, 2023, through July 3, 2023, in the Amount of \$1,386,922.77. The motion passed unanimously.**

#### 4a. Action Item – PSRC FY 2024 Indirect Cost Rate Approval

Andrew Werfelmann, PSRC, noted that PSRC recoups administrative and benefit costs through an indirect cost plan. The indirect cost rate is applied to salaries to allocate those costs to federal awards. The committee is being asked to recommend approval of the fiscal year 2024 indirect cost plan. Mr. Werfelmann shared background on the methodology used to develop the rate, which was approved by the Federal Transit Administration in 2017. Washington State Department of Transportation requires PSRC's Executive Board to approve annually approve the indirect cost rate.

**Action: It was moved and seconded (McDermott/Simpson) to Recommend the Executive Board approve PSRC's Fiscal Year 2023 indirect cost rate proposal with a benefit rate of 54.49% and indirect rate of 48.08%. The motion passed unanimously.**

#### 4b. Action Item – Approve Contract Authority for On-Call GIS/IT Support for FY 2024-2025

Craig Helmann, PSRC, shared that PSRC's budget includes up to \$50,000 for on-call consultant to provide technical support for PSRC's Geographic Information System (GIS) infrastructure needs. Mr. Helmann shared that PSRC uses Esri, which is an industry standard. Esri will be transitioning away from desktop software to cloud-based software. PSRC will rely on consultants to support shifting GIS infrastructure to the cloud.

**Action: It was moved and seconded (Witting/McDermott) to authorize the Executive Director to enter one or more consultant contracts, not to exceed \$50,000, for on-call GIS-related advisory and information technology services in support of the agency's GIS operations. The motion passed unanimously.**

#### 4c. Action Item – Approve Contract Authorization to Purchase Cellular Phone Service

Nancy Buonanno Grennan, PSRC, shared that PSRC is asking for contract authorization for cell phone service, not to exceed \$50,000 for three years. The first two years of funding are included in the approved biennial budget, the funding for the third year would be contingent on approval of the 2026-2027 budget. Ms. Buonanno Grennan shared that a small group of PSRC staff utilize PSRC issued cell phones. Additionally,

PSRC is exploring moving from landline phones to internet-based phone lines that would be accessible from laptops. This would further reduce the need for staff cell phones.

**Action: It was moved and seconded (Bachman/Morell) to recommend that the Executive Board authorize the Executive Director to enter into one or more contracts to purchase cellular phone service that does not exceed \$50,000 total for three years. The motion passed unanimously.**

#### **4d. Action Item – Approve Contract Authority to Purchase Internet and Telephone Services**

Ms. Buonanno Grennan, PSRC, shared that the committee is being asked to recommend approval of contract authority to purchase internet and telephone services in an amount not to exceed \$135,000 for three years. The funding for the first two years is already included in the approved budget and funding for the third year would be contingent upon approval of the next biennial budget.

**Action: It was moved and seconded (Tolbert/McDermott) to recommend that the Executive Board authorize the Executive Director enter one or more contracts to purchase Internet and telephone services and not to exceed \$135,000 total for three years. The motion passed unanimously.**

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

Thu Le, PSRC, introduced three new PSRC employees: Adin Romano, June Quick, and Allie Perez.

#### **5b. Information Item – Safe Streets and Roads for All Grant Program Round Two**

Ben Bakkenta, PSRC, noted that PSRC was a successful recipient of the Safe Streets and Roads for All Grant. PSRC partnered with six member jurisdictions to submit a successful joint application. PSRC is currently working on subaward agreements with those partners.

The notice of funding opportunity for the second year of the grant program was released in March 2023. PSRC reached out to members to determine interest in submitting a consolidated application for the second round of the grant. Ten jurisdictions partnered with PSRC to submit a joint consolidated grant application of 2.9 million dollars. The application was submitted on July 10. If awarded the grant, PSRC would act as the administrative lead, facilitating the reporting requirements. The USDOT expects to announce awards in October. The committee will be updated on the status grant application as information becomes available.

Mr. Bakkenta shared that the last round of funding for the grant will likely be released in Spring 2024. Mr. Bakkenta clarified that all political subdivisions, including ports, are eligible to apply for the grant.

**5c. Information Item – Office Space Report**

Ms. Buonanno Grennan shared final inspections on the new office space are scheduled the last week of July or the first week of August. Following inspections, ancillary furniture and audio-visual equipment will be installed. The goal is to have items installed between August and September. Staff will then be trained and test new equipment. PSRC aims to hold a board meeting in the new office space January 2024.

At its September meeting, the committee will be asked to recommend approval of contracts for copiers, moving, plants and potentially clean-up costs. Ms. Buonanno Grennan reminded the committee that the current lease does not expire until May 2024.

**5d. Information Item – Monthly Budget Report****5e. Information Item – Contract Status Report****5f. Information Item – Grant Status Report**

The committee reviewed monthly budget reports.

**5g. Information Item – From Pandemic to Prosperity: Downtowns Reimagined**

Chair Somers shared details on PSRC's event, From Pandemic to Prosperity. The event will have a webinar and be followed by an in-person tour. Online registration will open soon. The event is scheduled Friday, September 29.

The meeting adjourned at 9:35AM.

**Attachments:**

A. Operations Cmte July 27, 2023, Attendance Roster

## PSRC Operations Committee July 27, 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.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		COM Christine Rolfes, 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	
		CM Ned Witting, Puyallup Alt.	1
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Sam Low Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	1
Members	10		10
		(Quorum = 5) Quorum Total	8



## Puget Sound Regional Council

### CONSENT AGENDA

September 21, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated June 30, 2023, through August 28, 2023, in the Amount of \$2,475,547.01**

### 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>
07/05/23 – 08/28/23	AP Vouchers	\$ 1,084,235.11
06/30/23 – 08/15/23	Payroll	\$ 1,391,311.90
		<b>\$ 2,475,547.01</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**

September 21, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Biennial Budget and Work Program Amendment (FY2024-2025)**

### **IN BRIEF**

PSRC has prepared this routine budget amendment to update the amount of various estimated revenues and associated expenses that have been identified since the budget was adopted in May 2023.

### **RECOMMENDED ACTION**

Recommend that the Executive Board approve the proposed budget and work program amendment, increasing the budget by an additional \$9,765,000 as outlined in the discussion below.

### **BUDGET IMPACT**

The proposed work program amendment would increase the July Amended Biennial Budget and Work Program by \$9,765,000 from \$35,074,000 to \$44,839,000. This increase includes carryforward of consultants and direct costs from the previous biennium. For the details see discussion and attached tables.

### **DISCUSSION**

The proposed amendment includes the following changes:

**Update Revenue Comparison by Source on Tables 1 and 4**, to reflect differences between estimated revenues and actual revenues. (Please see attached updated Tables 1 and 4.)

- Increase Carryover PSRC by \$9,765,000 to reflect actual carryover from FY23.

**Update Expenditures shown on Tables 2 and 3 (please see attached) as follows:**

- Increase consultant by \$2,735,000 to reflect carryover contracts and subawards from FY2023.
- Increase Encumbrance by \$7,030,000 to reflect work anticipated beyond the biennial budget period.

**Tables 1 – 7 have also been amended to reflect these changes. (Please see attached)**

**Insert Table 8 – Carryover funds from FY2023. (Please see attached)**

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

Attachment:

- A. Updated Tables 1-8 from the Amended Biennial Budget and Work Program FY (2024-2025)

Table 1 - Revenue Comparison Summary

<b>Basic Funding</b>	<b>Sept 23 Amended Biennial FY2024-2025</b>	<b>July 23 Amended Biennial FY2024-2025</b>	<b>Variance</b>
State	\$1,506,000	\$1,506,000	\$0,000
Federal	\$19,890,000	\$19,890,000	\$0,000
Local Funds, EDD and Service Income	\$5,232,000	\$5,232,000	\$0,000
Carryover (a)	\$17,961,000	\$8,196,000	\$9,765,000
State/Federal/Local Anticipated	\$150,000	\$150,000	\$0,000
Tenant Allowance	\$100,000	\$100,000	\$0,000
<b>Total</b>	<b>\$44,839,000</b>	<b>\$35,074,000</b>	<b>\$9,765,000</b>

Table 2 - Expenditure Comparison Summary

<b>Basic Funding</b>	<b>Sept 23 Amended Biennial FY2024-2025</b>	<b>July 23 Amended Biennial FY2024-2025</b>	<b>Variance</b>
Salaries (b)	\$14,408,000	\$14,408,000	\$0,000
Benefits (c)	\$7,850,000	\$7,850,000	\$0,000
Overhead	\$4,251,000	\$4,251,000	\$0,000
s+b+oh	\$26,509,000	\$26,509,000	\$0,000
Direct	\$1,033,000	\$1,033,000	\$0,000
Consultant	\$7,517,000	\$4,782,000	\$2,735,000
Anticipated	\$150,000	\$150,000	\$0,000
Encumbered for Future Work	\$7,200,000	\$170,000	\$7,030,000
Contingency Reserve PSRC	\$2,431,000	\$2,431,000	\$0,000
<b>Total</b>	<b>\$44,839,000</b>	<b>\$35,074,000</b>	<b>\$9,765,000</b>

Table 3 - Staffing Comparison by Task

	<b>Sept 23 Amended Biennial FY2024-2025</b>	<b>July 23 Amended Biennial FY2024-2025</b>	<b>Variance</b>
Planning Management	5	5	-
Regional Growth Planning	6	6	-
Transportation Planning	16	16	-
<b>Subtotal Planning</b>	<b>27</b>	<b>27</b>	<b>-</b>
Economic Development District	1	1	-
Data	20	20	-
Council Support	3	3	-
Communications	6	5	1
Administrative Services (d)	14	15	(1)
<b>Total</b>	<b>71</b>	<b>71</b>	<b>-</b>

## Notes:

- (a) Carryover are available funds that remain unspent in the previous budget cycle and can be used in the next budget cycle.
- (b) Includes all agency staff salaries for the two year period. Assume 5% merit pool per year and a \$100,000 allowance for salary survey adjustments.
- (c) Benefits include vacation, sick leave, holiday, retirement medical, dental, short and long term disability, life, a deferred compensation plan, etc.
- (d) Administrative Services include: Executive Administration, Finance, HR, IT, Information Center, and Graphics.

