



Puget Sound Regional Council

Operations Committee

Thursday, April 25, 2024 • 9:00 – 9:50 a.m.

Hybrid Meeting – PSRC Conference Room - 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 by 8:00 a.m. the day of the meeting. Comments will be shared with board members.

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 March 28, 2024
- b. Approve Vouchers Dated March 6, 2024, through April 8, 2024, in the Amount of \$1,221,758.55

4. Action Items

- a. Recommend Approval of Fiscal Years 2024-2025 Supplemental Biennial Budget and Work Program
- b. Approve Contract Authority for Communications System Evaluation
- c. Approve Contract Authority for State Legislative Consultants

5. Information Items

- a. PSRC Office Space Report
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report
- e. PSRC General Assembly, Thursday, May 30, 2024, 10:30 a.m. – 1:00 p.m., Seattle Convention Center – Summit Building, 900 Pine Street, Seattle. Register [online](#).
- f. PSRC Summer Planning Academy for High School Students

6. Next Meeting: NO MEETING IN MAY

Thursday, June 27, 2024, 9:00 - 9:50 a.m.

7. Adjourn (9:50)

Board members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Casey Moreau, e-mail cmoreau@psrc.org 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

Puget Sound Regional Council Operations Committee
March 28, 2024
1201 Third Avenue, Ste 500, Seattle, WA 98101

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 held as a webinar. A link for the public to watch the webinar was provided on the meeting agenda as well as a call-in number.

A roll call determined that a quorum was present.

COMMUNICATIONS AND PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

ACTION: It was moved and seconded (Wahl/Morell) to

- a. Approve Minutes of Meeting held February 22, 2024
- b. Approve Vouchers Dated February 12, 2024, through March 4, 2024, in the Amount of \$793,089.06.

The motion passed.

DISCUSSION ITEM: CHANGE IN CONTRACT REVIEW PROCESS

Nancy Buonanno Grennan, PSRC, shared that committee members requested PSRC review its threshold for contract authority approval. PSRC's bylaws require contracts in excess of \$10,000 be approved by the Executive Board. The Operations Committee is responsible for reviewing those contract authority requests and making recommendations for approval or not to the Executive Board. Rather than opening up the bylaws to revision, staff recommend that the committee review contracts of \$50,000 or less on its consent agenda. Contract authority requests would still be included in the agenda packet with a memo under the consent agenda. Members would still be able to

pull items from the consent agenda for further consideration. The committee will begin the new process at its April meeting.

DISCUSSION ITEM: FISCAL YEAR 2023 AUDIT RESULTS FOR PUGET SOUND REGIONAL COUNCIL AND THE CENTRAL PUGET SOUND ECONOMIC DEVELOPMENT DISTRICT

Andrew Werfelmann, PSRC, shared that PSRC held its audit exit conference in early March. The Washington State Auditor's Office (SAO) provided a financial audit for both PSRC and the Central Puget Sound Economic Development District Board (EDD). They also conducted an accountability audit for PSRC. PSRC received no findings or any modified opinions on PSRC financials. Audit reports have been posted on the SAO's website. A link was provided in the agenda packet.

INFORMATION ITEMS:

a. New Employee Status Report

Thu Le, PSRC, introduced two new employees: David Dixon and Olivia Ng.

b. Staffing Update

Ms. Buonanno Grennan, PSRC, shared that committee members had requested an overview of PSRC staffing. Ms. Buonanno Grennan reviewed staffing levels, workforce by department/division, tenure, turnover, highlights, employee engagement and satisfaction.

Josh Brown, PSRC, noted that PSRC has a leadership continuity plan which is updated on an annual basis. PSRC is proactive with tenured employees making sure that the agency remains strong moving forward.

c. PSRC Office Space Report

Ms. Buonanno Grennan, PSRC, noted that PSRC has completed most tasks associated with the office move. A few items, such as demo and graphics, remain outstanding. In June, the committee will receive a final office space report.

d. Monthly Budget Report

e. Contract Status Report

f. Grant Status Report

g. Save the Date: PSRC General Assembly, May 30, 9:30 a.m. – 1 p.m.

h. VISION 2050 Awards – Call for Nominations 2024

The committee reviewed standard monthly reports. Chair Somers asked committee members to save the date for PSRC's General Assembly. It was noted that the VISION 2050 Awards due date has been extended to April 15.

