



Puget Sound Regional Council

## Operations Committee

Thursday, January 25, 2024 • 9:00 – 9:50 AM

Hybrid Meeting – 1201 Third Avenue, Suite 500, Seattle, 98101

### Watch or listen

- Watch the meeting live via webinar:  
<https://psrc-org.zoom.us/j/82174237820?pwd=JXCx2A0UMDbliDexTROQBdywY7htPX.1>
- Listen by phone 1-888-475-4499, Webinar ID: 821 7423 7820, Passcode: 790890

### Attend

- *The public can attend meetings at PSRC's offices – PSRC has moved!*
  - New location: 1201 Third Avenue, Suite 500, Seattle, 98101
- PSRC staff will be available to provide floor access 30 minutes before the meeting's start time and up to 15 minutes after the meeting's start time.
- If you arrive after these times, please call 206-464-7090 for assistance.

### 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](#).

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### 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. Washington State Auditor's Office Entrance Conference for Fiscal Year 2023 Audit of PSRC and CPSEDD

#### **4. Consent Agenda - Action Items**

- a. Approve Minutes of Meeting held December 7, 2023
- b. Approve Vouchers Dated November 15, 2023, through January 12, 2024, in the Amount of \$2,099,061.87

#### **5. Action Items**

- a. Approve Additional Contract Authority for Records Digitization
- b. Approve Additional Contract Authority for Furniture Purchase
- c. Approve Budget Amendment and Contract Authority for Subrecipient Agreements and Consultant Contracts to Implement Safe Streets for All Safety Grant Round 2

#### **6. Information Items**

- a. PSRC Office Space Report
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report
- e. 2024 Executive Board and Operations Committee Meeting Schedule

#### **7. Next Meeting:**

Thursday, February 22, 2024, 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, DECEMBER 7, 2023, 9:00 a.m.**

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

Executive Somers called the meeting of the Operations Committee to order at 9:04 a.m. The Operations Committee is a webinar with all members participating remotely due to PSRC's move. A link for the public to watch the webinar was provided on the meeting agenda as well as a call-in number.

Chair Somers acknowledged out going members and thanked them for their service:

- Councilmember Joe McDermott, King County
- Mayor Barb Tolbert, Arlington
- Mayor Pro Tem Javier Figueroa, University Place
- Deputy Mayor Ned Witting, Puyallup

Roll call determined attendance and that a quorum was present.

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

There was no public comment.

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

- a. Approve Minutes of Meeting held October 26, 2023
- b. Approve Vouchers Dated September 30, 2023, through November 13, 2023, in the Amount of \$1,221,512.04.

**Consent Agenda: It was moved and seconded (Erickson/Morell) to approve the minutes of the Operations Committee meeting October 26, 2023, and the vouchers dated September 30, 2023, through November 13, 2023, in the Amount of \$1,221,512.04. The motion passed.**

#### **4a. Action Item – Approve Contract Authority for Traffic Modeling Software Maintenance**

Craig Helmann, PSRC, shared that PSRC has used traffic modeling software in the past. Due to inflation, the cost now exceeds the threshold required for contract authority. The cost includes software maintenance and technical support. The software is the backbone of PSRC’s travel demand modeling. The committee is being asked to authorize two years of software maintenance in an amount not to exceed \$25,000. In the future, PSRC may include the traffic modeling software authorization with other office software requests.

**Action: It was moved and seconded (Erickson/Morell) to recommend that the Executive Board authorize the Executive Director to enter into a contract to maintain its traffic modeling software in an amount not to exceed \$25,000 for two years. The motion passed.**

#### **4b. Action Item – Approve Contract Authority for Enterprise Resource Planning/Accounting System**

Lili Mayer, PSRC, shared that PSRC uses financial software that is at the end of the product lifecycle and will no longer be supported. PSRC is asking the committee for authority to purchase a new enterprise resource planning/accounting system. The cost is not to exceed \$200,000. Ms. Mayer noted that PSRC will first put out a request for information to evaluate different options.