Table 4 - Revenue Comparison by Source

Basic Funding	Sept 23 Amended Biennial FY2024-2025	July 23 Amended Biennial FY2024-2025	Variance
<b>Grant and Local Revenue</b>			
<b>Planning funds</b>			
Regional Transportation Planning Org	\$1,506,000	\$1,506,000	\$0,000
Federal Transit Administration (MPO) and Federal Highway Administration (MPO)	\$4,234,000	\$4,234,000	\$0,000
Subtotal Planning funds	\$16,496,000	\$16,496,000	\$0,000
<b>Project Funding</b>			
FTA/5307	\$2,500,000	\$2,500,000	\$0,000
Estimated STBGP	\$2,000,000	\$2,000,000	\$0,000
FTA/5310	\$200,000	\$200,000	\$0,000
Subtotal Project Funds	\$4,700,000	\$4,700,000	\$0,000
<b>Local Funding</b>			
Local Membership Dues	\$3,716,000	\$3,716,000	\$0,000
EDD Membership Dues (a)	\$326,000	\$326,000	\$0,000
Subtotal Membership Dues	\$4,042,000	\$4,042,000	\$0,000
Transit Agency Dues	\$1,191,000	\$1,191,000	\$0,000
Subtotal Local Funding	\$5,232,000	\$5,232,000	\$0,000
<b>Grant and Local Revenue Subtotal</b>	<b>\$26,429,000</b>	<b>\$26,429,000</b>	<b>\$0,000</b>
<b>Project Specific Revenue</b>			
Space Sector Study Support	\$0,000	\$0,000	\$0,000
City of Seattle - Household Survey	\$0,000	\$0,000	\$0,000
City of Bellevue - Household Survey	\$0,000	\$0,000	\$0,000
Subtotal Project Specific Revenue	\$0,000	\$0,000	\$0,000
<b>CPSEDD Revenue</b>			
CPSEDD - EDA Planning Grant	\$200,000	\$200,000	\$0,000
Subtotal CPSEDD Revenue	\$200,000	\$200,000	\$0,000
Carryover PSRC	\$17,961,000	\$8,196,000	\$9,765,000
Tenant Allowance	\$100,000	\$100,000	\$0,000
<b>Basic Funding Total</b>	<b>\$44,689,000</b>	<b>\$34,924,000</b>	<b>\$9,765,000</b>
<b>Anticipated Funding</b>			
Anticipated MPO	\$150,000	\$150,000	\$0,000
<b>Anticipated Funding Total</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$0,000</b>
<b>Total</b>	<b>\$44,839,000</b>	<b>\$35,074,000</b>	<b>\$9,765,000</b>

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

Table 5 - Distribution of Matching funds

Basic Funding	Sept 23 Amended Biennial FY2024-2025	July 23 Amended Biennial FY2024-2025	Variance
<b>Basic Funding Match</b>			
MPO combined	\$2,340,000	\$2,340,000	\$0,000
Other Federal - FTA 5307	\$625,000	\$625,000	\$0,000
Other Federal STBGP	\$312,000	\$312,000	\$0,000
EDA Match	\$200,000	\$200,000	\$0,000
<b>Anticipated Funding Match</b>			
Contingency EDD Dues	\$25,000	\$25,000	\$0,000
Contingency	\$370,000	\$370,000	\$0,000
Balance of EDD Local Dues	\$101,000	\$101,000	\$0,000
Balance of Local Dues	\$1,260,000	\$1,260,000	\$0,000
<b>Total</b>	<b>\$5,232,000</b>	<b>\$5,232,000</b>	<b>\$0,000</b>

Table 6 - FY2024-2025 Expenditure Allocation

TASK	SALARIES BENEFITS	OVERHEAD*	DIRECT COST	CONSULTANTS	OTHER**	Budget FY2022-2023 TOTAL
000 PLANNING MANAGEMENT	\$1,658,000	\$753,000	\$61,000	\$450,000	-	\$2,921,000
100 REGIONAL GROWTH PLANNING	\$1,860,000	\$846,000	\$12,000	\$200,000	-	\$2,918,000
200 TRANSPORTATION PLANNING	\$4,853,000	\$2,207,000	\$26,000	\$5,367,000	-	\$12,453,000
300 ECONOMIC DEVELOPMENT	\$329,000	\$149,000	\$23,000	\$0,000	-	\$501,000
400 DATA	\$6,565,000	\$2,984,000	\$580,000	\$915,000	-	\$11,045,000
500 COUNCIL SUPPORT	\$1,236,000	\$562,000	\$248,000	\$300,000	-	\$2,346,000
600 COMMUNICATIONS	\$1,678,000	\$762,000	\$83,000	\$285,000	-	\$2,808,000
700 ENCUMBRANCE	\$67,000	-	-	-	\$7,349,000	\$7,416,000
800 CONTINGENCY/RESERVE	-	-	-	-	\$2,431,000	\$2,431,000
<b>GRAND TOTAL</b>	<b>\$18,245,000</b>	<b>\$8,263,000</b>	<b>\$1,033,000</b>	<b>\$7,517,000</b>	<b>\$9,780,000</b>	<b>\$44,839,000</b>

\* Overhead includes Administrative Staff, Direct Costs, and Consultants associated with Finance, Human Resources, Information Technology, Graphics, and Information Center.

\*\* Other includes unfunded contracts and Contingency Reserves.

TABLE 7  
FY2024 & FY2025 REVENUE ALLOCATION

TASK	RTPO	FHWA	FHWA Match 13.5%	FHWA Carryover	FHWA Carryover match
000 PLANNING MANAGEMENT	127,000	2,038,000	318,000	-	-
100 REGIONAL GROWTH PLANNING	864,000	180,000	28,000	340,000	53,000
200 TRANSPORTATION PLANNING	515,000	910,000	142,000	191,000	30,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	-	1,643,000	256,000	2,584,000	403,000
500 COUNCIL SUPPORT	-	568,000	89,000	922,000	144,000
600 COMMUNICATIONS	-	1,352,000	211,000	221,000	35,000
700 ENCUMBRANCE	-	4,064,000	634,000	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
<b>TOTALS</b>	<b>1,506,000</b>	<b>10,756,000</b>	<b>1,679,000</b>	<b>4,258,000</b>	<b>665,000</b>

Revenue Allocation (Continued)	FTA 5307 2024	FTA 5307 Match 20.0%	FTA 5307 Carryover	FTA 5307 Carryover Match	STBGP 2024
TASK					
000 PLANNING MANAGEMENT	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-
200 TRANSPORTATION PLANNING	980,000	245,000	480,000	120,000	1,000,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	687,000	172,000	480,000	120,000	1,000,000
500 COUNCIL SUPPORT	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-
700 ENCUMBRANCE	833,000	208,000	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
<b>TOTALS</b>	<b>2,500,000</b>	<b>625,000</b>	<b>959,000</b>	<b>240,000</b>	<b>2,000,000</b>

Revenue Allocation (Continued)	EDD EDA grant	*EDA grant Match	*EDD Dues	Tenant Allowance	Carryover Local
TASK					
000 PLANNING MANAGEMENT	-	-	-	-	198,000
100 REGIONAL GROWTH PLANNING	-	-	-	-	50,000
200 TRANSPORTATION PLANNING	-	-	-	-	50,000
300 ECONOMIC DEVELOPMENT	200,000	200,000	101,000	-	-
400 DATA	-	-	-	-	150,000
500 COUNCIL SUPPORT	-	-	-	-	300,000
600 COMMUNICATIONS	-	-	-	-	984,000
700 ENCUMBRANCE	-	-	-	100,000	338,000
800 CONTINGENCY/RESERVE	-	-	25,000	-	2,037,000
<b>TOTALS</b>	<b>200,000</b>	<b>200,000</b>	<b>126,000</b>	<b>100,000</b>	<b>4,107,000</b>

\*EDD membership dues have been collected from PSRC membership since 2005 to support Economic Development function.

TABLE 7 (continued)  
FY2024 & FY2025 REVENUE ALLOCATION

TASK	FTA5303	FTA 5303 Local Match 13.5%	FTA5303 Carryover	FTA5303 Carryover Match	Safe Streets for All Carryover	Safe Streets for All Carryover Match
000 PLANNING MANAGEMENT	-	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	567,000	88,000	439,000	69,000	-	-
200 TRANSPORTATION PLANNING	1,502,000	234,000	439,000	69,000	3,982,000	995,000
300 ECONOMIC DEVELOPMENT	-	-	-	-	-	-
400 DATA	2,165,000	338,000	439,000	69,000	-	-
500 COUNCIL SUPPORT	-	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	870,000	217,000
800 CONTINGENCY/RESERVE	-	-	-	-	-	-
<b>TOTALS</b>	<b>4,234,000</b>	<b>661,000</b>	<b>1,318,000</b>	<b>206,000</b>	<b>4,851,000</b>	<b>1,213,000</b>

Revenue Allocation (Continued)	STBGP 2024 Match 13.5%	FTA 5310 2024	Seattle Household Survey Carryover	Bellevue Household Survey Carryover	University of Washington Carryover
000 PLANNING MANAGEMENT	-	-	-	-	-
100 REGIONAL GROWTH PLANNING	-	-	-	-	-
200 TRANSPORTATION PLANNING	156,000	200,000	-	-	-
300 ECONOMIC DEVELOPMENT	-	-	-	-	-
400 DATA	156,000	-	92,000	30,000	22,000
500 COUNCIL SUPPORT	-	-	-	-	-
600 COMMUNICATIONS	-	-	-	-	-
700 ENCUMBRANCE	-	-	-	-	-
800 CONTINGENCY/RESERVE	-	-	-	-	-
<b>TOTALS</b>	<b>312,000</b>	<b>200,000</b>	<b>92,000</b>	<b>30,000</b>	<b>22,000</b>

Revenue Allocation (Continued)	Local	Basic Funding Subtotal	Federal Anticipated	Federal Match Anticipated	Anticipated and Match Subtotal	FY2024-25 Budget
000 PLANNING MANAGEMENT	239,000	2,921,000	-	-	-	2,921,000
100 REGIONAL GROWTH PLANNING	239,000	2,918,000	-	-	-	2,918,000
200 TRANSPORTATION PLANNING	213,000	12,453,000	-	-	-	12,452,000
300 ECONOMIC DEVELOPMENT	0,000	501,000	-	-	-	501,000
400 DATA	239,000	11,045,000	-	-	-	11,045,000
500 COUNCIL SUPPORT	323,000	2,346,000	-	-	-	2,346,000
600 COMMUNICATIONS	5,000	2,808,000	-	-	-	2,808,000
700 ENCUMBRANCE	-	7,265,000	150,000	-	150,000	7,415,000
800 CONTINGENCY/RESERVE	370,000	2,432,000	-	-	-	2,432,000
<b>TOTALS</b>	<b>1,630,000</b>	<b>44,690,000</b>	<b>150,000</b>	<b>-</b>	<b>150,000</b>	<b>44,839,000</b>

