



Puget Sound Regional Council

## Operations Committee

Thursday, July 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 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 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](#).

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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. Consent Agenda - Action Items

- a. Approve Minutes of Meeting held June 27, 2024
- b. Approve Vouchers Dated June 14, 2024, through July 2, 2024 in the Amount of \$1,121,273.32.

#### **4. Action Items**

- a. Approve Budget Amendment for National Association of Regional Councils (NARC) Conference Work
- b. Approve PSRC FY 2025 Indirect Cost Rate
- c. Approve Contract Authority for Consultant Services to Update Regional Transportation Plan Project Consistency Measures

#### **5. Discussion Items**

- a. Financial Management System RFP Debrief

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

- a. Monthly Budget Report
- b. Contract Status Report
- c. Grant Status Report

#### **7. Next Meeting: NO MEETING IN AUGUST**

Thursday, September 26, 2024, 9:00 - 9:50 a.m.

#### **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

**Puget Sound Regional Council Operations Committee**  
**June 27, 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/Simpson) to**

- a. Approve Minutes of Meeting held April 25, 2024
- b. Approve Vouchers Dated April 15, 2024, through June 10, 2024, in the Amount of \$2,402,530.61.

**The motion passed.**

### **ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES FOR A FEDERAL POLICY AND GRANT CONSULTANT**

Robin Koskey, PSRC, shared that PSRC previously hired a federal consulting firm, Holland & Knight, to give PSRC strategic advice on federal grant opportunities, policy and budget. PSRC has been very satisfied with the results of working with a consultant and would like to continue. The current contract expires at the end of 2024. PSRC will go out for an RFP this summer/fall to have a contract in place by the end of 2024. The committee is being asked to recommend Executive Board approval for an amount not to exceed \$270,000.

**ACTIONS: It was moved and seconded (Morell/Wahl) to Recommend that the Executive Board authorize the Executive Director to enter a consultant contract for federal affairs and funding services. The total budget for consultant work is not to exceed \$270,000 over a two-year period.**

**ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR ONGOING AUDIO-VISUAL SYSTEMS MAINTENANCE**

Nancy Buonanno Grennan, PSRC, noted that PSRC is seeking contract authority for an amount not to exceed \$150,000 over a three-year period. The contracts will support audio visual equipment maintenance and troubleshooting. Warranties for newer equipment will expire next year. Additionally, repurposed equipment will need maintenance. PSRC anticipates bringing in a firm starting in 2025.

**ACTION: It was moved and seconded (Wahl/Morell) to recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services for ongoing, on-call audio-visual equipment and systems maintenance. The total budget for consultant work is not to exceed \$150,000 over a 3-year period.**

**ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES FOR REGIONAL TRANSPORTATION PLAN PUBLIC ENGAGEMENT**

Ben Bakkenta, PSRC, shared that PSRC is seeking consultant services to support the development of the Regional Transportation Plan (RTP). Anticipated work includes public meetings, development of an online engagement hub, public opinion surveys, focus groups, interviews and other engagement activities. PSRC conducted an extensive procurement process in December 2024/January 2025 to hire a firm to support PSRC's safety engagement work. PSRC has been very happy with the results and hopes to leverage work through the safety planning process to support the development of the RTP.

**ACTION: It was moved and seconded (Wahl/Simpson) to recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services for public engagement and outreach. The total budget for consultant work shall not exceed \$225,000.**

**INFORMATION ITEMS:**

a. New Employee Status Report

Nancy Buonanno Grennan introduced two new employees: Eva de la Pena and Sohyeon Yun

b. PSRC Office Space Report

Ms. Buonanno Grennan, PSRC, shared that PSRC has moved out of Waterfront Place. The office move came in on time and under budget.

Josh Brown, PSRC, thanked staff and Ms. Buonanno Grennan for facilitating PSRC's office move.

c. Monthly Budget Report

d. Contract Status Report

e. Grant Status Report

The committee reviewed all other monthly reports.

Josh Brown, PSRC, shared that Seattle will host the National Association of Regional Councils (NARC) conference in 2025. It will be an opportunity for the region to highlight ongoing planning work. PSRC will work with board members to engage them in the event.

Executive Somers congratulated PSRC on another successful General Assembly.

Ms. Buonanno Grennan shared that PSRC recently held its annual staff retreat in Lynwood with Executive Somers attending to provide remarks.

### **NEXT MEETING**

The next Operations Committee meeting is scheduled for Thursday, July 25, 2024, 9:00-9:50 a.m. The committee will not meet in August.

### **ADJOURN**

The meeting was adjourned at 9:32 a.m.

### **ATTACHMENTS**

- a. Attendance June 27, 2024

**PSRC Operations Committee 2024 - June 27, 2024**

**3.a - Att. A**

<b>Jurisdiction</b>		<b>Member</b>	<b>Attend</b>
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Dan Strauss	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		MYR 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.	
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		8
		(Quorum = 5) Quorum Total	7



## Puget Sound Regional Council

July 18, 2024

### CONSENT AGENDA

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated June 14, 2024, through July 2, 2024, in the Amount of \$1,121,273.32**

### 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>
06/17/24 - 07/02/24	AP Vouchers	\$ 355,366.25
06/14/24 -06/28/24	Payroll	\$ 765,907.07
		<b>\$ 1,121,273.32</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

July 18, 2024

### **ACTION ITEM**

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Budget Amendment for National Association of Regional Councils (NARC) Conference Work**

### **IN BRIEF**

The National Association of Regional Councils (NARC) has chosen the Puget Sound Regional Council (PSRC) as the host of its next annual conference to be held in June 2025 in Seattle. PSRC staff will work with NARC staff to develop and coordinate the event. The conference will provide an opportunity to showcase the region and the collaborative work of PSRC and our members. To reflect the change in the work program, an amendment is needed to PSRC's biennial budget and work program.

### **RECOMMENDED ACTION**

The Executive Board should approve the following amendment to PSRC's biennial budget and work program, Council support (Task 500), subtask #9 as follows:

9. Participate in the National Association of Regional Councils (NARC). Collaborate with NARC staff on developing and hosting NARC's 2025 annual conference to highlight and advance regional priorities.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program for Fiscal Years 2024-2025 includes sufficient funding for the addition to work program.