**Action: It was moved and seconded (Morell/Erickson) to recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase an enterprise resource planning software system (ERP) in an amount not to exceed \$200,000. The motion passed.**

#### **5a. Discussion Item – Draft Supplemental Biennial Budget & Work Program (FY2024-2025)**

Andrew Werfelmann, PSRC, informed the committee that a full draft budget has been assembled and is available online. There have been no changes to revenues. There has been an increase in consultant fees as part of the Safe Streets for All Grant. The funding was accounted for in the revenues, but PSRC needed to recognize the additional consultant cost associated with the grant. Further information was added to the budget narrative on the grant.

The next steps are to share the full draft biennial budget with PSRC policy boards. Board members will have the opportunity to comment and ask questions. The committee will be briefed on comments received. In March the committee will be asked to recommend approval of the budget by the Executive Board. At its April meeting, the Executive board will recommend the budget for adoption by the May 2024 General Assembly

**6a. Information Item – New Employee Status Report**

Ms. Thu Le introduced four new employees: Alicia Armentrout, Brandon Wong, June Quick and Noal Leonetti.

**6b. Information Item – PSRC Office Space Report**

Nancy Buonanno Grennan shared that there have been no major changes in spending for contracts, but PSRC will move sooner than originally anticipated. The move is scheduled for December 16. Workstations in the new space will be assembled in the last two weeks of December. Graphic and plant installation is scheduled for this week. Audio/visual construction will be completed following the final move. All move activities are within budget and on schedule.

Josh Brown, PSRC acknowledged the work of Ms. Buonanno Grennan and other staff who have assisted with coordinating PSRC's move. PSRC will plan a hybrid meeting in late January in the new office and consider an open house after the move is complete.

**6c. Information Item – Monthly Budget Report****6d. Information Item – Contract Status Report**

Members discussed the household survey program. Mr. Helmann shared details of the survey program. Data from the survey is expected to be available in early 2024. Board members will be briefed on survey results in early spring 2024.

**6e. Information Item – Grant Status Report****6f. Information Item – 2024 Executive Board and Operations Committee Meeting Schedule**

The committee reviewed monthly progress reports.

Mr. Josh Brown shared that starting in 2024, the Executive Board will meet from 10:00 a.m. to 12:00 p.m. The next Operations Committee meeting will be hybrid and is scheduled for January 25, 2024.

The meeting adjourned at 9:35 AM.

Attachments:

A. Operations Cmte December 7, 2023, Attendance Roster

**PSRC Operations Committee - December 7, 2023**

**4.a - Att. A**

<b>Jurisdiction</b>		<b>Member</b>	<b>Attend</b>
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
		CM Joe Deets, Bainbridge Island Alt.	1
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.	
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Jared Mead 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	
		COM Glen Bachman, Port of Everett	1
Members	10		9
		(Quorum = 5) Quorum Total	7



## Puget Sound Regional Council

January 18, 2024

### CONSENT AGENDA

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated November 15, 2023, through January 12, 2024, in the Amount of \$2,099,061.87**

### 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:

<b>REQUESTED</b>		
<b><u>WARRANT DATE</u></b>	<b><u>VOUCHER NUMBER</u></b>	<b><u>TOTALS</u></b>
11/20/23 - 12/29/23	AP Vouchers	\$ 572,122.90
11/30/23 - 01/12/24	Payroll	\$ 1,526,938.97
		<b>\$ 2,099,061.87</b>

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



## Puget Sound Regional Council

January 18, 2023

### **ACTION ITEM**

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Additional Contract Authority for Document Imaging**

### **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 increase existing contract authority for document imaging services. An additional \$20,000 is needed to contract with one or more vendors for an amount not to exceed \$35,000.

### **RECOMMENDED ACTION**

Recommend that the Executive Board authorize the Executive Director to increase contract authority from \$15,000 to \$35,000 for document imaging services.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program includes sufficient funds within the budget for this project.

### **DISCUSSION**

On September 21, 2023, the Executive Board authorized staff to enter into a contract with one or more vendors to image existing documents in an amount not to exceed \$15,000. After working through PSRC's documents this fall, staff determined the volume of documents contained in PSRC's Information Center and within its planning department that needed to be scanned was greater than the anticipated amount. In addition, some of the files are in a format that is more expensive to scan than simple paper files, such as maps and photographs.