\*EDD membership dues have been collected from PSRC membership sin

Table 8 - Estimated Carryover Funds from FY2023

	Total Grant Funds Remaining	Contractual Remaining	Other Remaining
FHWA	4,258,047	-	4,258,047
FTA 5303	1,318,471	-	1,318,471
FTA 5307	959,242	-	959,242
FTA 5310	-	-	-
DOT Safe Streets	4,851,381	4,787,156	64,225
UW Partnership	22,146		22,146
City of Seattle - HHSurvey	91,895	-	91,895
City of Bellevue - HHSurvey	29,780		29,780
<b>Subtotal</b>	<b>11,530,963</b>	<b>4,787,156</b>	<b>6,743,807</b>
Carryover local match	2,322,979		
Carryover local funds	2,069,756		
EDD Carryover local Funds	-		
Contingency/Reserve Carryover (PSRC)	2,037,000		
<b>Total Carryover from FY2019</b>	<b>\$ 17,960,699</b>		





## Puget Sound Regional Council

### **ACTION ITEM**

September 21, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authority for Office Move Related Expenses**

### **IN BRIEF**

Authorization by the Executive Board is required for the Executive Director to enter a contract more than \$10,000 per year. A request is being made to authorize contracts for additional office-move related expenses.

### **RECOMMENDED ACTIONS**

Recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase the following services:

1. Graphic design and installation in an amount not to exceed \$20,000.
2. Imaging of documents in an amount not to exceed \$15,000.
3. Relocation of existing plotter and leasing/maintenance of copiers in an amount not to exceed \$42,000 for 3 years.
4. Plant design, installation, and three years of maintenance in an amount not to exceed \$40,000.

### **BUDGET IMPACT**

The adopted FY 2024-2025 Biennial Budget and Work Program includes sufficient funds within the administrative services budget for this project for these move-related services. In addition, under the terms of the lease, PSRC is allotted \$100,000 for move-

related expenses. Funding for the third year of ongoing services is contingent upon approval of the FY 2026-2027 budget.

## **DISCUSSION**

Staff have been working to determine what is needed to assist in the move from PSRC's current location at Waterfront Place (WFP) to its new location at 1201 3<sup>rd</sup> Avenue in downtown Seattle. Its lease at the new location begins January 1, 2024.

### Graphics

PSRC's graphics team has designed signage, window coverings and various other graphic art for the new office space. This is a one-time purchase to enhance the office space for members and staff alike.

### Imaging

PSRC's Information Center has documents, reports, and other paper files dating back when its predecessor organization, Puget Sound Governmental Conference initially was formed in 1965. PSRC intends to digitize much of its holdings, so that files may be accessible to staff, member jurisdictions, and the public. In addition, PSRC's Library Manager has been working to minimize the number of documents that needed to be stored on-site at the new space, thereby reducing moving costs. It is anticipated that the imaging will be conducted off-site over the course of the next several months.

### Copiers

PSRC has been leasing six copiers and owns two plotters. In the new location, PSRC will lease only 4 copiers and will move one of the existing plotters using contractors from the state's copier contract. PSRC currently spends \$9,000 annually for copy service and maintenance. Going forward, PSRC anticipates needing \$14,000 annually or \$42,000 for three years.

### Plant Installation and Maintenance

To plan the move, PSRC convened an office space committee consisting of staff from across the agency. In the transition to a new space with many fewer private offices, the committee placed a high value on having greenery to help create privacy screens throughout the space. To that end, the new office space will have thirteen planter boxes; twelve located in the planning/data section and one at the reception desk. Staff worked to get quotes for both the initial plant installation and then three years' worth of monthly horticulture maintenance. The total cost for the both the initial plant delivery and installation as well as monthly maintenance for three years will not exceed \$40,000.

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



## Puget Sound Regional Council

### **ACTION ITEM**

September 21, 2023

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Adopt 2023 Amendment to PSRC's Title VI Plan**

### **IN BRIEF**

As a recipient of federal funds, the Puget Sound Regional Council is required to have a Title VI Plan. Title VI of the Civil Rights Act of 1964 ensures that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. A recipient is required to update the plan when substantial changes occur, including the assignment of personnel as the Title VI Coordinator.

### **RECOMMENDED ACTION**

Recommend the Executive Board adopt the 2023 Amendment to PSRC's Title VI Plan.

### **DISCUSSION**

PSRC's Title VI Plan ensures that all of the agency's activities are conducted in a nondiscriminatory manner. The plan covers five program areas: (1) Communications & Public Involvement, (2) Planning & Programming, (3) Environmental Affairs, (4) Contracts, and (5) Education & Training.

PSRC adopted its first Title VI Plan in 2004 and most recently adopted its current plan on September 23, 2021, with amendments made in January 2022 and most recently in May 2023, reflecting Title VI staffing changes.

PSRC works directly with the Washington State Department of Transportation's Office of Equity and Civil Rights – Title VI as part of its annual Title VI reporting requirements.

During the annual review process, the WSDOT's Title VI Coordinator requested PSRC update its Title VI Plan to reflect the updated template WSDOT created. There are no substantive changes to the plan; rather, this plan amendment reflects the change in the report template. Most of the existing plan elements merely have been reordered and placed in the WSDOT template sections.

An amendment log has been added at the end of the document to reflect the change and the anticipated date of approval of this amended plan.

The full plan can be found online at <https://www.psrc.org/about-us/title-vi>. FTA requires the Title VI Plan to be adopted by the Executive Board and signed by PSRC's President and Executive Director.

For additional questions, please contact Noah Boggess at [nboggess@psrc.org](mailto:nboggess@psrc.org) or Nancy Buonanno Grennan at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org).

Attachment:

A. September 2023 Update to PSRC's 2021 Title VI Plan

**Title VI Plan for  
PUGET SOUND REGIONAL COUNCIL**

September 2023 update to PSRC's 2021 Title VI Plan

Agency Administrator  
Josh Brown, Executive Director

Title VI Coordinator  
Nancy Buonanno Grennan, Deputy Executive Director

**Prepared by:** Noah P. Boggess, Senior Public Engagement Specialist

Email: [NBoggess@psrc.org](mailto:NBoggess@psrc.org)  
Phone#: 206.573.0486

**Table of Contents..... 2**

**I. Title VI Policy Statement..... 3**

**II. Organization, Staffing, and Structure ..... 3**

    Organizational Chart of PSRC Title VI Responsibilities ..... 5

**III. Primary Program Area Descriptions & Review Procedures..... 5**

    Title VI Coordinator’s Responsibilities and Program Administration..... 5

**IV. Review Procedures.....11**

    A. Consultants and Contractors.....11

    B. Subrecipients .....13

        Pre-Award .....13

        Post-Award.....14

        Title VI .....14

**V. Data Collection/Reporting/Analysis .....14**

**VI. Title VI Training.....15**

**VII. Title VI Complaint Procedures .....16**

    Who is eligible to file a complaint?.....16

    How do you file a complaint?.....16

    What happens after a complaint is filed? .....17

**VIII. Title VI Complaint Form.....19**

**IX. Public Participation .....21**

    Public Participation Plan.....21

    Environmental Justice and Title VI of the 1964 Civil Rights Act and the Americans with Disabilities Act.....21

    Demographic Profile of the Metropolitan Area .....21

    Alternative Formats and Limited English Proficiency .....22

    Techniques for Involving, ADA Low-Income Communities and Communities of Color.....22

**X. Limited English Proficiency .....22**

**XI. Environmental Justice.....23**

**XII. Notice of Title VI Rights.....23**

    Your Rights against Discrimination under Title VI of the Civil Rights Act of 1964.....23

    Abbreviated Title VI Notice to the Public.....24

**Title VI Plan Amendment Log.....24**

**I. Title VI Policy Statement**

It is the policy of the Puget Sound Regional Council (PSRC) that no person shall on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of PSRC as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of PSRC, including its contractors and anyone who acts on behalf of PSRC. This policy also applies to the operations of any department or agency to which PSRC extends federal financial assistance. Federal financial assistance includes grants, training, equipment usage, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly, neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, or national origin include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and related statutes, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3 and 49 CFR part 21.

Signed: \_\_\_\_\_  
Executive Director

\_\_\_\_\_, 20\_\_\_\_  
Date

**II. Organization, Staffing, and Structure**

Executive Director Josh Brown is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all LPA employees, contractors, and agents pursuant to 49 CFR Part 21.

PSRC’s Deputy Executive Director helps oversee the agency, reports to the Executive Director, provides agency-wide guidance on the Title VI program and is responsible for processing Title VI complaints if received by PSRC and serves as PSRC’s Title VI Coordinator. PSRC has created the position of Senior Public Engagement Specialist to perform the duties of the Title VI Liaison Coordinator and is responsible for the implementation, enforcement, and day-to-day coordination of PSRC’s Title VI program. The position of Senior Public Engagement Specialist is located within the Regional Planning department.

The Title VI Coordinator is responsible for:

- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to WSDOT; and
- Process Title VI complaints received by PSRC.