NEXT MEETING

The Operations Committee will meet on Thursday, April 25, 2024, 9:00-9:50 a.m.

ADJOURN

The meeting was adjourned at 9:29 a.m.

ATTACHMENTS

- a. Attendance March 28, 2024

PSRC Operations Committee March 28, 2024

3.a - Att. A

Jurisdiction		Member	Attend
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Dan Strauss	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		Mayor Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello, Alt.	
Pierce County Cities/Towns	1	MYR Josh Penner, Orting	1
		CM Dennis King, Puyallup Alt.	1
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Jared Mead, Alt.	
Snohomish County Cities/Towns	1	MYR Pro Tem Bryan Wahl, Mountlake Terrace	1
		Vacant Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		9
		(Quorum = 5) Quorum Total	7



Puget Sound Regional Council

April 18, 2024

CONSENT AGENDA

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated March 6, 2024, through April 8, 2024, in the Amount of \$1,221,758.55**

IN BRIEF

Two representatives of the Operations Committee review and sign off on the vouchers. In accordance with RCW 42.24.080, following the Operations Committee's review, the Executive Board approves the vouchers.

RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

REQUESTED

<u>WARRANT DATE</u>	<u>VOUCHER NUMBER</u>	<u>TOTALS</u>
03/06/24 - 04/08/24	AP Vouchers	\$ 428,889.45
03/15/24 - 03/29/24	Payroll	\$ 792,869.10
		\$ 1,221,758.55

For additional information, please contact Andrew Werfelmann, Budget Manager, at awerfelmann@psrc.org or 206-971-3292.



Puget Sound Regional Council

April 18, 2024

ACTION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Recommend Approval of Fiscal Years 2024-2025 Supplemental Biennial Budget and Work Program**

IN BRIEF

On Thursday, April 25, 2024, the Operations Committee will be asked to recommend to the Executive Board the Fiscal Years 2024-2025 Supplemental Biennial Budget and Work Program for adoption by the General Assembly on May 30, 2024.

An April approval by the Executive Board is needed to stay on schedule for adoption at the May 30th General Assembly.

RECOMMENDED ACTIONS

1. **Recommend that the Executive Board approve the Proposed FY 2024-2025 Supplemental Biennial Budget and Work Program and recommend adoption by the General Assembly on May 30, 2024.**
2. **Recommend that the General Assembly adopt Resolution PSRC-A-2024-01 authorizing the submittal of the adopted Fiscal Year 2024-2025 Supplemental Biennial Budget and Work Program.**

BUDGET IMPACT

The proposed FY 2024-2025 Supplemental Biennial Budget and Work Program of \$44.8 million is based on revenue and expense assumptions illustrated in Tables 1

through 7, beginning on page 20 of the Draft Supplemental FY2024-2025 Biennial Budget and Work Program Document.

BACKGROUND

The Puget Sound Regional Council (PSRC) is the federally designated Metropolitan Planning Organization and state designated Regional Transportation Planning Organization for the four-county area and has specific responsibilities under the Infrastructure Investment and Jobs (IIJA) Act, Fixing America's Surface Transportation (FAST) Act, Clean Air Act (CAA), the state's Growth Management Act (GMA), the Economic Development Act (EDA) and the Interlocal Agreement approved by PSRC members.

PSRC 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 about 5 percent. Local funds provide approximately 15 percent and are used to match the state and federal grants, and fund work not covered by federal and state grants.