## DISCUSSION

PSRC staff have been active participants in NARC since 2018. NARC sponsors an annual conference that brings together representatives of councils of government and metropolitan planning organizations, including elected leaders and staff, to share best practices and learn about relevant issues. Held annually in June, it is the largest national event focusing on promoting effective regional cooperation and solutions. The most recent conference hosted by the Atlanta Regional Commission had over 200 participants from across the United States. As part of the conference, participants had an opportunity to tour different parts of the Atlanta region and learn about priorities and challenges.

NARC has chosen PSRC as its next partner to host NARC's 59<sup>th</sup> Annual conference. To reflect the work that will be needed to ensure the event is a success, staff are looking to add to the biennial work program a specific task of collaborating on developing and hosting NARC's 2025 annual conference to highlight and advance regional priorities.

PSRC's two-year budget and work program runs from July 1, 2023, through June 30, 2025. The work program is divided into tasks presented in detail in the Work Descriptions by Task section of the budget. Occasionally there is a need to amend the work program to accurately reflect new work not contemplated when the budget and work program was most recently adopted and/or amended.

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

July 18, 2024

### **ACTION ITEM**

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Approve PSRC FY 2025 Indirect Cost Rate**

### **IN BRIEF**

A request is being made for approval of PSRC's Fiscal Year 2025 Indirect Cost Rate Proposal (ICRP).

### **RECOMMENDED ACTION**

Recommend the Executive Board approve PSRC's Fiscal Year 2025 indirect cost rate proposal with a benefit rate of 53.89% and indirect rate of 43.18%.

### **BUDGET IMPACT**

The attached ICRP is used to allocate PSRC's budgeted benefits and indirect costs to federal awards. The benefits and indirect costs were included as part of PSRC's Supplemental Biennial Budget and Work Program for Fiscal Years 2024-2025 as adopted by the General Assembly on May 30, 2024.

### **DISCUSSION**

Indirect costs are costs incurred for common or joint purposes that cannot be easily identified with a particular final cost objective. These costs benefit more than one cost objective or program and are allocated to federal awards by use of an indirect cost rate.

PSRC's ICRP was last reviewed and approved by our federal cognizant agency, the Federal Transit Administration (FTA), on February 15, 2018. Subsequent ICRPs do not need to be submitted for approval unless PSRC changes its accounting system,

changes its ICRP methodology, or if PSRC's ICRP exceeds the rate last approved by the FTA by more than 20%.

The MPO/RTPO Agreement between PSRC and the Washington State Department of Transportation (WSDOT) requires Executive Board approval of PSRC's indirect cost proposal. Once approved, the proposal will be included within the budget and work program.

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

**ATTACHMENTS**

- A. 2025 Indirect Cost Plan Proposal



Puget Sound Regional Council

July 8, 2024

Mrs. Susan Fletcher  
Regional Administrator for Region 10  
Federal Transit Administration – Region 10  
915 Second Avenue, Suite 3142  
Seattle, Washington 98174

Dear Mrs. Fletcher,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2025 indirect expenses and uses fixed rate with carryforward as a basis for the indirect cost plan.

The budgeted fiscal year 2025 benefit rate is 53.89% of salaries. The proposed indirect rate is 43.18% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2023 Audited Financial Statements
- Proposal Reconciliation with FY 23 Financial Statements (pg.3)
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-971-3268 or [lmayer@psrc.org](mailto:lmayer@psrc.org).

Thank you,

Lili Mayer  
Finance Manger  
Phone: 206-971-3268  
Email: [lmayer@psrc.org](mailto:lmayer@psrc.org)  
Enclosure

## INTRODUCTION

The Puget Sound Regional Council (PSRC) is a voluntary organization of local governments in King, Kitsap, Pierce, and Snohomish counties. As set forth in the interlocal agreement, the mission of the Regional Council is to preserve and enhance the quality of life in the central Puget Sound area. In so doing, it shall

- Prepare, adopt and maintain goals, policies and standards for regional transportation and regional growth management in the central Puget Sound area, in accordance with federal and state law and based upon local comprehensive plans of jurisdictions within the region;
- Ensure implementation in the region of the provisions of state and federal law which pertain to regional transportation planning and regional growth management.

The Regional Council is financed by a variety of federal, state and local agencies and jurisdictions. The basic sources of funding are the Federal Transit Administration, the Federal Highway Administration, Federal Aviation Administration, Washington State Department of Transportation, local transit agencies, and dues assessed to member jurisdictions.

PSRC develops its indirect cost plan based on the requirements of FTA Circular 5010.1E Appendix F “Cost Allocation Plans” and Appendix G “Indirect Cost Rate Proposals”, 2 CFR 200 Appendix V “State/Local Government-wide Central Service Cost Allocation Plans”, and 2 CFR 200 Appendix VII “States and Local Government and Indian Tribe Indirect Cost Proposals”.

Methodology: PSRC will use a fixed indirect cost rate with carry forward. PSRC began using the fixed with carry forward method July 1, 2016. Before the adoption of 2 CFR 200, PSRC used a provisional rate with a reconciliation at year end to actual indirect costs. The new method of fixed with carry forward will present a more accurate allocation, while also limiting administrative efforts of updating the plan.

Cost Bases: PSRC charges indirect costs to its federal grants under the indirect cost plan. Indirect costs are defined as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. These costs include, but are not limited to, rent, office supplies, office maintenance, hardware, software, and insurance. The cost base for indirect costs is total direct salaries and benefits.

PSRC also charges costs for support staff and benefits under the indirect cost plan. Support staff includes, but are not limited to Information Technology, Human Resources, Finance, and Administrative employee costs. PSRC’s indirect cost plan has a benefits rate and an indirect cost rate. The cost base for benefits costs is total salaries.

As PSRC’s proposed indirect rate of 43.18% does not exceed its previously approved 2017 rate of 53.73% by more than 20% PSRC will not submit the plan to FTA for approval but will be kept on file and made available to review as required.

PSRC has not changed its methodology nor has it changed its accounting system in a way that has significantly impacted its Cost Allocation Plan.