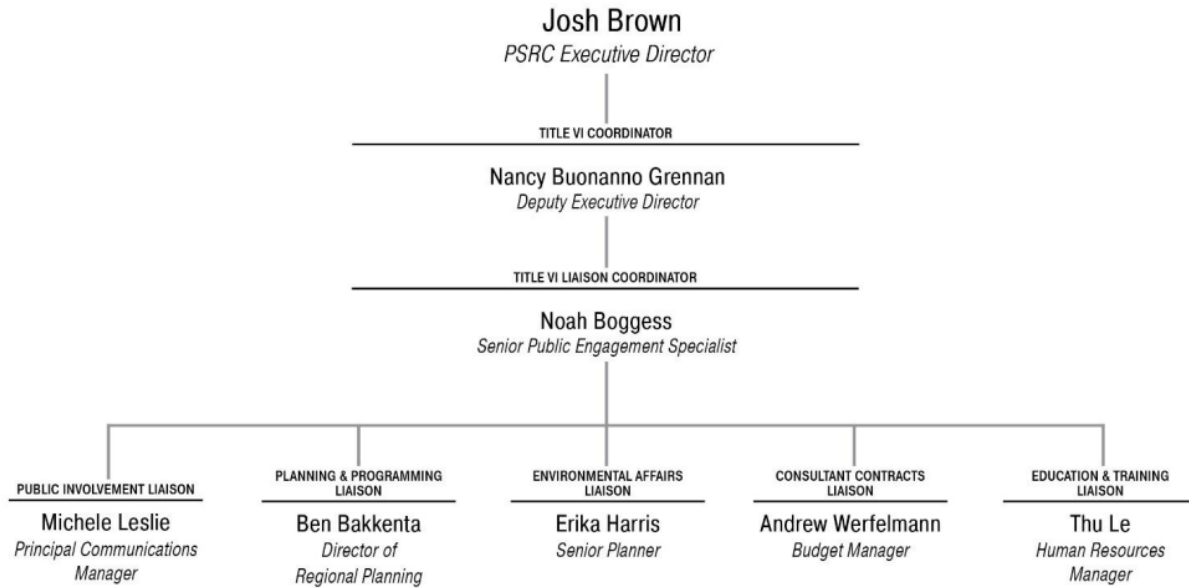
The Title VI Liaison Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Communicating and coordinating with federal and state agencies as needed; and
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.
- Meet with program liaisons quarterly to monitor and discuss progress, implementation, and compliance issues.
- Periodically review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance. If a subrecipient is found to not be compliance with Title VI, work with the Consultant Contracts Liaison and subrecipient to resolve the deficiency status and write a remedial action if necessary, as described in the Consultant Contracts section of this plan.
- Review important Title VI-related issues with the Executive Director, as needed.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs when needed.

Five areas of PSRC's work program have been identified as applicable to Title VI regulations – they are referred to as the five Title VI Program Areas: (1) Communications & Public Involvement, (2) Planning & Programming, (3) Environmental Affairs, (4) Contracts, and (5) Education & Training. One staff member has been assigned to each Title VI Program Area as that area's Title VI Liaison. Staff assigned as Title VI Liaisons generally have prime responsibility for that area of the agency's work program. Title VI Liaisons, under supervision of the Title VI Liaison Coordinator, are responsible for the day-to-day administration of the Title VI program, and for carrying out the "Program Area responsibilities" in their assigned Title VI Program Area. Other staff members are assigned to assist the Liaisons or consulted and involved, as needed.



**Organizational Chart of PSRC Title VI Responsibilities**



**III. Primary Program Area Descriptions & Review Procedures**

**Title VI Coordinator’s Responsibilities and Program Administration**

As authorized by the Agency Administrator, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring PSRC’s compliance with Title VI requirements as follows:

<b>Program Area</b>	<b>General Description</b>	<b>Title VI/Non-Discrimination Concerns and Responsibilities</b>	<b>Review Procedures for Ensuring Non-Discrimination</b>
<i>Public Involvement</i>	The Communications & Public Involvement Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency’s public involvement process.	<ul style="list-style-type: none"> <li>-Ensure all communications and public involvement efforts comply with Title VI.</li> <li>-Develop and distribute information on Title VI and agency programs to the general public.</li> <li>-Provide information in languages other</li> </ul>	<p>Assist in evaluating applicability of, and help comply with, Limited English Proficiency (LEP), Environmental Justice (EJ) requirements, and Title VI compliance for all planning processes.</p> <p>Use and consider demographic data information and other sources of information to help identify and address LEP and EJ issues, and Title</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		<p>than English, as needed.</p> <p>-Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.</p> <p>-Include the abbreviated Title VI Notice to the Public in some press releases and on the agency Web site.</p> <p>-Notify affected, protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified.</p> <p>-Ensure that any Citizen Advisory Committee PSRC creates has representation</p>	<p>VI compliance.</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		from Title VI relevant populations	
<i>Planning &amp; Programming</i>	The Planning Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's planning process.	<p>-Ensure all aspects of the planning and programming process operation comply with Title VI.</p> <p>-Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. Make the document available to the public and member agencies on PSRC's website and in the Information Center.</p> <p>-</p>	Assess the distributional effects of transportation investments in the region as part of actions on plan and programming documents.
<i>Environmental Affairs</i>	The Environmental Affairs Liaison is responsible for state environmental review, and Title VI environmental justice compliance in all aspects of PSRC's work that triggers environmental review requirements under SEPA.	<p>-Ensure Title VI environmental justice compliance, in coordination with the Title VI coordinator, of all Environmental Impact Statements prepared by PSRC.</p> <p>-Analyze and make findings regarding the population affected by the action.</p>	<p>Monitor compliance with Title VI requirements in all aspects of the environmental process associated with plan updates.</p> <p>Review environmental information to assess economic and social impacts to ensure compliance with Title VI and Executive Order 12898, and to assist the Title VI Coordinator to identify the potential Title VI/EJ issues in the plan development</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		<p>-Analyze and make findings regarding the impacts of the project on protected Title VI groups and determine if there will be a disproportionately high and adverse impact on these groups.</p> <p>-Look at the mobility needs of Title VI Populations.</p> <p>-Disseminate information to the public on the processes used and findings of the analysis, in accordance with all agency public involvement procedures. This includes dissemination to groups representing minority media and ethnic/gender related organizations, and the use of public comment periods and public hearings, interpreters, and materials in other languages, as needed.</p>	<p>process.</p>
Consultant Contracts	The Contracts Liaison is	PSRC's contract procedures are	PSRC will actively pursue the prevention of Title VI

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	<p>responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency’s consultant contracts process.</p>	<p>described in “PSRC Procurement and Contract Administration Manual.” PSRC verifies Title VI compliance by consultants with the use of Title VI Compliance Review forms. Responses provided in the forms are evaluated to verify compliance on the part of the consultant. In addition, Title VI text is included in all PSRC Requests for Proposals (RFP) and contracts.</p>	<p>deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within PSRC and with PSRC’s contractors. In conducting reviews of consultants, if a consultant is found to not be in compliance with Title VI, the Title VI Contract Liaison and Title VI Coordinator will work with the subrecipient to resolve the identified issues.</p> <p>Maintain necessary data and documentation for completion of the Annual Title VI report.</p> <p>Review directives and guidance to ensure Title VI compliance.</p> <p>Review and ensure all appropriate Title VI language is included in requests for proposals and applicable contracts.</p>
<p>Education &amp; Training</p>	<p>The Education &amp; Training Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the education and training program. WSDOT will provide information on training</p>	<p>-Assist WSDOT in the distribution of information to PSRC staff on training programs regarding Title VI and related statutes.</p> <p>-Ensure equal access to, and participation in, applicable NHI and NTI courses for qualified PSRC employees.</p>	<p>Maintain program administration and data necessary for preparation of the annual Title VI Report, including attendance data.</p> <p>Review operational guidance and directives to ensure the inclusion of Title VI language and provisions.</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	opportunities open to PSRC staff and subrecipients, including information on training provided by NHI and NTI.	-Track staff participation in Title VI, NHI, and NTI courses.	

## IV. Review Procedures

PSRC assures that every effort will be made to ensure non-discrimination in all programs and activities whether those programs are federally funded or not. PSRC staff continues to review and monitor requirements through regular internal protocols which include, but are not limited to, bid evaluations, regular progress meetings with contractors and consultants, and project submittals.

### A. Consultants and Contractors

PSRC's uses a standard contract for all consultants/contractors that was thoroughly reviewed by USDOT and FTA Region 10 representatives in December 2014 and includes Title VI requirements. It also requires consultants/contractors to include those requirements in all sub-contracting opportunities (see below). PSRC also requires all new consultants to complete a Title VI review form.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation and its modal administrations as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and Regulations, including employment practiced when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21; or Part 230 of 23CFR Part 23.
3. **Solicitations for Subcontracts, Including Procurements and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient, or respective Federal funding agency, to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or respective Federal funding agency, as appropriate, and will set forth what efforts it has made to obtain the information.

**5. Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of the this contract, the Recipient will impose such contract sanctions as it or the respective Federal funding agency may determine to be appropriate, including but not limited to :

- a. withholding payments to the contractor under the contract until the contractor complies; and/or
- b. canceling, terminating, or suspending a contract in whole or part.

**6. Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or respective Federal funding agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

*During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:*

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1986, (42 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, color, national origin, or sex);
- Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs of activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); • Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of Page 17 of 21 Puget Sound Regional Council public



accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;

- The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1975, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

The Contractor shall include the above certification in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The Puget Sound Regional Council, in accordance with Title VI of the Civil Rights Act of 1964 and (78 Stat. 252, USC 2000d to 2000d-4) and the Regulations, will notify all bidders that it will affirmatively ensure that any contract entered pursuant to this advertisement will afford minority business enterprises full opportunity to submit bids in response to this invitation, and will not discriminate on the grounds of race, color, sex, or national origin in consideration for an award.

## **B. Subrecipients**

It is the policy of PSRC to monitor subrecipients of federal, state, and local grant funds to ensure that federal awards are used for authorized purposes in compliance with 2 CFR 200.331(a)(1), and to ensure the performance goals are achieved as described by the terms of the subaward.

### **Pre-Award**

Award agreements will include federal award information as well as necessary federal compliance information needed by subrecipients. A list of these requirements can be found at 2 CFR 200.331(a).

Prior to subaward, PSRC conducts a risk assessment to evaluate subrecipient’s risk of noncompliance by reviewing:

- The subrecipient's prior experience with the same or similar subawards,
- The results of previous audits including whether the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been previously audited,
- Whether the subrecipient has new personnel or new or substantially changed systems,
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency),
- Title VI compliance

PSRC will document the risk assessment and include it in the subrecipient file.

### **Post-Award**

Ongoing and annual monitoring includes the following:

- PSRC will ensure that all invoices submitted for payment from each subrecipient include adequate support for the costs incurred. Costs claimed as matching will be subject to the same standard as costs billed to PSRC.
- PSRC reviews performance reports required by the subrecipient.
- On-site reviews may be performed depending on assessed risk.
- Ensure subrecipient takes action on deficiencies in above areas or detected through audits or site reviews.
- Verify that subrecipient is audited when it is expected to expend federal awards exceeding \$750,000 per §200.501 Audit requirements.
- If a subrecipient receives an audit finding pertaining to the subaward, PSRC issues a management decision within six months of the audit acceptance by the Federal Audit Clearinghouse (FAC). PSRC staff monitors the FAC as needed for subrecipient audit results.