PSRC's major activities in the FY 2024-2025 Supplemental Budget and Work Program will build on and enhance efforts begun with the FY 2024-2025 Adopted Budget, focusing on meeting mandates and continuing to provide essential services to members. The budget contains the following elements: Planning Management, Regional Growth Planning, Transportation Planning, Economic Development, Data, Council Support, Communications and Administrative Services.

The Operations Committee, which has primary responsibility for developing the annual Budget and Work Program began work on the budget in September with a review of key dates. In October, the committee reviewed the revenue and expenditure assumptions as well as PSRC's financial policies. The resulting draft Budget and Work Program received a final review by the Operations Committee on December 7, 2023.

The Executive Board, Transportation Policy Board, Growth Management Policy Board and Economic Development District Board were given information on the proposed draft Supplemental Budget and Work Program in January 2024.

By the conclusion of their April 25th meeting, the Operations Committee will have finalized a recommended Budget and Work Program for presentation to the Executive Board for approval at their meeting on April 25th, 2024. The action to adopt the Proposed FY 2024-2025 Supplemental Biennial Budget and Work Program by the General Assembly is contingent upon Executive Board approval in April.

To view the proposed Supplemental Biennial Budget and Work Program, Fiscal Years 2024-2025 online, please refer to: <https://www.psrc.org/about/budget>

If you have questions, please call Andrew Werfelmann, PSRC Budget Manager, at (206) 688-8220 or email awerfelmann@psrc.org.

ATTACHMENTS

- A. Resolution PSRC-A-2024-01



Puget Sound Regional Council

RESOLUTION NO. PSRC-A-2024-01

**A RESOLUTION of the Puget Sound Regional Council
Authorizing Submittal of the Fiscal Years 2024-2025 Supplemental
Biennial Budget and Work Program**

WHEREAS, the General Assembly of the Puget Sound Regional Council (PSRC), at its meeting on May 30, 2024, adopted the Supplemental Biennial Budget and Work Program for Fiscal Years 2024-2025; and

WHEREAS, that the Executive Director of the Puget Sound Regional Council is authorized to submit to the federal and state agencies the grant application to carry out the Biennial Budget and Work Program, and all supporting information, including procedures to ensure compliance with the requirements of the U.S. Department of Transportation, the Economic Development Administration; the Environmental Protection Agency; the Federal Aviation Administration; the United States Geological Survey and the Washington State Department of Transportation; and

NOW THEREFORE BE IT RESOLVED that the Executive Director is designated as the authorized official to execute grant contracts on behalf of the Puget Sound Regional Council with the United States Department of Transportation, the Economic Development Administration; the Environmental Protection Agency; the Federal Aviation Administration; the United States Geological Survey; and the Washington State Department of Transportation in support of the adopted budget and work program; and

BE IT FURTHER RESOLVED that the Executive Director of PSRC is authorized to incur costs beginning on July 1, 2024, and receive planning monies from the federal and state agencies and local jurisdictions pursuant to the adopted Biennial Budget and Work Program for Fiscal Years 2024-2025 for the Puget Sound Regional Council.

ADOPTED by the Assembly this 30th day of May 2024.

Becky Erickson, Mayor
City of Poulsbo
President, Puget Sound Regional Council

ATTEST: _____
Josh Brown, Executive Director



Puget Sound Regional Council

April 18, 2024

ACTION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Approve Contract Authority for Consultant Services for Communications System Evaluation**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000. A request is being made to authorize one or more consultant contracts to provide strategic advice on communications methods, user accessibility and strategy.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services for evaluation of communications systems and practices. The total budget for consultant work is not to exceed \$100,000 over a 1-year period.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for Fiscal Years 2024-2025 includes funding for this project.

DISCUSSION

Communications Tools Evaluation

PSRC communicates with elected officials, member jurisdictions, media outlets and members of the public on regional issues and data through a number of methods including website, newsletters and social media. We want to ensure our communications are readable, accessible and strategic to ensure we are reaching key

audiences. A review of PSRC's communications tactics was last conducted by a consultant in 2018.