Staff have worked to minimize the number of physical documents needed to be moved to the new office while ensuring access by staff, member jurisdictions, and the public to documents still of value. For example, the Transportation Planning Division staff need access to a host of physical documents related to Transportation Improvement Program (or "TIP"), including jurisdictions' applications, correspondence, and other related documents. While the TIP files are now fully electronic there is still a need to access these older paper records. Fully digitizing the TIP files will save PSRC and member jurisdiction staff time by providing more effective and efficient access to information.

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



## Puget Sound Regional Council

January 18, 2024

### **ACTION ITEM**

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

### **IN BRIEF**

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000 per year. A request is being made to increase existing contract authority to purchase furniture for PSRC's new office. An additional \$50,000 is needed to contract with one or more vendors for an amount not to exceed \$461,000.

### **RECOMMENDED ACTION**

Recommend that the Executive Board authorize the Executive Director to increase contract authority from \$411,000 to \$461,000 to purchase new office furniture.

### **BUDGET IMPACT**

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

### **DISCUSSION**

At its meeting July 28, 2022, the Executive board authorized the Executive Director to execute a lease for new office space at 1201 Third Avenue in downtown Seattle, effective January 1, 2024. In October 2022, the Executive Board approved contract authority for furniture of \$411,000. To date, PSRC has spent \$407,000.

In December 2023, PSRC contracted with a vendor to clean existing chairs that were reupholstered in 2012. Due to the age of the chairs and long-term heavy use, cleaning efforts did not produce a satisfactory result. The authorization of additional contract authority would allow PSRC to replace chairs that are at the end of their useful life.

Pursuant to [Chapter 39.34 RCW](#), PSRC will piggyback on the State of Washington's Master Contracts for office furniture. Utilizing the cooperative purchasing statute will allow PSRC to benefit from the State's competitive process and pricing. It will also save time and the expense of conducting an independent request for proposal.

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



## Puget Sound Regional Council

January 18, 2024

### **ACTION ITEM**

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Budget Amendment and Contract Authority for Subrecipient Agreements and Consultant Contracts to Implement Safe Streets for All Safety Grant Round 2**

### **IN BRIEF**

PSRC has prepared this routine budget amendment to incorporate new revenue sources and associated expenses identified since the budget was amended in September 2023.

In addition, authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000. A request is being made to authorize execution of the grant agreement as well as one or more new contracts and agreements for planning services for US Department of Transportation (USDOT) funded work to develop regional and local safety plans as part of the Safe Streets and Roads for All Discretionary Grant Opportunity.

### **RECOMMENDED ACTIONS**

1. Recommend the Executive Board approve the proposed budget amendment to increase the budget by \$2,870,000.
2. Authorize the Executive Director to enter into one or more contracts for regional and local safety planning consulting services for *Safe Streets and Roads for All Discretionary Grant Opportunity Round 2*, not to exceed \$300,500.
3. Authorize the Executive Director to enter into subrecipient agreements with partner agencies for the development of local safety plans, not to exceed

\$2,370,000. Partner agencies will provide an additional match of \$592,500 for this program.

4. Authorize the Executive Director to execute all associated grant agreements with the US Department of Transportation.

## **BUDGET IMPACT**

The proposed work program amendment would increase the adopted supplemental Biennial Budget and Work Program (FY 2024-2025) by \$2,870,000 from \$44,837,000 to \$47,707,000 to reflect the additional revenues and work program associated with the Safe Streets and Roads for All Discretionary Grant. PSRC will be providing matching funds in the amount of \$125,500 towards this project.

## **DISCUSSION**

Adopted in May 2023, the Regional Transportation Plan update called for the development of a Regional Safety Plan, including actions, targets, and performance indicators, with updates provided and progress tracked through an annual regional safety report.