### **Title VI**

As a part of its subrecipient monitoring, PSRC will ensure compliance with Title VI requirements following FTA Circular 4702.1B. PSRC collects each subrecipient's Title VI plan and reviews programs for compliance with applicable requirements. PSRC's Accounting staff check annually to determine if there are significant changes to the plan. If there are significant changes, PSRC staff review them for compliance.

For subrecipients that are direct recipients of FTA or other federal funding (applies for and receives funds directly), PSRC is not responsible for monitoring compliance of that subrecipient.

### **V. Data Collection/Reporting/Analysis**

PSRC has a robust data department that is constantly tracking a wealth of metrics across the central Puget Sound region including socioeconomic demographics of the region, economic indicators, transportation usage, geographic analysis of the natural and built environment, and indices such as our Displacement Risk Index. The majority of these data points are collected from the US Census. These data metrics are constantly being updated and posted online on our data portal. PSRC assembles this data at different geographies across the region so our member counties, cities, and towns have access to reliable data sources.

PSRC's Data portal can be found here: <https://psrc-psregcncl.hub.arcgis.com/>

Additionally, PSRC conducts voluntary surveys for all attendees at our public meetings and workshops. These surveys ask a number of demographic questions relating to race/ethnicity, educational background, household income, and primary language.

Program Area	Type of Data Collected & Process for Collecting	Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)
Data	Census & Demographics, Economic, Equity, Housing, Land Use, Transportation, GIS & Maps	Prioritizing equity in our planning projects by better understanding the socioeconomic makeup of our region.
Growth Management & Regional Planning	Title VI Surveys	Understanding how effectively PSRC is reaching a diverse swath of community members at our events.

**VI. Title VI Training**

PSRC formed a staff committee to create internal learning opportunities for staff on equity, diversity, and inclusion topics., including Title VI.

All new staff are required to participate in anti-discrimination and harassment training within the first 90 days of employment, with additional training required.

All PSRC employees are encouraged to participate in professional development and training. All materials received by the agency on training and education opportunities are made available to all employees, which includes all information on federally funded training, such as courses provided by the National Highway Institute (NHI) and the National Transit Institute (NTI).

## VII. Title VI Complaint Procedures

### Discrimination Complaint Procedure for PSRC

Federal law prohibits discrimination on the basis of race, color, or national origin in any PSRC program, service, or activity. This prohibition applies to all branches of PSRC, its contractors, consultants, and anyone else who acts on behalf of PSRC.

Complaints related to the Federal-aid programs may be filed with PSRC and will be forwarded to Washington State Department of Transportation – Office of Equity and Civil Rights. If you need assistance to file your complaint or need interpretation services, please contact Nancy Buonanno Grennan, Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527.

### Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any PSRC program, service, or activity because of their race, color, or national origin may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

### How do you file a complaint?

Complaints must be filed no later than 180 days from the last date of the alleged discrimination. Contact Nancy Buonanno Grennan, Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527 if you believe your complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, please contact Nancy Buonanno Grennan, PSRC's Title VI Coordinator, at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527.

Complaints should be in writing, signed, and may be filed by mail, fax, in person, or e-mail. If a complainant phones PSRC with allegations, the allegations of the complaint will be transcribed as provided by phone and then the written complaint will be sent to the complainant for correction and signature. A sample complaint form is available on PSRC's website.

A complaint should contain the following information:

- The complainant's contact information, including, if available: full name, mailing address, phone number (and best time to call), and email address (if available);
- The basis of the complaint (e.g., race, color, national origin);
- The names of specific person(s) and/or agencies/organizations alleged to have discriminated;
- A description of the alleged discriminatory actions, meaning sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and

- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

All Title VI complaints are logged. The Complaint log must contain the following information for each complaint filed:

- The name and address of the person filing the complaint.
- The date of the complaint.
- The basis of the complaint.
- The disposition of the complaint.
- The status of the complaint.

The Complaint Log and documentation are destroyed four years (or longer, as may be required by Washington State's Local Government Common Records Retention Schedule) after the end of the fiscal year in which the case is closed.

Once logged, PSRC forwards complaints to WSDOT-Office of Equal Opportunity for processing by FHWA. WSDOT investigates complaints only if delegated by FHWA after acceptance of a complaint. FHWA is responsible for all determinations regarding whether to accept, dismiss, or transfer the complaint and finding no violation or failure to comply. PSRC will also forward the complaint to the FTA for processing under its procedures.

Complainants have the right to file a complaint directly with the federal funding agencies. The following address is where Title VI complaints may be filed directly with FHWA or the FTA:

Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
8th Floor E81-105  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

Office of Civil Rights  
Federal Transit Administration  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE Washington, DC 20590  
[888-446-4511](tel:888-446-4511)

### **What happens after a complaint is filed?**

If your complaint is forwarded to another agency, you will be provided the name and contact information of the employee handling your complaint. PSRC may conduct its own administrative investigation and the name and contact information for PSRC's investigator will also be provided.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

FHWA will render final decisions in all cases including those investigated by WSDOT. There are no administrative appeal forums in Title VI complaints. Once FHWA issues its final agency decision, a complaint is closed.

There is no prohibition against a complainant filing a Title VI complaint simultaneously with an LPA, WSDOT, FHWA and the FTA.



*What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.*

---

---

*List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, address, email address below.*

---

---

---

---

---

*Have you filed your complaint, grievance, or lawsuit with any other agency or court?*

Who \_\_\_\_\_ When \_\_\_\_\_

Status (pending, resolved, etc.) \_\_\_\_\_ Result, if known \_\_\_\_\_

Complaint number, if known \_\_\_\_\_

*Do you have an attorney in this matter?* \_\_\_\_\_

Name (print) \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



## **IX. Public Participation**

### **Public Participation Plan**

PSRC operates under a comprehensive Public Participation Plan. The Plan explains the agency role and mission, goals for public participation, governing structure, composition of boards, procedures for board meetings, program areas, interagency coordination, specific procedures for public participation in the Regional Transportation Plan and Regional Transportation Improvement Program, public engagement and notification methods, a menu of public participation techniques, an evaluation matrix, and an appendix of the various laws and regulations PSRC operates under.

The full plan is available at <https://www.psrc.org/about-us/public-participation-plan>.

In an effort to keep the Title VI Plan a reasonable size, the sections of the Public Participation Plan specifically relevant to Title VI are included below.

### **Environmental Justice and Title VI of the 1964 Civil Rights Act and the Americans with Disabilities Act**

PSRC maintains a Title VI Plan to ensure that no person in the region shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which PSRC receives federal financial assistance. PSRC's Title VI Plan is updated approximately every three years. PSRC also submits annual reports on its Title VI program to the Washington State Department of Transportation to ensure all federal regulations are being met.

### **Demographic Profile of the Metropolitan Area**

PSRC seeks out and considers the needs of people traditionally underserved by transportation systems (e.g., low-income and minority households). To identify these populations, PSRC publishes a Demographic Profile of the Metropolitan Area using Census and American Community Survey data to identify the number and locations of minority, low-income, elderly and limited English proficient populations in the region. PSRC updates this profile approximately every three years. The current demographic profile can be found at <https://www.psrc.org/about-us/title-vi>. With these data, PSRC provides an Environmental Justice analysis of the impacts of key decisions on traditionally underserved populations as part of the planning process. During plan updates, PSRC may work with an EJ advisory group or hold focus groups with EJ populations to discuss transportation impacts and hear concerns as a way to help identify the needs of historically underserved populations.

PSRC mailing lists include EJ populations, Title VI relevant community groups, and minority-owned businesses. PSRC publishes its Title VI Notice to the Public on major publications, news releases pertaining to federal programs, and its website. Find out more on PSRC's website at [psrc.org](http://psrc.org).

PSRC is committed to accessibility and has an ADA coordinator to request accommodation and lodge grievance with. For more information, contact Thu Le at 206-464-6175.

### **Alternative Formats and Limited English Proficiency**

PSRC's agendas, news releases, and publications are available in alternative formats and in other languages with advance request. Notification about alternative formats and TTY Relay 711 are on agendas, psrc.org, and all publications, along with contact information for obtaining translation services. PSRC has obtained the services of a telephone translation provider, which can instantly connect anyone in the office to over 100 different languages. PSRC's website also offers a translation widget with dozens of languages available for instant translation.

PSRC has a language assistance plan, a list of staff who speak other languages, and the receptionist keeps an "I Speak" card at the front desk in case someone with limited English proficiency enters the office. PSRC maintains a Language Assistance Plan as part of its Title VI Plan and Program. This includes a four-factor analysis of language needs in the region. PSRC will translate vital documents for needed languages based on this analysis. See the Title VI Program for the most up to date information on this.

PSRC staff received training in 2018 on how to make Word, InDesign, and PDF documents accessible for individuals using screen readers and is working towards improved accessibility of its online publications.

### **Techniques for Involving, ADA Low-Income Communities and Communities of Color**

- Outreach in the community (farmer's markets, festivals, churches, health centers, etc.)
- Personal interviews or use of audio recording devices to obtain oral comments
- Focus groups to obtain oral comments
- Translate materials; have interpreters and cultural mediators available at meetings as requested
- Include information on meeting notices on how to request translation or ADA assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities
- Use of Regional Equity Network to engage communities

### **X. Limited English Proficiency**

PSRC provides the following documents translated into the most frequently spoken languages in the region: Arabic, Simplified Chinese, French, German, Korean, Russian, Spanish, Tagalog, and Vietnamese.

- ADA Commitment
- ADA Grievance Procedure
- Title VI Notice
- Title VI Complaint Form and Procedures

PSRC has a streamlined process for individuals requesting language assistance. This procedure has been translated in the languages listed above and is available on PSRC's Language Assistance page: <https://www.psrc.org/contact-center/language-assistance>.

In addition to vital documents, PSRC translated the following documents into simplified Chinese, traditional Chinese, Somali, Spanish and Vietnamese:

- Equity Advisory Committee (EAC) Application and Interview Questions

- EAC Call for applications
- EAC FAQ

These were all posted on our website and pushed through our outreach networks and community partners.