**RECONCILIATION OF ALLOCATED DIRECT EMPLOYEE BENEFITS AND OH  
VS PAID DIRECT EMPLOYEE BENEFITS  
FOR THE YEAR ENDING JUNE 30, 2023**

**Total Employee Benefits Incurred:**

Employee Leave Benefits	1,091,074
Employee non-leave Benefits	2,468,289
<b>Total Employee Benefits Incurred</b>	<b><u>\$ 3,559,363</u></b>

**2023 Actual Benefit Rate Calculation:**

<u>Total Actual Benefits</u>	=	<u>3,559,363</u>	<b>59.44%</b>
Total Actual Salaries		5,987,914	

Total Direct Salaries	\$ 4,781,260
Total Allocated Direct Benefits (@ 58.74% of Total Direct Salaries)	2,808,512
Total Direct Salaries and Allocated Direct Benefits	<u>\$ 7,589,773</u>
Total Allocated Indirect Cost per Government Wide Statement ((@ 43.18% of Direct Salaries and Allocated Benefits (\$6,646,826.33 x 43.18%))	\$ 3,277,264
Less: Total Actual Net Indirect Cost for FY 2023	<u>3,844,062</u>
<b>Allocated Indirect Cost less Actual Indirect Cost Over (Under)</b>	<b><u>\$ (566,798)</u></b>

Total Allocated Direct Benefits	\$ 2,808,512
Less: Total Actual Direct Benefits	2,842,098
<b>Allocated Direct Benefits less Actual Direct Benefits Over (Under)</b>	<b><u>\$ (33,585)</u></b>

<b>Allocated Indirect Cost and Direct Benefits Over (Under)</b>	<b><u>\$ (600,383)</u></b>
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Indirect Salaries	1,206,654
Indirect Benefits	717,265
Indirect Costs	1,920,143
<b>Total Indirect Incurred</b>	<b><u>\$ 3,844,062</u></b>

**2023 Actual Indirect Rate Calculation:**

<u>Total Actual Indirect Costs</u>	=	<u>3,844,062</u>	<b>50.42%</b>
Total Direct Salaries/Benefits		7,623,359	

Note: FY 2023 Allocated Benefit Rate of 58.74% and Indirect Rate of 43.18% (Based on final Budget vs Actual Report for FY2023)

PUGET SOUND REGIONAL COUNCIL  
 BENEFIT RATE CALCULATION  
 FOR THE YEAR ENDING JUNE 30, 2025

FY 2025 Budgeted Benefits	<u>\$ 3,939,658</u>
FY 2025 Budgeted Direct Salaries	6,067,972
FY 2025 Budgeted Indirect Salaries	1,242,635
Total Salaries	<u>\$ 7,310,607</u>

BENEFIT RATE

<u>Total Benefits</u>	=	<u>3,939,658</u>	=	<b>53.89%</b>
<u>Total Salaries</u>		<u>7,310,607</u>		

PUGET SOUND REGIONAL COUNCIL  
 ESTIMATED FY 2025 BENEFIT COST

Benefit	2025 Budget
Fica/Medicare	\$ 603,221
State L&I	31,541
State Unemployment	141,934
OR State TriMet	0
Vacation/Personal Time	699,328
Excess comp	0
Sick leave	9,317
Floating holiday	56,976
Holiday	330,217
Bereavement/Other	9,317
State Retirement	713,614
PERS Admin Fee	12,360
ICMA	254,766
Medical /Vision Insurance	840,177
Dental Insurance	81,524
LTD	23,583
Life insurance	8,568
Long term care	4,742
STD	49,802
EAP/Misc	3,000
Jury duty	2,329
EE recog	500
Transportation Incentive	62,843
<b>Total</b>	<u><u>\$ 3,939,658</u></u>

**PUGET SOUND REGIONAL COUNCIL  
INDIRECT COST RATE CALCULATION  
FOR THE YEAR ENDING JUNE 30, 2025**

<b>FY 2025 Budgeted Indirect Cost</b>	<b>\$ 4,032,479</b>
<b>FY 2025 Budgeted Direct Salaries</b>	<b>6,067,972</b>
<b>FY 2025 Budgeted Direct Benefits (Budgeted Salaries x Budgeted Benefit Rate)</b>	<b>3,270,030</b>
<b>Estimated FY 2024 Direct Salaries &amp; Benefits</b>	<b>\$ 9,338,002</b>

**INDIRECT COST RATE**

<b>Total Indirect Cost</b>	=	<b>4,032,479</b>	=	<b>43.18%</b>
<b>Total Direct Salaries &amp; Benefits</b>		<b>9,338,002</b>		

**PUGET SOUND REGIONAL COUNCIL  
ESTIMATED FY 2025. INDIRECT COST BUDGET**

<b>Categories</b>	<b>2025 Budget</b>
Indirect Salaries and Benefits	\$ 1,912,286
Other contract services	281,200
Accounting and auditing	61,914
legal services	112,500
Rent	682,200
Paper	5,628
Copier Expense	30,000
Graphics & Printing	5,000
Postage	5,000
Office Supplies	21,493
Records Storage	5,000
Maintenance & Repairs	20,000
Telephone	25,000
Furniture & fixtures	45,000
Delivery charges	250
Advertising	4,000
Conferences	5,000
Education & Training	52,500
Meetings	17,000
Professional Dues	17,000
Publications	4,000
Translation Services	10,500
Web Page	52,000
Equipment lease	20,000
Recruiting & Advertising	10,000
moving	1,000
Vehicle Parking & Fuel& maintenance	23,881
Data Acquisition	1,000
Miscellaneous	500
Hardware	57,000
Software	112,000
Hardware Maintenance	66,000
Software Maintenance	100,000
Telecoferencing	25,887
Internet	20,000
Computer Supplies	15,000
Cloud Services	120,000
Temporary Personnel	15,000
Insurance	99,434
Travel	15,000
Depreciation	270,000
<b>FY2025 Total Indirect Costs</b>	<b>4,346,173</b>
Plus: Estimated Cumulative Under Allocation as of 06/30/2023	- 313,694
<b>Totals</b>	<b>\$ 4,032,479</b>