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Road for All (SS4A) discretionary program with \$5 billion in appropriated funds over five years. In spring 2023, PSRC reached out to member jurisdictions to determine whether any would be interested in pursuing a consolidated joint application for funding in the second round, Federal Fiscal Year 2023 SS4A Safety Action Plan and Demonstration Project competition. Ten jurisdictions responded that they were interested. PSRC applied for \$500,000 in funding to continue to develop the Regional Safety Plan and to provide administrative support to grant subawards to the cities of Edmonds, Fife, Shoreline, Renton, Bonney Lake, Kirkland, Federal Way, Eatonville, Sultan, and Snohomish County to develop local Safety Action Plans, bringing the total award to \$2,870,000. The local match associated with the nine cities and the county totals \$718,000. PSRC and the jurisdictions' staff will prepare sub-recipient agreements detailing the match, work schedules, and budgets, as well as the federal grant conditions. PSRC will use grant funding to increase PSRC staff capacity to support grant-funded activities for two years, either through new staff or backfilling reassigned staff to ensure capacity to administer the grant, agreements, and provide technical assistance to member jurisdictions.

The jurisdictions' grant awards are as follows:

Designated Grant Recipient or Subrecipient	Grant Component	Total Amount of 2023 SS4A Grant Funds for Grant Component
Puget Sound Regional Council	Grant Administration and Public Engagement	\$500,000
City of Bonney Lake, WA	City of Bonney Lake Safety Action Plan	\$120,000
City of Eatonville, WA	City of Eatonville Safety Action Plan	\$200,000
City of Edmonds, WA	City of Edmonds Safety Action Plan	\$300,000
City of Federal Way, WA	City of Federal Way Safety Action Plan	\$400,000
City of Fife, WA	City of Fife Safety Action Plan	\$160,000
City of Kirkland, WA	City of Kirkland Safety Action Plan	\$240,000
City of Renton, WA	City of Renton Safety Action Plan	\$400,000
City of Shoreline, WA	City of Shoreline Safety Action Plan	\$200,000
City of Sultan, WA	City of Sultan Safety Action Plan	\$100,000
Snohomish County, WA	Snohomish County Safety Action Plan	\$250,000
	<b>Total</b>	<b>\$2,870,000</b>

