

Note Start Time –9:30 a.m.

Operations Committee Meeting Agenda

Thursday, January 26, 2012

PSRC Central Meeting Room – 1011 Western Avenue – 5th Floor – Seattle

- 1. 9:30 a.m. — Call to Order – Executive Pat McCarthy, Chair**
- 2. Roll Call**
- 3. Communications and Citizen Comments**
- 4. Consent Agenda**
 - a. Approve Minutes of Meeting held December 1, 2011*
 - b. Approve Vouchers dated November 16, 2011 through January 13, 2012 in the amount of \$2,187,014.81*
- 5. Information Item**
 - a. Contract Status Report*
 - b. Review Process for Supplemental Biennial Budget and Work Program*
 - c. New Employee Status Report*
- 6. Announcements**
 - Next Operations Committee Meeting - Thursday, February 23, 2012, 9 – 9:50 a.m., PSRC Central Meeting Room
- 7. 9:50 a.m. — Adjourn**

Committee members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Olivia Robinson at orobinson@psrc.org; fax/206-587-4825; or mail.

Sign language and communication material in alternative formats available given sufficient notice by calling 206-464-7090. TDD/TTY: 206-464-5409.

Servicios de Traducción Disponible 206-971-3052, Diana Martinez
Có dịch vụ thông dịch sang tiếng Việt. Xin liên lạc Thu Lê số 206-464-6175

**MINUTES
PUGET SOUND REGIONAL COUNCIL
OPERATIONS COMMITTEE MEETING
THURSDAY, DECEMBER 1, 2011
REGIONAL COUNCIL CENTRAL MEETING ROOM
9:30 AM**

1 & 2 Call to Order/Roll Call

Executive Pat McCarthy called the meeting of the Operations Committee to order at 9:30am
Members and Alternates present for all or part of the meeting included

Councilmember Carol Arends	Mayor Joe Marine
Councilmember Dave Gossett	Executive Pat McCarthy
Mayor Pete Lewis	Councilmember Emily Vanderwielen
Commissioner Bill Mahan	

Guests and staff present for all or part of the meeting were

Ben Bakkenta, PSRC	Paul W. Locke, Citizen
Mike Cummings, PSRC	Thu Le, PSRC
Jacob Gonzalez, PSRC	Olivia Robinson, PSRC
Mark Gulbranson, PSRC	Jeff Storrar, PSRC
Michael Hubner, PSRC	Andrew Werfelmann, PSRC
Diana Lauderbach, PSRC	

3. Communications and Citizen Comments.

Executive McCarthy thanked Commissioner Bill Mahan and Councilmember Richard Cole for their service to PSRC and the Operations Committee.

Paul W. Locke shared his concerns about tax rates.

4. Consent Agenda

a. Approval of Minutes of Meeting held October 27, 2011.

b. Approval of Vouchers dated October 14 through November 15, 2011 in the amount of \$1,052,701.00.

Action: It was moved and seconded (Marine/Lewis) to approve the minutes of the Operations Committee meeting held October 27, 2011, (b) it was moved and seconded (Gossett/Marine) approve the vouchers for the period October 14 through November 15, 2011, in the amount of \$1,052,701. The motion was unanimous.

5. Action Item – Authorization to Amend the Biennial Budget and Work Program (FY 2012-2013) and Contract Authority for Housing Market Analysis for Growing Transit Communities

Diana Lauderbach reviewed the latest changes to the Biennial Budget and Work Program (FY 2012-2013), which included revenue from the Federal Highway Administration (FHWA) for pilot testing on their INVEST sustainability tool and from the City of Seattle for work on incorporating food policy into comprehensive planning and on how to assess urban agriculture. There also is anticipated revenue from the “Living Cities” regional grant program that would be used to engage assistance from a consultant team with expertise in real estate economics, land use policy analysis, and forecasting.