**PUGET SOUND REGIONAL COUNCIL  
SCHEDULE OF DIRECT AND INDIRECT COST  
FOR THE YEAR ENDING JUNE 30, 2023**

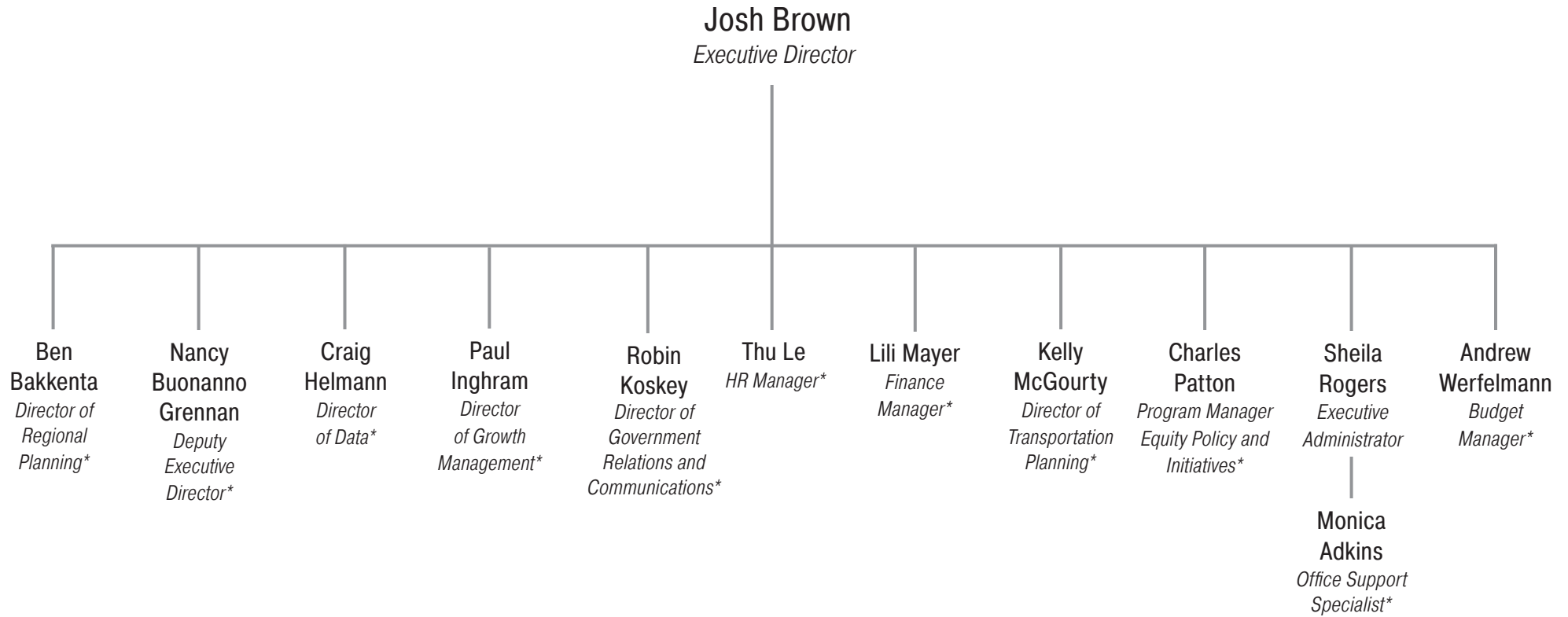
<b>Categories</b>	<b>Total Cost</b>	<b>Direct Cost</b>	<b>Indirect Cost</b>
Salaries	\$ 5,987,914	\$ 4,781,260	\$ 1,206,654
Benefits	3,559,363	2,842,098	717,265
<b>Total Salaries &amp; Benefits</b>	<b>\$ 9,547,277</b>	<b>\$ 7,623,359</b>	<b>\$ 1,923,919</b>
Other contract services	1,130,493	994,429	136,064
Accounting and auditing	57,453	0	57,453
legal services	35,493	0	35,493
Rent	1,050,142	0	1,050,142
Outreach Compensation	76,634	76,634	0
Paper	262	0	262
Copier Expense	8,908	0	8,908
Graphics & Printing	7,251	7,152	99
Postage	685	294	391
Office Supplies	4,702	395	4,307
Records Storage	5,049	0	5,049
Maintenance & Repairs	3,728	0	3,728
Telephone	21,577	0	21,577
Furniture & fixtures	0	0	0
Delivery charges	0	0	0
Advertising	1,150	1,150	0
Conferences	21,076	19,826	1,250
Education & Training	46,036	440	45,596
Meetings	107,968	88,644	19,325
Professional Dues	12,776	1,050	11,726
Publications	3,122	919	2,202
Translation Services	1,303	618	685
Web Page	16,916	337	16,579
Equipment lease	0	0	0
Recruiting & Advertising	8,134	0	8,134
moving	10,368	0	10,368
Vehicle & Parking	5,025	44	4,982
Data Acquisition	5,742	4,982	761
Miscellaneous	0	0	0
Hardware	16,026	656	15,370
Software	54,598	451	54,147
Hardware Maintenance	7,760	0	7,760
Software Maintenance	57,795	48,102	9,693
Teleconferencing	8,355	0	8,355
Internet	7,865	33	7,832
Computer Supplies	1,409	0	1,409
Cloud Services	108,726	0	108,726
Temporary Personnel	57,941	57,941	0
Insurance	59,502	1,421	58,081
Travel	43,480	38,259	5,221
Interest Expense (Office)	138,086	0	138,086
Depreciation	60,385	0	60,385
<b>Totals</b>	<b>\$ 3,263,918</b>	<b>\$ 1,343,775</b>	<b>\$ 1,920,143</b>
<b>Total Actual Net Indirect Cost for FY 2023</b>			<b><u>3,844,062</u></b>

**Total Indirect Cost Collected :**

(Direct Salaries + Allocated Benefits ) x Indirect Rate	\$ 3,277,264
Total Allocated Indirect Cost less Actual Net Indirect Cost	\$ (566,798)
Total Allocated Direct Employee Benefits less Direct Employee Benefits Paid	\$ (33,585)
<b>Allocated Cost FY2023 less Actual Cost</b>	<b>Over (Under) Allocated</b> <b>\$ (600,383)</b>

<b>Total Over (Under) Allocated Cost Collected for Year Ending 06/30/23</b>	<b>\$ (600,383)</b>
<b>Cumulative Over (Under) Allocated Carryforward from 06/30/22</b>	<b>914,077</b>
<b>Cumulative Over (Under) Allocated @ 06/30/23</b>	<b><u>313,694</u></b>