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

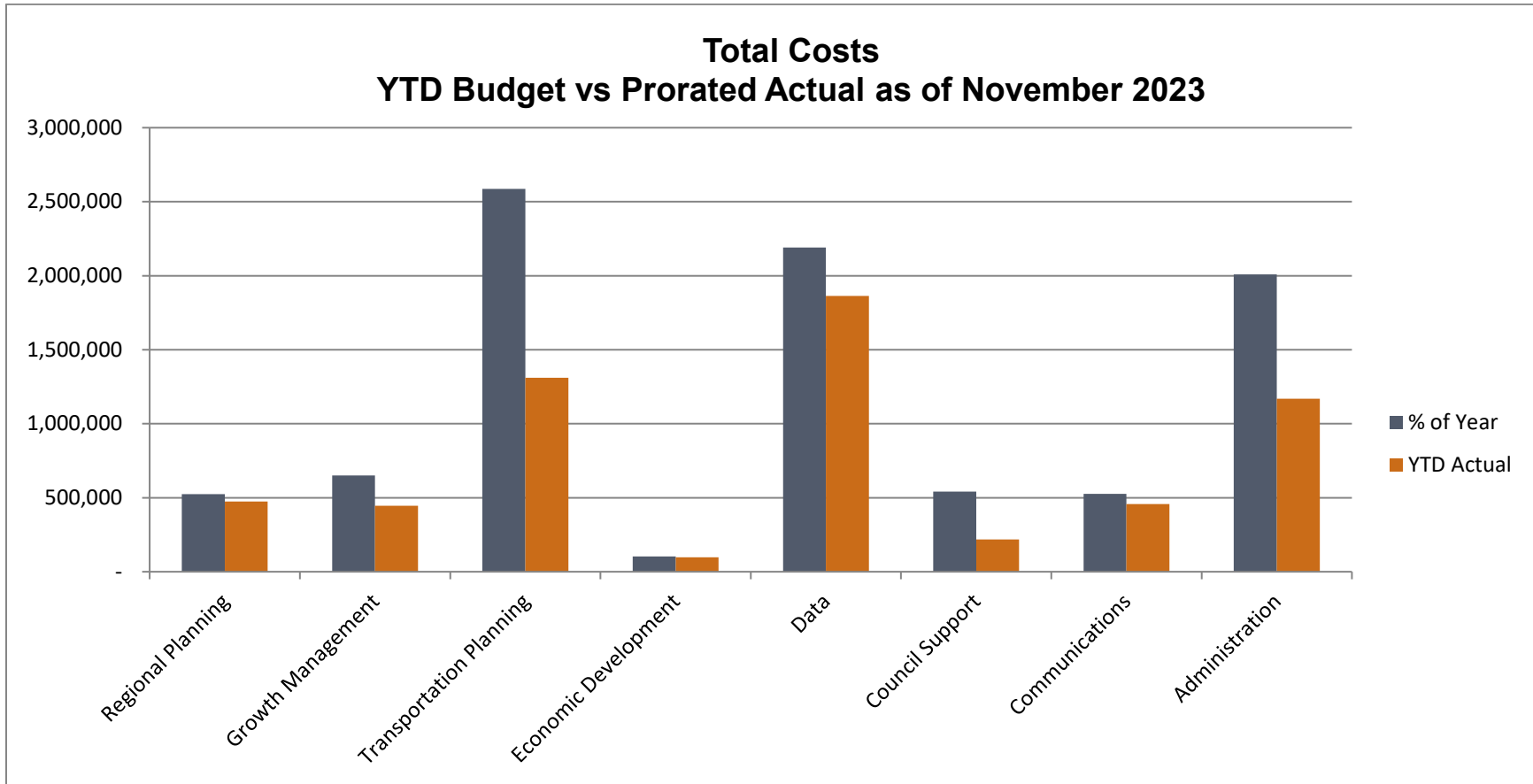
**PSRC Office Move Progress Reporting**

**6.a**

As of January 11, 2024

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 November</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	\$ 185,000
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 11/13; final programming scheduled for week of 12/18</li> </ul>	\$ 485,000	02/23	\$ 431,275	\$ 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	\$ 407,153	\$ 405,338
<b>Post Construction</b>					
Graphics Installation	Graphics working on designs; selected vendor. Work to install art in November	\$ 20,000	9/23	\$ 10,052	TBD
Internet & Phone System Installation	Moving to internet based system with expanded internet services	\$ 135,000	7/23	\$ 12,967	TBD
Copiers	Selected Copiers Northwest off of state contract - delivered and installed printers at new location & picked up old copiers at WFP in December	\$42,000 (for 3 years)	9/23		TBD
Moving	Selected movers off of state contract; move completed December 23rd; finished installing displays/shelving on January 9th	\$ 60,000	10/23	\$23,140	\$25,000
Plants	Solicited quotes for installation and monthly maintenance; contract authority sought is for 3 years of maintenance plus initial installation <b>10/3</b> - Signed one-year contract with Botanical Designs. Estimate includes tax. Plants delivered in December	\$ 40,000	9/23		\$16,736
<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; seeking increased authority for up to \$35,000 based upon increased volume of imaging needed	\$ 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 September 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.

38.1% of labor, 4.7% of overall consultant budget which includes Safe Streets and Roads for All Subrecipients, and 13.0% of direct budget expensed.

Most of the consultant budget has not been expensed which includes Safe Streets and Roads for All Subrecipients.



Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 1/16/2024

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>										
WSP, Inc.	U.S. DOT SSFA Technical Support	Gary Simonson	04/27/23	01/08/24	0%	\$800,000	\$0	\$800,000	0%	5/31/25
<b>AMENDED - NONE</b>										
<b>COMPLETED *** NONE</b>										
<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%	\$484,618	\$413,882	\$70,737	85%	01/31/24
Blue Raster	GIS and IT Services	Carol Naito	07/27/23	10/02/23	0%	\$50,000	\$4,151	\$45,849	8%	06/30/25
Botanical Designs, Inc.	Plant Design, Installation, and Maintenance 1201 Third	Nancy Buonanno Grennan	09/28/23	10/03/23	0%	\$16,736	\$0	\$16,736	0%	12/31/25
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$114,000	\$114,000	50%	12/19/24
ICF Incorporated, LLC	Project-Level Emissions Estimation Tool Update	Brice Nichols	12/02/21	07/28/23	0%	\$40,000	\$0	\$40,000	0%	03/30/24
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$663,186	\$206,814	76%	03/31/24
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$28,601	\$71,399	29%	06/30/24
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$108,874	\$91,126	54%	06/30/25
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$16,025	\$14,975	52%	09/30/25
VisionSnap, Inc.	Upgrades to Transp. Projects Online Application Services	Jennifer Barnes	04/27/23	08/18/23	0%	\$30,000	\$3,150	\$26,850	11%	06/30/25
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	\$144,265	\$15,735	90%	12/31/24
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$28,380	\$11,620	71%	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
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$170,000	\$134,049	\$35,951	79%	02/28/26
Sebrist 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
<b>TOTAL</b>						<b>\$3,472,254</b>	<b>\$1,757,532</b>	<b>\$1,714,722</b>		