## **XI. Environmental Justice**

When PSRC adopts new planning documents, or substantively amends existing documents in a manner that requires action by the General Assembly, the agency is required to comply with the Washington State Environmental Policy Act (SEPA), and with federal and state environmental justice requirements. When this occurs, a systematic process is used to study and evaluate all necessary environmental aspects of the proposed action(s), as set forth in EB-2016-01. Depending on the scope, complexity, and impacts of the project, a SEPA checklist, Determination of Non-significance (DSN), or SEPA Environmental Impact Statement (EIS) will be produced. In some cases, an existing environmental document may be adopted and a Supplemental EIS or Addendum may be prepared. When one of these documents is required, the agency's Environmental Affairs Liaison (also designated as the SEPA Responsible Official) oversees the process, and ensures all federal and state requirements are met, and that the public has been involved as appropriate.

Title VI was a part of the EIS process for VISION 2050. A Supplemental Environmental Impact Statement (SEIS) was prepared that built on the Final EIS from VISION 2040. In the Final SEIS, refer to Chapter 5 for the Environmental Justice analysis and outreach, Appendix H for the Equity Analysis, and Appendix I for comments and responses on the VISION 2050 Draft SEIS. Information on the scoping process and comments received are available on the VISION 2050 environmental review webpage. Future major updates of the Regional Transportation Plan will include a comprehensive outreach and environmental justice analysis and SEPA review.

## **XII. Notice of Title VI Rights**

The paragraph below is inserted in all significant publications that are distributed to the public, such as future versions and updates of the Growth Management, Economic, and Transportation Strategy; Metropolitan Transportation Plan; and Regional Transportation Improvement Program for the central Puget Sound region. The text will remain permanently on the agency's website, <https://www.psrc.org/> and in the office. The version below is the preferred text, but where space is limited, the abbreviated version can be used in its place.

### **Your Rights against Discrimination under Title VI of the Civil Rights Act of 1964**

The Puget Sound Regional Council (PSRC) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which PSRC receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under

Title VI has a right to file a formal complaint with PSRC. Any such complaint must be in writing and filed with PSRC’s Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our Web site at <https://www.psrc.org/> or call (206) 587-4819.

To file a Title VI discrimination complaint, contact:

Nancy Buonanno Grennan at nbgrennan@psrc.org  
 PSRC  
 1011 Western Avenue, Suite 500  
 Seattle, WA 98104-1035  
 (206) 464-7527

Washington Department of Transportation  
 Office of Equity and Civil Rights – Title VI  
 Box 47314  
 Olympia, WA98504-7314  
 TitleVI@wsdot.wa.gov  
 Phone: (800) 259-9143

**Abbreviated Title VI Notice to the Public**

The following shortened version of the above paragraph can be used in communications where space or cost is an issue. This is what appears in PSRC news releases.

PSRC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <http://www.psrc.org> or call (206) 587-4819.

**Title VI Plan Amendment Log**

<b>Date</b>	<b>Section(s) Amended</b>	<b>Summary of Amendments</b>
September 2023	All	Reformatted using WSDOT’s updated template
May 22, 2023	Title VI as Part of PSRC’s Work Program	Updated staffing and organizational structure – administrative amendment
January 27, 2022	Title VI as Part of PSRC’s Work Program	Updated staffing and organizational structure to reflect change in Title VI coordinator
September 23, 2021	2021 Title VI Plan Adopted	All sections updated to reflect current Title VI work program

**ATTACHMENT:**  
 USDOT 1050.2A, Standard Assurances with Appendices



## Puget Sound Regional Council

### **ACTION ITEM**

September 21, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authority for PSRC's Participation in the Regional Transit Equity Summit**

### **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 Equity work program, including the 2024 Regional Transit Equity Summit.

### **RECOMMENDED ACTION**

Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for support of PSRC's Equity work program and the 2024 Regional Transit Equity Summit. The total cost for all contracts will not exceed \$20,000.

### **BUDGET IMPACT**

The adopted Fiscal Years 2024-2025 Supplemental Biennial Budget and Work Program includes funding for this project. The total budget for the contracts is not to exceed \$20,000.

### **DISCUSSION**

Building from VISION 2050, the Regional Transportation Plan (RTP), adopted in May 2022, centers equity to provide a safe and equitable transportation system for all in the region. Moving forward, the RTP called for PSRC to expand on equity in all aspects of regional transportation planning, including collaborating with its members and community partners to reduce the likelihood that race and other demographic factors

continue to predict who has access to opportunities. To that end, Sound Transit, the City of Seattle, King County Metro Transit and PSRC are joining together to hold the first ever Regional Transit Equity Summit. The event is slated to be held in the fourth quarter of 2024, to allow for sufficient planning and outreach to ensure the event's success.

The entities will work together to highlight efforts to increase equity in our regional transit system and establish transit as a civil right and key strategy to combat climate change. The objectives of the event include engaging members of community, developing strategies to promote transit equity, and strengthening collaboration with key regional partners.

Each entity is contributing staff time and \$20,000 for venue rental, catering, audio/visual, and speaker expenses related to the convening, as well as various printing, graphics, and outreach and engagement needs. Sound Transit will serve as the administrative arm of the event, so will contract directly for these expenses.

If you have any questions, please contact Noah Boggess at 206-464-6170 or email [nboggess@psrc.org](mailto:nboggess@psrc.org).



## Puget Sound Regional Council

### **DISCUSSION ITEM**

September 21, 2023

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Annual Weighted Votes Revision**

### **IN BRIEF**

Every September the weighted vote for the General Assembly and the Executive Board is revised to reflect the most recent population figures from the Washington State Office of Financial Management (OFM). The weighted votes as revised effective August 2023 is attached.

### **DISCUSSION**

The methodology for allocating the weighted votes for the General Assembly and the Executive Board is set forth in the Interlocal Agreement (ILA), Article V, Section B.2, which provides that the total votes of all city and county jurisdictions within each county will be proportional to each county's share of the regional population. Further, county government will be entitled to fifty (50) percent of their respective county's total vote. City and town votes will be based on their respective share of the total incorporated population of their county.

For example, the April 1, 2023, OFM population figures show the region's member jurisdictions as a whole has a population of 4,426,640, up from 4,372,905 in 2022. Kitsap County's share of that regional population is 6.398%, with a total resident population of all member jurisdictions of 283,200. Therefore, Kitsap and all the member jurisdictions receive 63.98 total weighted votes (6.398% x 1000 weighted votes). Half of those total weighted votes or 31.99 go to Kitsap County and the other half are allocated to the cities within Kitsap County based upon their respective share of the total incorporated population of the county.

The weighted votes are updated every September, and Executive Board representatives are reviewed every three years, pursuant to the ILA Article V, Section C.3. The Operations Committee's next review will be in the fall of 2025.

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

Attachment:

A. PSRC Executive Board Votes and Representatives effective 9/28/2023



**PSRC Executive Board Weighted Votes and Representatives  
effective September 28, 2023**

	OFM 4/1/2023 Population	% of Population	Rep. Based on % of Population	Representatives	FY 2024 Weighted Vote
<b>King</b>	2,347,800	53.038%	15.911	15.88	530.38
County	249,060	5.626%	1.688	2	265.19
Seattle	779,200	17.603%	5.281	4	98.46
Bellevue	154,600	3.492%	1.048	1	19.54
Federal Way	102,000	2.304%	0.691	1	12.89
Kent	139,100	3.142%	0.943	1	17.58
Kirkland	96,920	2.189%	0.657	1	12.25
Redmond*	77,490	1.751%	0.525	1	9.79
Renton	107,900	2.438%	0.731	1	13.63
Auburn	79,760	1.802%	0.541	0.88	10.08
Other Cities & Towns	561,770	12.691%	3.807	3	70.98
<b>Kitsap</b>	283,200	6.398%	1.919	4	63.98
County	183,500	4.145%	1.244	1	31.99
Bremerton	44,640	1.008%	0.303	1	14.32
Port Orchard*	17,480	0.395%	0.118	1	5.61
Other Cities & Towns	37,580	0.849%	0.255	1	12.06
<b>Pierce</b>	944,910	21.346%	6.404	5.12	213.46
County	446,150	10.079%	3.024	2	106.73
Tacoma	222,400	5.024%	1.507	1	47.59
Auburn	10,060	0.227%	0.068	0.12	2.15
Lakewood*	64,150	1.449%	0.435	1	13.73
Other Cities & Towns	202,150	4.567%	1.370	1	43.26
<b>Snohomish</b>	850,730	19.218%	5.766	5	192.18
County	374,435	8.459%	2.538	2	96.09
Everett	114,200	2.580%	0.774	1	23.04
Other Cities & Towns	362,095	8.180%	2.454	2	73.05
<b>Cities/Towns/Counties</b>	4,426,640	100%	30.000	30	1,000.00
<b>Statutory Members</b>					
Port of Bremerton				1	3
Port of Seattle				1	50
Port of Tacoma				1	30
Port of Everett				1	10
WA State Dept of Trans				1	30
WA Trans. Commission				1	30
Statutory Members				6	153
<b>Grand Total</b>				36	1,153.00
<b>NOTE:</b>					
Population figures provided by OFM and only include member jurisdictions. (Non-members include Brier, Carbonado, Gold Bar, Index and South Prairie.)					
Weighted votes are updated every September, and representatives for the Executive Board are reviewed every three years, per Interlocal Agreement, Article V.c.3. and as prescribed in RCW 47.80.010 and RCW47.80.060. The Executive Board Representatives will be reviewed next by the Operations Committee in the fall of 2025.					
*Principal City Per OMB					



## Puget Sound Regional Council

### **DISCUSSION ITEM**

September 21, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject: Review Process for Draft Supplemental Biennial Budget and Work Program FY2024 - FY2025**

### **DISCUSSION**

Last May, the Puget Sound Regional Council's General Assembly adopted a two-year budget and work program, which runs from July 1, 2023 through June 30, 2025. The adopted biennial budget includes the option for adjustment after the first year with a supplemental budget.

The Regional Council is funded through a combination of federal and state grants and local funds. The federal grants traditionally make up nearly 80 percent of the funding, while state grants contribute less than 5 percent. Local funds provide 15 percent and are used to match the state and federal grants, and also fund work not covered by federal and state grants. These funds allow PSRC to carry out its mission in planning for regional transportation, land use and economic development under the authority embodied in state and federal laws.

The Operations Committee, which has primary responsibility for developing the supplemental budget and work program, will have a briefing in October 2023 on the assumed revenue and expense changes since the amended budget that will be published in September 2023.