The consultant will review the following products:

- Website content
- Social Media posts
- Newsletters
- News posts
- Bulk Email
- Board Communications

The consultant will provide advice on:

- Frequency of communication
- Identification of key audiences
- Readability of documents
- Communication tools

The consultant will interview PSRC staff, member jurisdiction staff, board members and Equity Advisory Committee members to inform conclusions.

This work is expected to be completed within the next six months. We anticipate the consultant will charge a flat rate and be reimbursed for work completed. The firm will provide a report detailing an assessment of PSRC's communication, identified areas where improvements are needed and recommended action steps.

Website Usability and Accessibility

PSRC successfully launched a new website in 2022. Over the 18 months of operating the new website many changes have been made in content and navigation. Given that the website is a critical tool for PSRC's communication, we want to ensure the website remains accessible and usable to everyone who uses it to access information about the region and the agency.

The firm will evaluate the usability of the PSRC website. The firm will also review the website to ensure content is equally perceived, understood, navigated and interacted with by people with disabilities through an accessibility assessment. Testing will be conducted with one-on-one sessions with users.

This work is expected to be completed within the next six months. We anticipate the consultant will charge a flat rate and be reimbursed for work completed. The firm will provide a report that details how well the website is working for users, gaps identified and concrete recommendations for improvement at the end of the assessment.

For additional information, please contact Robin Koskey, Director of Government Relations and Communications, at rkoskey@psrc.org or 206-971-3602.



Puget Sound Regional Council

April 11, 2024

ACTION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Contract Authority for State Legislative Consultants**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000. A request is being made to authorize consultant contracts to provide strategic information and advice on state budgets and legislation and provide government relations support.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services for state legislative monitoring and government relations support. The total budget for consultant work is not to exceed \$240,000 over a 2-year period.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for Fiscal Years 2024-2025 includes funding for this project.

DISCUSSION

State Legislative Consultant

Beginning in 2023, PSRC's Executive Board adopted a yearly Recommendations to the Washington State Legislature to advance the region's priorities including: expanding transportation investments, increasing affordable housing, reducing greenhouse gas emissions and sustaining a strong economy. These policy and budget

areas have been active priorities for the legislature as reflected through policy bills and budgets. The Transportation Budget is an area of particular concern as revenue is forecasted to continue to decline for the remaining years of Move Ahead Washington passed in 2022. There is an ongoing need to monitor legislative activity to ensure PSRC leadership and staff are aware of developments and impacts on regional priorities.

During the 2024 Legislative Session, PSRC entered into a small contract to pilot the use of state legislative consultative services to monitor and report on an at least weekly basis on budgets and bills advancing through the legislature. Staff and leadership found having someone on the ground in Olympia extremely useful and are therefore seeking authority to make this part of the Government Relations and Communications' work program.

The consultant will provide PSRC with consulting services to relay key, real-time information on state legislation and programs, with a particular focus on transportation related legislation and budgets. The consultant will assist with bill tracking and monitoring during the interim and during the legislative session and assist PSRC staff in convening legislators and other state officials and stakeholders on priority issues.

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

Government Relations Support

PSRC's government relations work at both federal and state level has increased markedly over the past 2 years. We have only one full-time director devoted to this work, and she also oversees PSRC's Communications department. Additional support is needed to correspond with federal and state delegation staff, provide event and meeting management and draft legislative updates to PSRC members.

We propose contracting with a consultant to assist with government relations tasks for the immediate future while we assess ongoing government relations needs and determine whether a new full-time staff position is necessary.

This work is anticipated to be ongoing over the next year. We anticipate the consultant will charge an hourly rate and be reimbursed for work completed. The consultant will provide a list of activities performed with each monthly invoice.

For additional information, please contact Robin Koskey, Director of Government Relations and Communications, at rkoskey@psrc.org or 206-971-3602.