\*\* Percentage of DBE/WBE as certified by Washington State  
\*\*\* A list of Completed Contracts is available on request.

Operating Leases	Description	Minimum Annual Payments:					Contract End Date
		FY 2023	FY 2024	FY 2025	Thereafter	Totals	
Copiers NorthWest Copier Lease	36 months beginning November 2020	\$5,784	\$8,250	\$8,250	\$8,250	\$30,534	11/30/26
Granicus Web Streaming & Closed Captioning	24 months beginning June 2023	\$28,052	\$25,444	\$26,717	tbd	\$80,214	05/31/25
Waterfront Holdings/1201 Third Ave.	New lease begins June 1, 2024	\$1,087,920	\$1,022,830	\$664,206	see lease	\$3,665,339	01/31/38

**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	\$2,100	\$6,300	25%	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 11/30/23</b>	<b>Remaining to be Expended</b>	<b>Billed as of 11/30/2023</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	2,057,502.83	3,617,320.28	2,057,502.83	3,617,320.28	7/1/21 - tbd
FHWA Funding (thru Jan 19, 2024)*	Regional Planning	Lili Mayer	Multiple	1,741,476.00	-	1,741,476.00	-	1,741,476.00	7/1/23-6/3-25
total FHWA				7,416,299.11	2,057,502.83	5,358,796.28	2,057,502.83	5,358,796.28	
FTA 5303 Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	1,861,706.43	653,075.00	1,208,631.43	653,075.00	1,208,631.43	7/1/21 - tbd
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	313,990.00	1,193,168.00	313,990.00	1,193,168.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	416,670.50	1,583,329.50	416,670.50	1,583,329.50	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	69,764.30	230,235.70	50,000.00	250,000.00	4/1/23 - 3/31/26
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,064,021.00	435,979.00	2,064,021.00	435,979.00	1/5/22 - 3/31/24
USDOT Office of Safety	Safety Action Plans	Ben Bakkenta	Multiple	4,860,363.00	59,719.84	4,800,643.16	59,719.84	4,800,643.16	4/17/23 - 12/31/25
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	5,790.47	194,209.53	5,790.47	194,209.53	7/1/23 - 6/30/25
<b>20,645,526.54</b>								<b>15,024,756.90</b>	
<b>Recently Completed</b>									
University of Washington*	Models Research	Brian Lee	004.72.0.0	61,674.00	51,731.62	9,942.38	51,731.62	9,942.38	9/1/22 - 8/31/23
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
*Additional funding of \$988,405 allocated December 11, 2023									



## Puget Sound Regional Council

### INFORMATION ITEM

January 18, 2024

**To:** Executive Board

**From:** Josh Brown, Executive Director

**Subject:** **2024 Executive Board and Operations Committee Meeting Schedule**

The Executive Board and Operations Committee meet on the **fourth Thursday of every month**. Unless noted, Operations Committee meetings are held from 9:00-9:50 AM and the Executive Board from 10:00 AM - 12:00 PM. Meeting dates and times are subject to change. Members will be notified if a meeting is changed or canceled.

January 25

February 22

March 28

April 25

May 30 – PSRC General Assembly, 9:30 AM - 1:00 PM, location TBD

June 27

July 25

August – No meeting

September 26

October 24

November – No meeting

December 5 – Early meeting date

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