# Management Team



FTE = 2

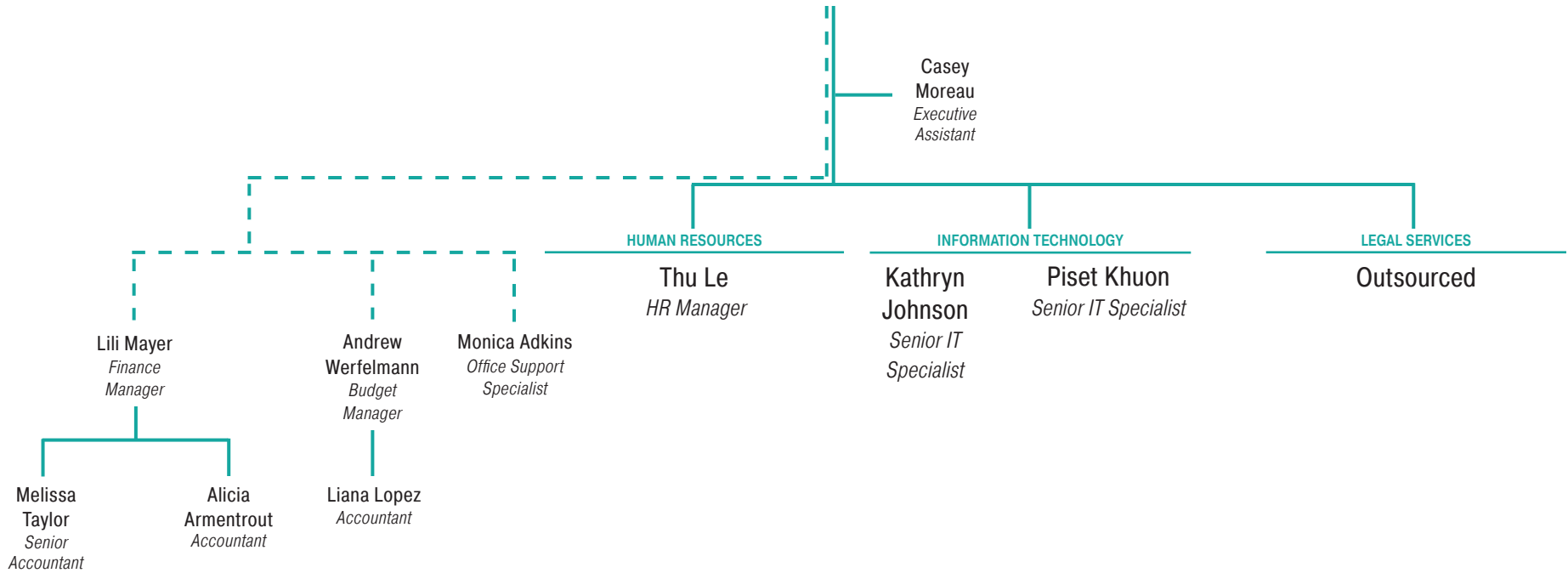
\* Counted in other department



Puget Sound Regional Council

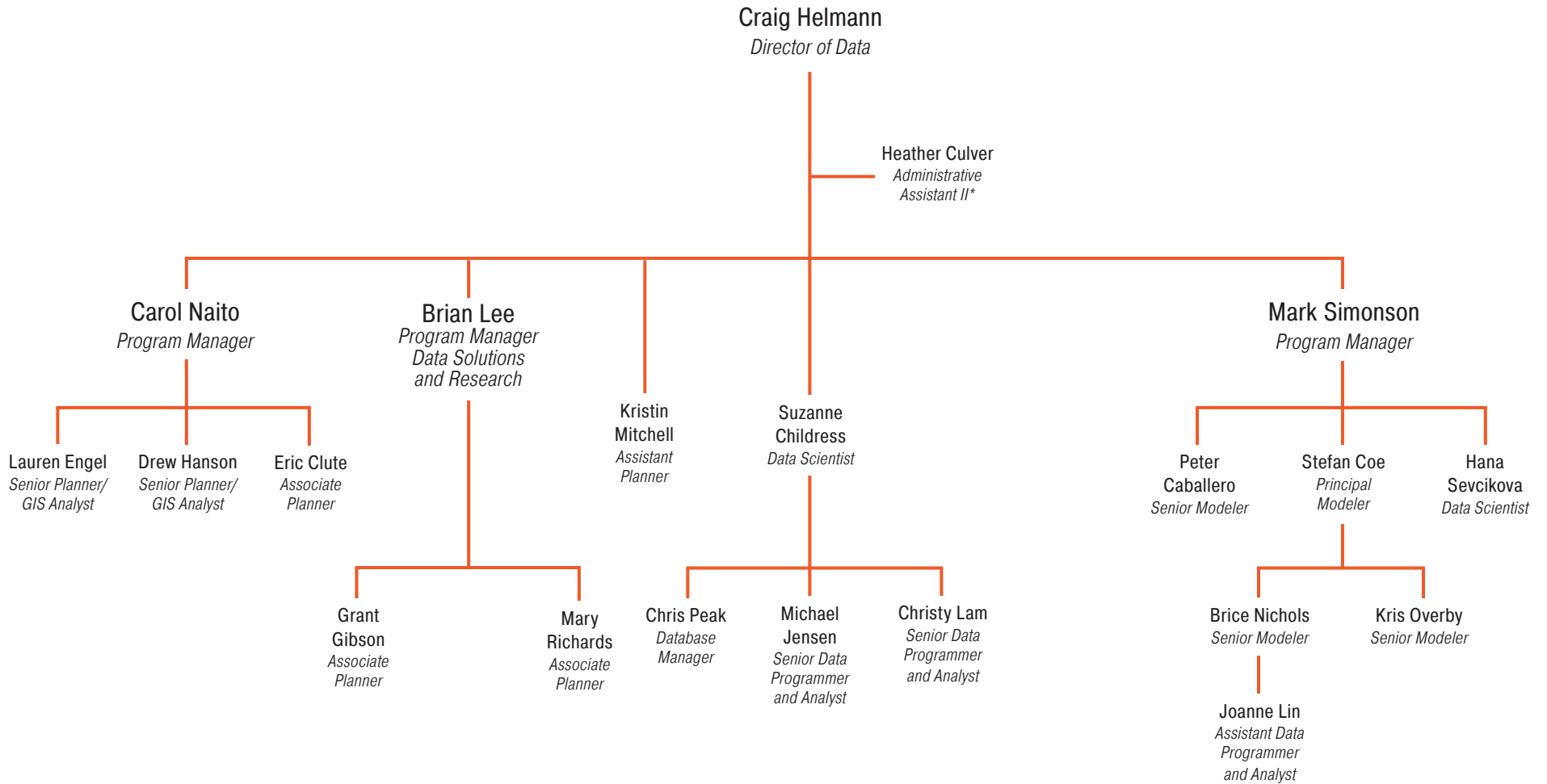
# Administrative Services

**Nancy Buonanno Grennan**  
*Deputy Executive Director*



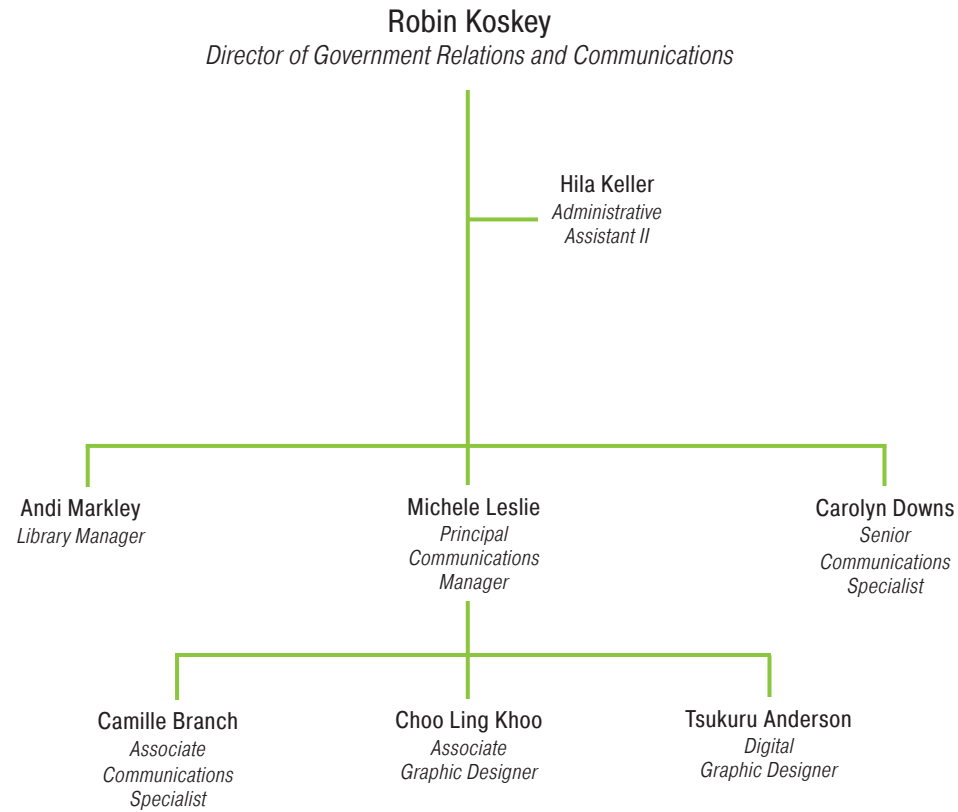
FTE = 10  
Part-Time = 1  
- - - - indirect report

# Data



FTE = 19  
 Part-Time = 1  
 \* Counted in other department

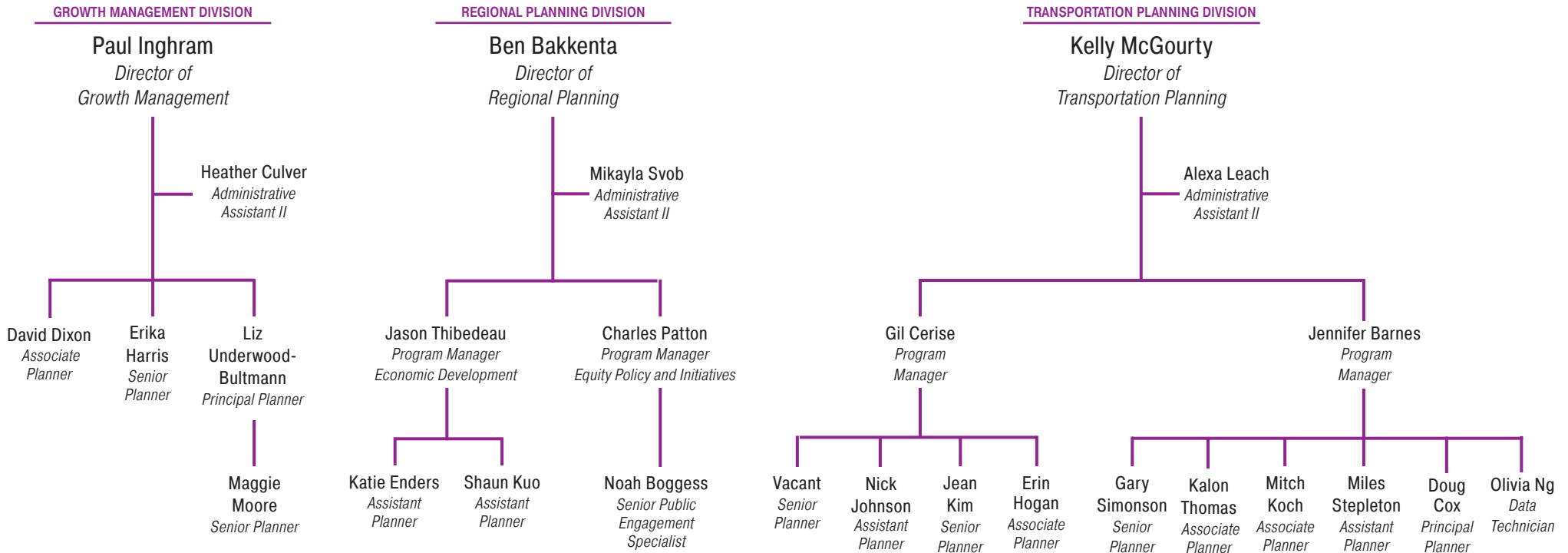
# Government Relations and Communications



FTE = 8

\* Counted in other department

# Planning



**CERTIFICATE OF COST ALLOCATION PLAN**


This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year ending June 30, 2025, are to establish billing or final indirect costs rates for July 1, 2024 through June 30, 2025 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct

Governmental Unit: Puget Sound Regional Council

Signature:  \_\_\_\_\_

Name of Official: Lili Mayer

Title: Finance Manager

Date of Execution: 07/08/2024



## Puget Sound Regional Council

July 18, 2024

### **ACTION ITEM**

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authority for Consultant Services to Update Regional Transportation Plan Project Consistency Measures**

### **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 a consultant contract to provide support for the updating of project consistency measures as part of the development of the 2026 Regional Transportation Plan.