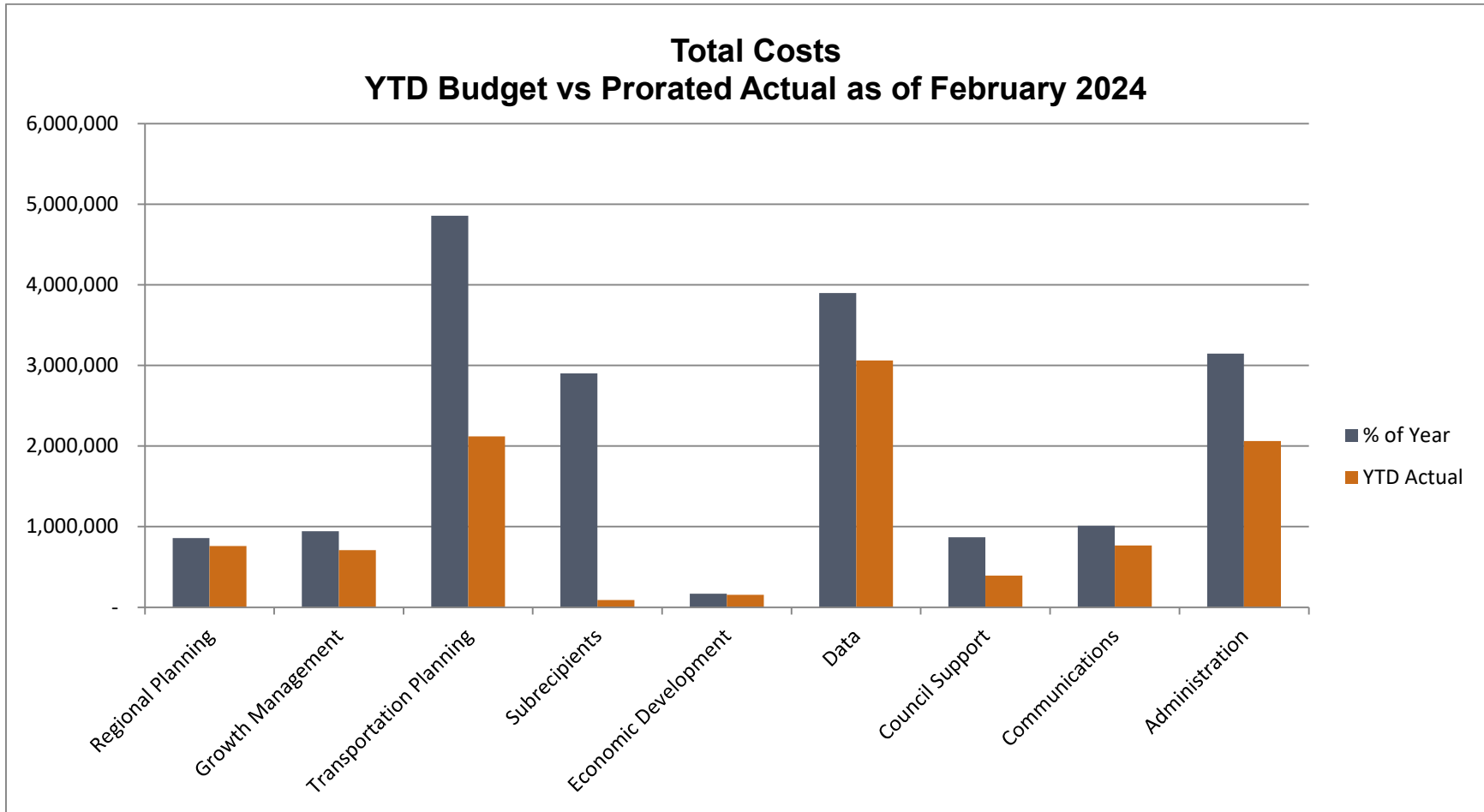
PSRC Office Space Report

5.a

As of April 10, 2024

Move Phase	Status	Board Authority*	Board Approved	Costs to Date	Estimated Total Costs
Pre-Construction		Completed			
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
Construction Phase		Completed			
General Tenant Construction	<ul style="list-style-type: none"> Completed; final punch list walk through scheduled for 7/20/2023; Final "back punch list walk" completed in January 2024 Costs to date financed by landlord 	-	-	-	\$ 2,300,000
Low Voltage Installation	<ul style="list-style-type: none"> IT cabling installed and completed 	\$ 185,000	01/23; 03/23	\$ 182,534	\$ 185,000
AV Equipment Purchase & Installation	<ul style="list-style-type: none"> Finalized and signed off on order; AV equipment installed by 9/15; programming and commissioning 11/13; final sign-off eff 3/1 	\$ 485,000	02/23	\$ 483,618	\$ 483,618
Furniture Purchase & Installation	<ul style="list-style-type: none"> Order finalized and submitted; Phase 1 (cubicles, offices) installed; Phase 2 completed in August 2023 <i>Final phase of chair reupholstery completed</i> 	\$ 460,000	10/22; 1/24	\$ 407,153	\$ 410,000
Post Construction					
Graphics Installation	Graphics working on designs; selected vendor. Work to install art in November; <i>timeline mural and restroom signage to be completed - est. 2nd Quarter 2024</i>	\$ 20,000	9/23	\$ 10,052	TBD
Internet & Phone System Installation	Moving to internet based system with expanded internet services; completed	\$ 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; completed	\$42,000 (for 3 years)	9/23	\$ 2,954	TBD
Moving	Selected movers off of state contract; move completed December 23rd; finished installing displays/shelving on January 9th; completed	\$ 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 10/3 - Signed one-year contract with Botanical Designs. Estimate includes tax. Plants delivered in December; <i>ongoing maintenance in progress</i>	\$ 40,000	9/23	\$ 9,398	\$16,736
Clean Up at Waterfront Place					
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	\$ 35,000	9/23/2023; 1/24		
Disposal/Recycling	Staff is currently soliciting quotes and researching options; estimated costs = \$70,000 - \$90,000; <i>scheduled for 4/15 - 4/22</i>	\$ 90,000	2/24		

*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.