Beginning January 2024 through February 2024, information on the proposed draft Budget and Work Program will be presented to the Executive Board, Transportation Policy Board, Growth Management Policy Board, Economic Development Board. In March or April 2024, the Operations Committee will prepare a recommended Supplemental Budget and Work Program for final consideration by the Executive

Board at their March or April 2024 meeting and action by the General Assembly in May 2024.

The Regional Council's major activities in the budget will build on and enhance efforts carried forward from adopted fiscal year 2022-2023, focusing on meeting mandates and continuing to provide essential services to members. The budget contains the following elements: Regional Planning, Regional Growth Planning, Transportation Planning, Economic Development, Technical and Data Services, and Administrative Services. A copy of the Draft Supplemental Biennial Budget and Work Program will be available to all members in late December 2023.

If you have any questions, please call Andrew Werfelmann at 206-688-8220 or e-mail [awerfelmann@psrc.org](mailto:awerfelmann@psrc.org).

Attachment:

A. FY2024-25 Biennial Budget & Work Program Development Key Dates

## FY2024-25 Biennial Budget & Work Program Development Key Dates

### **July 1, 2023**

Biennial Work Program and Budget Begins.

### **September 2023**

Operations Committee given Supplemental Budget Schedule.

### **October 2023**

Supplemental Biennial Budget updated revenues and expenditures is drafted and reviewed by the Operations Committee.

### **December 2023**

Supplemental Biennial Budget is drafted and reviewed by the Operations Committee.

### **January – February 2024**

Draft Supplemental Biennial Budget and Work Program is reviewed by the Growth Management Policy Board, the Transportation Policy Board, the Economic Development Board, Regional Staff Committee, and the Executive Board.

### **March - April 2024**

The Executive Board is asked to propose action on the Supplemental Biennial Budget and Work Program by the General Assembly in May.

### **May 2024**

General Assembly adopts the Supplemental Biennial Budget and Work Program.

### **July 2024**

Economic Development Board adopts Economic Development portion of the Supplemental Budget and Work Program.



## Puget Sound Regional Council

### **DISCUSSION ITEM**

September 21, 2023

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **PSRC 2023 Base Pay Market Study – etairosHR**

### **DISCUSSION**

PSRC contracts with its human resources consultant, Amy Efroymsen, of etairosHR, to perform an annual base pay market study. Beginning in 2022, PSRC asked Ms. Efroymsen to complete the annual market survey to coincide with PSRC's annual merit process because of inflationary and market trends. Ms. Efroymsen completed the 2023 study in August 2023 comparing PSRC's pay with the external market to ensure that the agency's salaries remain competitive with comparable jurisdictions.

In general, PSRC's salaries remain competitive with the salaries of comparable classifications in the market. To ensure continued market competitiveness, and to acknowledge salary adjustments made following the rise in inflation over the past year, the following recommended changes were made:

1. The minimum, midpoint and maximum rate of each salary range was increased effective September 1, 2023 by three percent (3%).
2. The maximum rates for ranges E and F were adjusted to ensure a ten percent (10%) differential existed between the ranges.

The adjustment of the bands did not impact current employees' pay unless their pay fell below the newly established minimum salary for their position.

These changes maintain PSRC's competitiveness, which is critical to acquiring and retaining the talent needed to meet the demands and goals of the Regional Council. Based upon Ms. Efroymsen's recommendations, PSRC will continue to revisit external base pay competitiveness annually to monitor adjustments to overall market conditions.

For more information, please contact Amy Efroymsen at [amy@etairoshr.com](mailto:amy@etairoshr.com) or Nancy Buonanno Grennan at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org), 206-464-7527.

Attachments:

- A. 2023 Base Pay Market Study Report
- B. 2023 Base Pay Market Study Parameters
- C. September 2023 Pay Bands

**2023 Base Pay Market Study**  
 Puget Sound Regional Council  
 Prepared by Amy Efroymsen, etairosHR

The purpose of the base pay market study was to compare the 2023 PSRC Pay Bands to local and regional industry related base pay survey data to determine if the current pay band structure was externally competitive. PSRC's current compensation structure has ten pay bands with a minimum, midpoint (normally considered average market pay), and a maximum.

**Methodology**

Nineteen positions were selected for the market study which is fifty-eight percent of PSRC's positions. Fifty-nine percent of staff are represented by these positions. These positions represent a cross section of the Regional Council organization at all levels and are representative of the positions in the published surveys. See **attachment B** for a list of the positions surveyed.

Five published surveys were used to conduct the market study. These surveys reflect the external competitive market for local and regional base pay. The analysis compared PSRC's minimum, midpoint, and maximum pay bands to the minimum, average, and maximum ranges in the published surveys.

Survey/Data Source	Number of Participants
2023 Washington Public Employers Salary Survey	39 Organizations
2023 Puget Sound Area Compensation Survey	89 Organizations
2023 Washington County Survey	King, Kitsap, & Pierce
2023 Washington City Survey	Central Sound Cities with 130,000 + population (Bellevue, Kent, Seattle)
2023 Community Transit of Everett Compensation Survey	27 Organizations
Data pulled from NEOGOV reports	Varies

**Results**

The results of this study confirmed that PSRC has continued to move forward with a competitive footing in the market and there are relatively minor adjustments to be made. Ongoing annual range adjustments and individual market related salary adjustments have continued to move PSRC employees towards the mid-point of the ranges. Conducting the annual market survey review has continued to provide real time data to assist in maintaining competitive salary ranges.

As a result of this year's study, the following changes have been made:

**Range Increase:** Effective September 1, 2023, the minimum, midpoint, and maximum of all salary ranges have been adjusted by 3% to account for a cost-of-living increase in the region and an additional adjustment to Pay Bands E and F maximum to ensure a 10% differential between the bands.

These changes do not impact the salaries of incumbent employees.

### **Future Recommendations**

Following are the recommendations for future refinements to PSRC's pay band structure:

1. **Annual Adjustment to Pay Bands:** We recommend the continued practice of annual adjustments to the pay bands to reflect the cost-of-living index changes. This change does not result in automatic pay increases for staff. The adjustment only keeps the pay bands externally competitive.
2. **Annual Base Pay Market Study:** We recommend PSRC continue to revisit external base pay competitiveness annually to monitor any adjustments to overall market conditions.

Questions about this market study can be directed to Amy Efroymsen, etairosHR at [amy@etairoshr.com](mailto:amy@etairoshr.com).



**Puget Sound Regional Council  
2023 Compensation Market Study Parameters**

The following chart shows the positions that will be matched for the market study. We will pull minimum, and maximum of salary ranges and average pay, when available.

<b>2022 (18 positions)</b>	<b>2023 (19 positions)</b>
• Receptionist/Administrative Services Coord	• Administrative Assistant I
	• Support Services Specialist
• Administrative Assistant II	• Administrative Assistant II
• Executive Assistant	• Executive Assistant
Executive Administrator	• Executive Administrator
• Accountant	• Accountant
• Senior Accountant	• Senior Accountant
• Budget Manager	• Budget Manager
• Finance Manager	• Finance Manager
• Associate Graphic Designer	• Associate Graphic Designer
• Senior IT Specialist	• Senior IT Specialist
• Senior Data Programmer & Analyst	• Senior Data Programmer & Analyst
	• Senior Communications Specialist
• HR Manager	• HR Manager
• Assistant Planner	• Assistant Planner
• Associate Planner	• Associate Planner
• Senior Planner	• Senior Planner
• Principal Planner	• Principal Planner
• GIS Analyst	• GIS Analyst
• Program Manager	

<b>Survey/Data Source</b>	<b>Number of Participants</b>
2023 Washington Public Employers Salary Survey	39 Organizations
2023 Puget Sound Area Compensation Survey	89 Organizations
2023 Washington County Survey	King, Kitsap, & Pierce
2023 Washington City Survey	Central Sound Cities with 130,000 + population (Bellevue, Kent, Seattle)
2023 Community Transit of Everett Compensation Survey	27 Organizations
Data pulled from NEOGOV reports	Varies

**PSRC Pay Bands**  
Effective September 2023

Pay Bands	Positions (Listed alphabetically within each band)	Annual Salary Range		
		Minimum	Midpoint	Maximum
<b>J</b>	Executive Director	\$223,000	\$266,000	\$294,000
<b>I</b>	Deputy Executive Director	\$151,000	\$215,000	\$245,000
<b>H</b>	Director	\$140,000	\$170,000	\$213,000
<b>G</b>	Program Manager	\$124,000	\$150,000	\$170,000
<b>F</b>	Budget Manager Data Scientist Finance Manager HR Manager Principal Communications Manager Principal Modeler Principal Planner	\$106,000	\$131,000	\$154,000
<b>E</b>	Database Manager Senior Data Programmer and Analyst Senior IT Specialist Senior Modeler Senior Planner Senior Planner/GIS Analyst Senior Public Engagement Specialist	\$88,000	\$112,000	\$140,000
<b>D</b>	Associate Planner Executive Administrator Library Manager Senior Accountant Senior Communications Specialist	\$80,000	\$97,000	\$127,000
<b>C</b>	Accountant Assistant Data Programmer and Analyst Assistant Planner Associate Communications Specialist Associate Graphic Designer Digital Graphic Designer Executive Assistant	\$68,000	\$87,000	\$110,000
<b>B</b>	Administrative Assistant II Office Support Specialist	\$60,000	\$76,000	\$90,000
<b>A</b>	Administrative Assistant I	\$49,000	\$58,000	\$75,000

Updated 9/1/2023

**NOTE: Minimum, Midpoint, Maximum increased by 3% and 10% differential between pay bands for Pay Bands E and F Maximum from September 2022 rounded to the next highest 1,000.**