### **RECOMMENDED ACTION**

Recommend the Executive Board authorize the Executive Director to enter into a contract for consultant services to update project consistency measures for the 2026 Regional Transportation Plan. The total budget for consultant work shall not exceed \$100,000.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program for Fiscal Years 2024-2025 includes funding for these consultant services.

### **DISCUSSION**

Federal law and regulations require PSRC to develop a new Regional Transportation Plan (RTP) every four years. The current RTP was adopted in May 2022 and the next plan is scheduled to be adopted by May 2026. The plan is required to identify and analyze the current and future regional transportation system, including planned regionally significant projects and programs. Regional significance is defined by specific



thresholds for different modes and types of projects, per federal direction and based on the ability to be included in the regional transportation model. PSRC refers to projects above these thresholds as “regional capacity projects.”

The RTP is designed to support and implement the regional growth strategy and multicounty planning policies as directed in VISION 2050. Per board direction, regional capacity projects that request submission into the plan must first address a set of measures to evaluate consistency with VISION 2050 policy areas, including: emission reductions, freight movement, jobs, multimodal alternatives, Puget Sound recovery and protection, safety and security, equity, centers and mobility.

The existing framework for evaluating plan project consistency was first developed in 2012. Minor refinements have occurred since then, but language and references in the framework are outdated. The policy areas identified are still relevant based on current board direction for the plan, but an update to bring the guidance and procedures to current state of the practice is necessary. In addition, the current RTP includes a commitment to update and refine the framework prior to the next plan update, to include addressing “all ages and abilities” and the Safe System Approach.

Consultant support will be sought to provide assistance on this work. The total cost under this procurement shall not exceed \$100,000.00.

For additional information, please contact Kelly McGourty at [kmcgourty@psrc.org](mailto:kmcgourty@psrc.org) or 206-971-3601 or Jennifer Barnes at [jbarnes@psrc.org](mailto:jbarnes@psrc.org) or 206-389-2876.



## Puget Sound Regional Council

July 18, 2024

### **DISCUSSION ITEM**

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Financial Management System RFP Debrief**

### **IN BRIEF**

In November 2023, the Executive Board gave PSRC \$200,000 of authority to procure a new project-based accounting/enterprise resource planning (ERP) system.

In May, we advertised an RFP for the ERP and got 10 responses. We narrowed down our selections to three, of which we entertained demos.

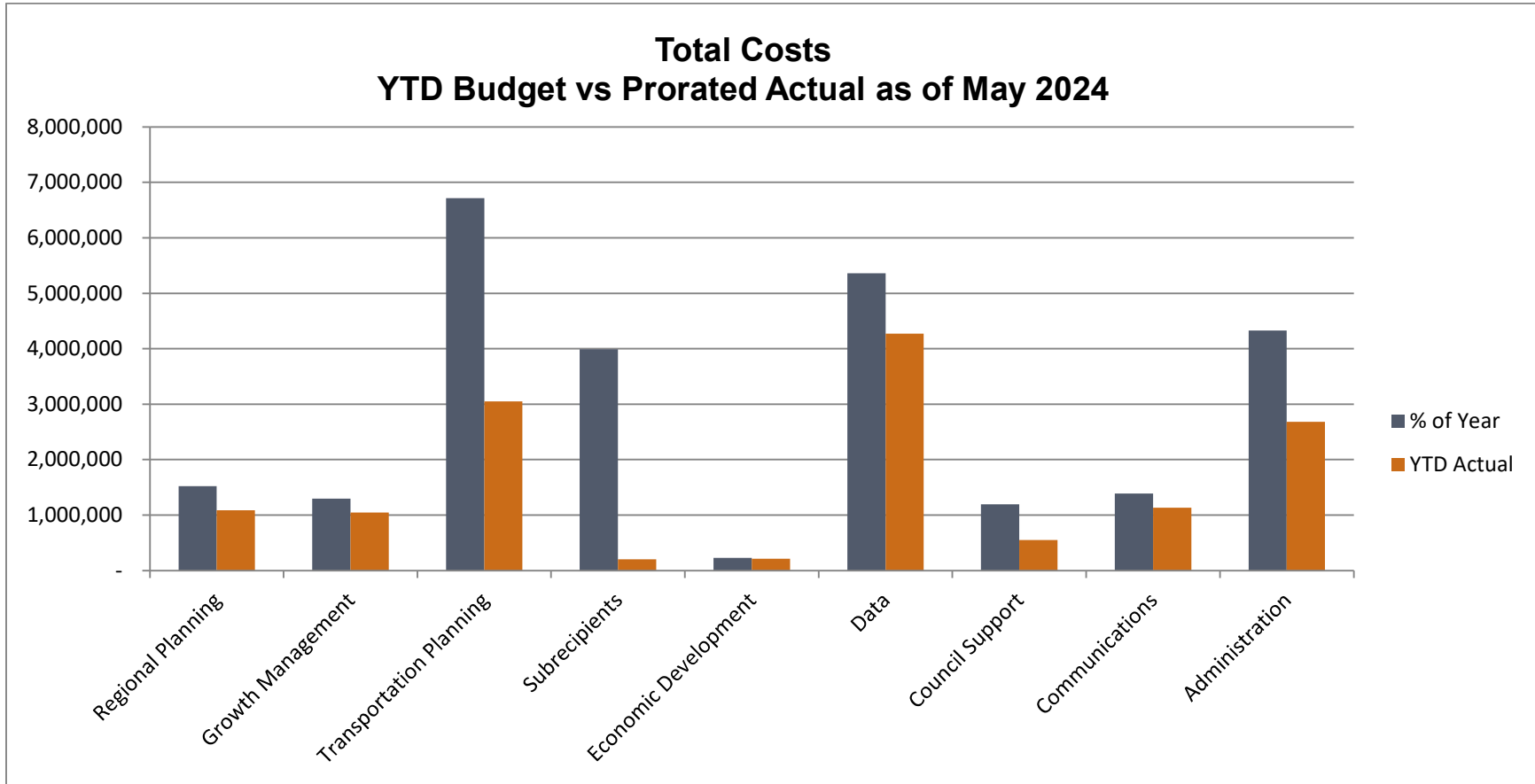
PSRC has chosen the Acumatica product offered by PC Bennett. The final selection came down to price and the implementation timeline.