59.1% of labor, 10.1% of consultant budget not including Safe Streets and Roads for All Subrecipients, and 27.9% of direct budget expended.

2% of total Subrecipient budget expended for both Safe Streets and Roads for All programs. Grants run for 5 years.

Most of the consultant budget has not been expended.

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 4/10/2024

5.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
NEW										
Uncommon Bridges (BDS Planning and Urban Design, INC)	U.S. DOT SSFA Public Engagement	Noah Boggess	04/27/23	03/20/24	0%	\$650,000	\$0	\$650,000	0%	06/30/25
AMENDED										
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$675,060	\$194,940	78%	08/31/24
COMPLETED *** NONE										
ICF Incorporated, LLC	Project-Level Emissions Estimation Tool Update	Brice Nichols	12/02/21	07/28/23	0%	\$40,000	\$37,738	\$2,262	94%	03/30/24
PROJECT SPECIFIC										
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
Blue Raster	GIS and IT Services	Carol Naito	07/27/23	10/02/23	0%	\$50,000	\$21,573	\$28,428	43%	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	\$9,398	\$7,338	56%	12/31/25
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$235,000	\$145,790	\$89,210	62%	12/31/24 ¹
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$142,500	\$85,500	63%	12/19/24
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	\$120,630	\$79,370	60%	06/30/25
Triskelle Software Solutions, LLC	Transportation Projects Database & Online Apps Upgrade	Jennifer Barnes	06/22/13	02/07/24	0%	\$150,000	\$0	\$150,000	0%	06/30/25
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$19,220	\$11,780	62%	09/30/25
VisionSnap, Inc.	Upgrades to Transp. Projects Online Application Services	Jennifer Barnes	04/27/23	08/18/23	0%	\$30,000	\$3,600	\$26,400	12%	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
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
ON-CALL										
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$30,397	\$9,603	76%	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	\$154,476	\$15,524	91%	02/28/26
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
TOTAL						\$3,862,636	\$1,487,953	\$2,374,683		

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

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

¹ Added \$75,000 to budget for 24/25 biennium support

² Final invoice received-payment pending final walk-through.