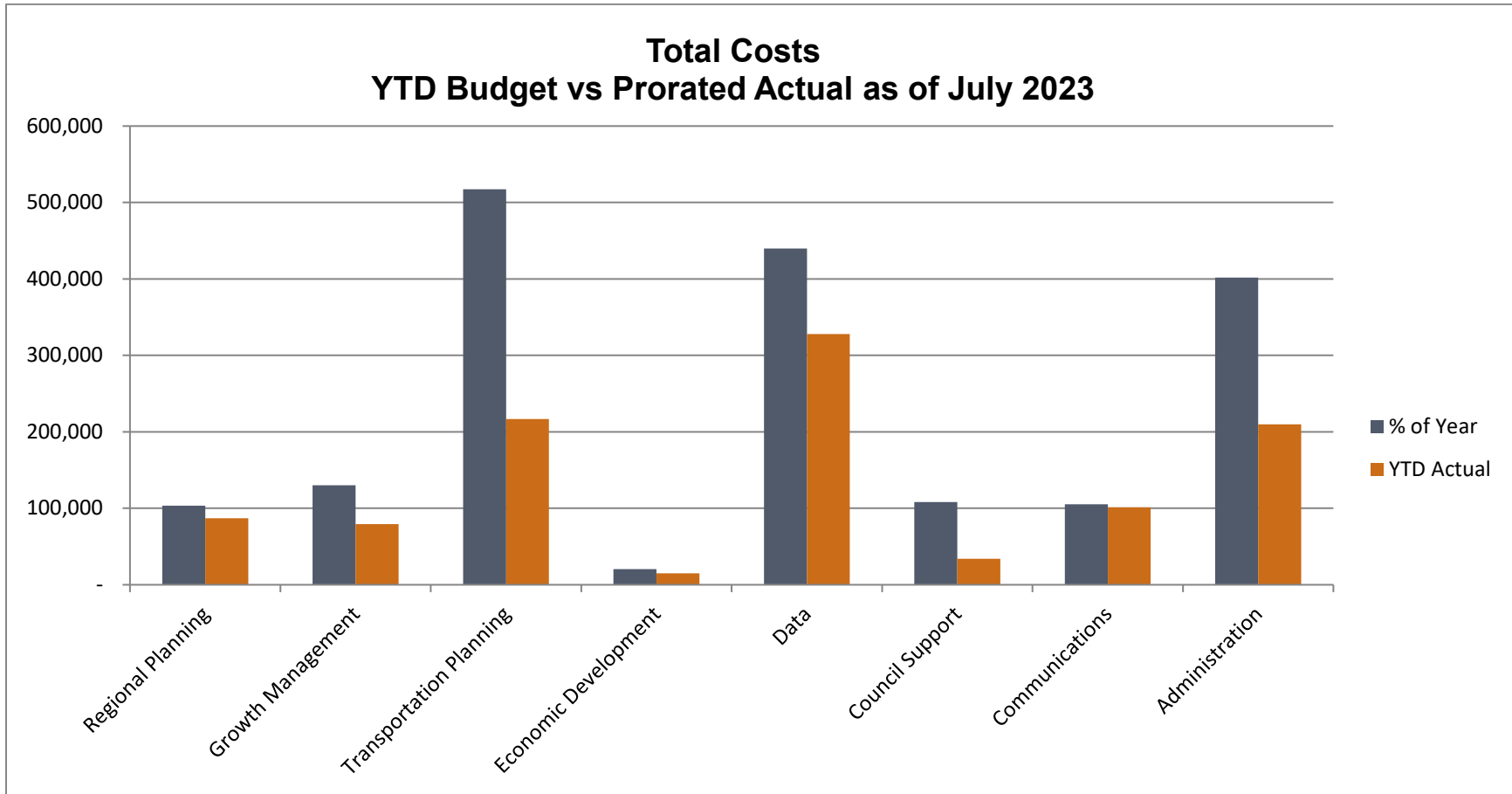
**PSRC Office Move Progress Reporting**

**6.a**

**As of September 12, 2023**

Move Phase	Status	Board Authority*	Board Approved	Costs to Date	Estimated Total Costs
<b>Pre-Construction</b>					
Office Space Planning - Design/Configuration	As needed to assist with late changes	\$ 12,000	9/22	\$ 11,231	\$ 12,000
Audio-Visual Design/Assessment	Completed 3/23	\$ 12,000	9/22	\$ 21,643	\$ 18,000
<b>Construction Phase</b>					
General Tenant Construction	<ul style="list-style-type: none"> <li>• Mostly complete; final punch list walk through scheduled for 7/20/2023; Final "back punch list walk" anticipated in SEptember</li> <li>• Costs to date financed by landlord</li> </ul>	-	-	-	\$ 2,300,000
Low Voltage Installation	<ul style="list-style-type: none"> <li>• IT cabling installed and completed</li> </ul>	\$ 185,000	01/23; 03/23	\$ 182,534	\$ 170,000
AV Equipment Purchase & Installation	<ul style="list-style-type: none"> <li>• Finalized and signed off on order; AV equipment to be installed by 9/15; programming and commissioning scheduled for week of 9/18</li> </ul>	\$ 485,000	02/23	\$ 348,134	\$ 483,618
Furniture Purchase & Installation	<ul style="list-style-type: none"> <li>• Order finalized and submitted; Phase 1 (cubicles, offices) installed; Phase 2 anticipated in August 2023</li> <li>50% deposit</li> </ul>	\$ 432,000	10/22	\$ 344,420	\$ 405,338
<b>Post Construction</b>					
Graphics Installation	Graphics working on designs		9/23		
Internet & Phone System Installation	Moving to internet based system with expanded internet services	\$ 135,000	7/23		
Copiers	IT researching options				
Moving	Soliciting quotes from state contractors				
Plants	Solicited quotes for installation and monthly maintenance; contract authority sought is for 3 years of maintenance plus initial installation	\$ 40,000	9/23		
<b>Clean Up at Waterfront Place</b>					
Document Imaging	Staff has solicited quotes and compared contracts recently awarded through an RFP process at Kitsap County for similar services	\$ 15,000	9/23		
Disposal/Recycling	Staff is currently soliciting quotes and researching options				

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



Budget as of July 2023 Amended Biennial 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.

6.6% of labor, 1.1% of overall consultant budget, and 2.4% of direct budget expensed.

Beginning of biennium. Most of the consultant budget has not been expensed.

Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 9/11/2023

6.c

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>										
ICF Incorporated, LLC	Project-Level Emissions Estimation Tool Update	Brice Nichols	12/02/21	07/28/23	0%	\$40,000	\$0	\$40,000	0%	3/30/24
VisionSnap, Inc.	Upgrades to Transp. Projects Online Application Services	Jennifer Barnes	04/27/23	08/18/23	0%	\$30,000	\$0	\$30,000	0%	6/30/25
<b>AMENDED - NONE</b>										
<b>COMPLETED ***</b>										
Avidex	Audio/Visual Design Services 1201 Third	Nancy Buonanno Grennan	09/22/22	09/07/22	0%	\$21,543	\$21,643	-\$100	100%	tbd <sup>1</sup>
Integrated Technologies Group	Low Voltage Telecommunications Wiring - 1201 Third	Nancy Buonanno Grennan	01/26/23	03/16/23	0%	\$182,948	\$182,535	\$414	100%	tbd
Catalyst	Furniture - 1201 Third	Lili Mayer	10/27/22	04/04/23	0%	\$397,338	\$399,556	-\$2,219	101%	tbd <sup>2</sup>
<b>PROJECT SPECIFIC</b>										
AMPORF	Travel Model Software Development Cooperative	Stefan Coe	07/28/22	09/01/22	0%	\$210,000	\$70,000	\$140,000	33%	06/30/28
Avidex	A/V Equipment & Installation Services - 1201 Third	Nancy Buonanno Grennan	02/23/23	03/31/23	0%	\$483,618	\$348,134	\$135,484	72%	09/30/23
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$76,000	\$152,000	33%	12/19/24
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$599,920	\$270,080	69%	03/31/24
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$23,255	\$76,745	23%	06/30/24
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$90,220	\$109,780	45%	06/30/25
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$9,125	\$21,875	29%	09/30/25
Weaver Architects	Architect Design Services	Nancy Buonanno Grennan	10/27/22	08/17/22	0%	\$11,900	\$11,231	\$669	94%	tbd
<b>ON-CALL</b>										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$160,000	\$142,994	\$17,006	89%	12/31/24
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$23,930	\$16,070	60%	06/30/25
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	\$7,698	\$7,303	51%	12/31/24
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$120,000	\$114,304	\$5,696	95%	02/28/26
<b>TOTAL</b>						\$3,156,347	\$2,130,586	\$1,025,761		

\* [Staff Directory](#).  
\*\* Percentage of DBE/WBE as certified by Washington State  
\*\*\* A list of Completed Contracts is available on request.  
<sup>1</sup> Slight difference due to tax calculation.  
<sup>2</sup> A small change order was added for cubicle walls

Operating Leases	Description	Minimum Annual Payments:					Thereafter	Totals	Contract End Date
		FY 2020	FY 2021	FY 2022	FY 2023				
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	24 months beginning June 2023				\$28,052	\$29,522	\$57,574	05/31/25	
Tempest Technologies, Inc.	45 months beginning April 2020	\$4,805	\$5,250	\$6,450	\$7,773	\$3,886	\$28,164	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
Upanup, Inc.	Website Hosting	Carolyn Downs	N/A	10/1/2023	0%	\$8,400	\$0	\$8,400	0%	09/30/25

**Puget Sound Regional Council  
GRANT STATUS REPORT**

**6.d**

<b>Active Grants</b>									
<b>Granting Agency</b>	<b>Description</b>	<b>Project Lead</b>	<b>Project Number</b>	<b>Grant Amount</b>	<b>Expended as of 7/31/23</b>	<b>Remaining to be Expended</b>	<b>Billed as of 7/31/2023</b>	<b>Remaining to bill</b>	<b>Grant Period</b>
FHWA Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	5,674,823.11	351,938.26	5,322,884.85	351,938.26	5,322,884.85	7/1/21 - tbd
FTA 5303 Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	1,861,706.43	130,615.00	1,731,091.43	130,615.00	1,731,091.43	7/1/21 - tbd
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	62,798.00	1,444,360.00	62,798.00	1,444,360.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	83,334.10	1,916,665.90	83,334.10	1,916,665.90	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	32,240.00	267,760.00	25,000.00	275,000.00	4/1/23 - 3/31/26
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	1,623,690.00	876,310.00	1,623,690.00	876,310.00	1/5/22 - 3/31/24
University of Washington	Models Research	Brian Lee	004.72.0.0	61,674.00	43,305.76	18,368.24	39,527.84	22,146.16	9/1/22 - 8/31/23
USDOT Office of Safety	Safety Action Plans	Ben Bakkenta	Multiple	4,860,363.00	15,591.30	4,844,771.70	15,591.30	4,844,771.70	4/17/23 - 12/31/25
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00		200,000.00		200,000.00	7/1/23 - 6/30/235
<b>18,965,724.54</b>								<b>16,633,230.04</b>	
<b>Recently Completed</b>									
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	300,000.00	-	300,000.00	-	4/1/20 - 3/31/23
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