### **DISCUSSION**

PSRC has been using our current accounting software, Microsoft Dynamics SL since 2007. Our software vendor notified us that future versions of Dynamics would cease to support the project-based accounting as well as integrated payroll processing. These are two critical functions we would need our accounting system to support.

Acumatica through PC Bennett came in under budget at \$169,000 for the first year's software and implementation costs. Even though the annual software as a service (SaaS) is comparable to larger software companies, PSRC saved money due to PC Bennett's fixed fee pricing structure.

We signed the contract earlier this month and are excitedly underway with a go-live estimate of early January 2025. For more information, please contact Lili Mayer at 206-971-3268 or [lmayer@psrc.org](mailto:lmayer@psrc.org).



Budget as of May 2024 Supplemental 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.

83.8% of labor, 7.5% of consultant budget not including Safe Streets and Roads for All Subrecipients, and 34.9% of direct budget expended.

4.7% 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 2/14/2024

6.b

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>										
PC Bennett Solutions	Enterprise Resource Planning Software Syst	Lili Mayer	12/07/23	07/10/24	0%	\$200,000	\$124,992	\$75,008	62%	06/30/34
<b>AMENDED</b>										
<b>COMPLETED *** NONE</b>										
<b>PROJECT SPECIFIC</b>										
AMPORF	Travel Model Software Development Cooper	Stefan Coe	07/28/22	09/01/22	0%	\$210,000	\$105,000	\$105,000	50%	06/30/28
Blue Raster	GIS and IT Services	Carol Naito	07/27/23	10/02/23	0%	\$50,000	\$26,879	\$23,121	54%	06/30/25
Botanical Designs, Inc.	Plant Design, Installation, and Maintenance	1 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	\$161,295	\$73,705	69%	12/31/24 <sup>1</sup>
Holland & Knight	Federal Affairs and Funding Consultant Servi	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$171,000	\$57,000	75%	12/19/24
Jennifer Ziegler Public Affairs Consulting, Inc.	WA State Legislative Monitoring	Robin Koskey	04/25/24	05/10/24	0%	\$160,000	\$8,000	\$152,000	5%	04/30/26
Quivas Street Consulting LLC	Government Relations Support	Robin Koskey	04/25/24	05/24/24	0%	\$60,000	\$1,824	\$58,176	3%	12/31/24
Resource Systems Group	Travel Model Implementation & Tech Suppor	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$48,857	\$51,143	49%	06/30/25
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$817,246	\$52,754	94%	08/31/24
Seitel Systems	Information Systems and Network Support S	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$133,589	\$66,411	67%	06/30/25
Triskelle Software Solutions, LLC	Transportation Projects Database & Online A	Jennifer Barnes	06/22/13	02/07/24	0%	\$150,000	\$7,353	\$142,647	5%	06/30/25
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	\$80,804	\$569,196	12%	06/30/25
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$21,305	\$9,695	69%	09/30/25
VisionSnap, Inc.	Upgrades to Transp. Projects Online Applica	Jennifer Barnes	04/27/23	08/18/23	0%	\$30,000	\$24,450	\$5,550	82%	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	\$19,371	\$780,629	2%	5/31/25
<b>ON-CALL</b>										
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$34,147	\$5,853	85%	06/30/25
Fisko Kretschmer Smith Dixon Ormseth	On-Call Legal Services for Commercial Leas	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
<b>TOTAL</b>						<b>\$4,242,636</b>	<b>\$1,978,957</b>	<b>\$2,263,679</b>		

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

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

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

<sup>2</sup> 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**

**6.c**

<b>Active Grants</b>									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 5/31/24	Remaining to be Expended	Billed as of 5/31/24	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY22-23 FHWA Funding (through Sep 30, 2024) total FHWA	Regional Planning	Lili Mayer	Multiple	5,674,823.11	4,946,092.98	728,730.13	4,946,092.98	728,730.13	7/1/21 - tbd
	Regional Planning	Lili Mayer	Multiple	5,726,477.00	-	5,726,477.00	-	5,726,477.00	7/1/23-6/30/25
				11,401,300.11	4,946,092.98	6,455,207.13	4,946,092.98	6,455,207.13	
FTA 5303 Carry Forward Funding FY22-23 FTA 5303 Funding (through Sep 30, 2024)* total FTA 5303	Regional Planning	Lili Mayer	Multiple	1,861,706.43	1,436,765.00	424,941.43	1,436,765.00	424,941.43	7/1/21 - tbd
	Regional Planning	Lili Mayer	Multiple	2,352,753.00	-	2,352,753.00	-	2,352,753.00	7/1/23-6/30/25
				4,214,459.43	1,436,765.00	2,777,694.43	1,436,765.00	2,777,694.43	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	690,778.00	816,380.00	690,778.00	816,380.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	916,675.10	1,083,324.90	916,675.10	1,083,324.90	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	117,381.96	182,618.04	100,000.00	200,000.00	4/1/23 - 3/31/26
FY24 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	285,883.00	964,117.00	285,883.00	964,117.00	4/3/24 - 3/31/26
USDOT Office of Safety	Safety Action Plans	Ben Bakkenta	Multiple	4,860,363.00	318,769.25	4,541,593.75	318,769.25	4,541,593.75	4/17/23 - 12/31/25
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	48,825.51	151,174.49	48,825.51	151,174.49	7/1/23 - 6/30/25
University of Washington	Models Research	Brian Lee	004.72.0.0	134,459.00	92,745.26	41,713.74	92,745.26	41,713.74	9/1/22 - 8/31/24
				<b>30,082,198.97</b>			<b>17,031,205.44</b>		
<b>Recently Completed</b>									
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,500,000.00	-	2,500,000.00	-	1/5/22 - 3/31/24

\*Additional funding of \$1,394,335 allocated July 9, 2024