Operating Leases	Description	Minimum Annual Payments				Totals	Contract End Date
		FY 2023	FY 2024	FY 2025	Thereafter		
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**

5.d

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 2/29/24	Remaining to be Expended	Billed as of 2/29/2024	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	5,674,823.11	3,379,994.66	2,294,828.45	3,379,994.66	2,294,828.45	7/1/21 - tbd
FHWA Funding (through June 30, 2024)* total FHWA	Regional Planning	Lili Mayer	Multiple	3,825,869.00	-	3,825,869.00	-	3,825,869.00	7/1/23-6/30/25
				9,500,692.11	3,379,994.66	6,120,697.45	3,379,994.66	6,120,697.45	
FTA 5303 Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	1,861,706.43	1,044,920.00	816,786.43	1,044,920.00	816,786.43	7/1/21 - tbd
FTA 5303 Funding (through March 1, 2024) total FTA 5303	Regional Planning	Lili Mayer	Multiple	958,418.00	-	958,418.00	-	958,418.00	7/1/23-6/30/25
				2,820,124.43	1,044,920.00	1,775,204.43	1,044,920.00	1,775,204.43	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	502,384.00	1,004,774.00	502,384.00	1,004,774.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	666,672.80	1,333,327.20	666,672.80	1,333,327.20	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	95,047.89	204,952.11	75,000.00	225,000.00	4/1/23 - 3/31/26
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,432,688.00	67,312.00	2,432,688.00	67,312.00	1/5/22 - 3/31/24
USDOT Office of Safety	Safety Action Plans	Ben Bakkenta	Multiple	4,860,363.00	147,227.99	4,713,135.01	147,227.99	4,713,135.01	4/17/23 - 12/31/25
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	19,973.60	180,026.40	19,973.60	180,026.40	7/1/23 - 6/30/25
University of Washington*	Models Research	Brian Lee	004.72.0.0	134,459.00	70,878.31	63,580.69	70,878.31	63,580.69	9/1/22 - 8/31/24
26,642,920.97								15,483,057.18	
Recently Completed									
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 \$658,937 allocated February 20, 2024



REGISTER NOW!

Puget Sound Regional Council

2024 ANNUAL GENERAL ASSEMBLY

 **May 30, 2024 | 10:30 AM – 1:00 PM**

 **Seattle Convention Center – Summit Building**
900 Pine Street
Seattle, WA 98122

PSRC's General Assembly will meet on **May 30, 2024**.

All mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions and tribes have votes at the Assembly and are encouraged to participate.

Detailed agenda coming soon.

[Register here.](#)

For questions, please contact **Sheila Rogers** at (206) 354-6560 or email srogers@psrc.org.



Puget Sound Regional Council

Summer Planning Academy (SPA) for High School Students

Are you curious about how cities grow, change, and develop? Have you ever wondered how governments decide where train lines should go? Do you have ideas about how to make our communities better places for everyone? If so, you should apply for the Summer Planning Academy (SPA)!



Puget Sound Regional Council



The Puget Sound Regional Council (PSRC) is looking for high school students from King, Snohomish, Pierce, and Kitsap counties who want to learn about urban planning in our region and share ideas about how to make the central Puget Sound region a better place to live, work, and play.

SPA is a leadership development opportunity offered free of charge to students interested in planning a better future for our region. The program encourages students to think creatively about how better planning can help people lead better lives.

Upon successful completion of SPA, students are eligible to receive a **\$500** scholarship. SPA sessions will occur in person on August 7, 9, 14, and 16.

To learn more about PSRC, SPA, and to apply, go to www.psrc.org/our-work/summer-planning-academy or scan the QR code.



Questions? Email us at spa@psrc.org.