Action: It was moved and seconded (Marine/Gossett) to Amend the Biennial Budget and Work Program (FY 2012-2013) and Contract Authority for Housing Market Analysis for Growing Transit Communities. The motion was unanimous.

6a. Information Item– Contract Status Report

Ms. Lauderbach provided a contract status report.

6b. Information Item– Preparations for State Audit.

Ms. Lauderbach informed the committee that the annual state audit has begun. The auditor's office does its planning on-site and will hold an entrance conference soon. She noted that there was a 6% fee increase this year for the audit.

6c. Information Item– Contract Status Report

Thu Le announced that there were two interns hired in November – Lindsay Fromme in Economic Development and Jacob Gonzalez in Data Systems and Analysis.

7. Announcements

The meeting adjourned at 9:53 am. The next meeting will be Thursday, January 26, 2012 at 9:00 am, Central Meeting Room, 1011 Western Ave., Seattle.

ACTION ITEM

January 19, 2012

To: Operations Committee

From: Bob Drewel, Executive Director

Subject: **Approve Vouchers Dated November 16, 2011 through January 13, 2012 in the Amount of \$2,187,014.81**

AT ISSUE

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>
11/16/2011	Revolving Fund	30.00
11/17/2011	AP 4679 - 4687	86,498.78
11/17/2011	AP 4688 - 4696	15,017.08
11/17/2011	AP 4697 - 4710	8,388.83
11/17/2011	AP 4711	48,885.49
11/22/2011	AP 4712 - 4713	49,716.26
11/22/2011	AP 4714 - 4716	238,246.86
11/23/2011	AP 4717 - 4720	55,145.57
11/29/2011	Revolving Fund	2,894.84
11/29/2011	AP 4721 - 4739	91,960.67
11/30/2011	AP 4740	422.90
11/30/2011	Payroll Direct Deposit	156,088.75
11/30/2011	PSRC Payroll Taxes	53,331.10
11/30/2011	Direct Deposit - DRS	28,332.74
11/30/2011	Direct Deposit - ICMA 457	27,080.25
11/30/2011	Direct Deposit - Roth IRA	208.33
12/2/2011	AP 4741 - 4747	31,022.52
12/2/2011	AP 4748 - 4750	59,822.68
12/2/2011	AP 4751	15,727.50
12/2/2011	AP 4752 - 4764	12,819.86
12/15/2011	Revolving Fund	5,525.72
12/15/2011	AP 4765 - 4772	6,416.23
12/15/2011	AP 4773 - 4776	61,661.14
12/15/2011	AP 4777 - 4791	70,021.53
12/15/2011	AP 4792 - 4798	13,411.14
12/15/2011	Payroll Direct Deposit	155,164.83
12/15/2011	PSRC Payroll Taxes	51,855.94

12/15/2011	Direct Deposit - DRS	27,928.50
12/15/2011	Direct Deposit - ICMA 457	25,843.42
12/15/2011	Direct Deposit - Roth IRA	208.33
12/21/2011	AP 4799	220.97
12/21/2011	AP 4800 - 4812	17,244.38
12/21/2011	AP 4813 - 4816	49,874.90
12/29/2011	Revolving Fund	2,887.64
12/29/2011	AP 4817 - 4826	17,738.64
12/30/2011	Payroll Direct Deposit	148,387.40
12/30/2011	PSRC Payroll Taxes	49,531.55
12/30/2011	Direct Deposit - DRS	27,538.60
12/30/2011	Direct Deposit - ICMA 457	27,715.52
12/30/2011	Direct Deposit - Roth IRA	208.33
1/6/2012	AP 4827 - 4836	63,503.41
1/9/2012	AP 4837 - 4840	41,892.71
1/11/2012	AP 4841	3,166.01
1/11/2012	AP 4842- 4846	4,429.53
1/11/2012	AP 4847 - 4849	763.39
1/12/2012	AP 4850 - 4856	55,032.35
1/12/2012	AP 4857 - 4859	415.10
1/12/2012	Revolving Fund	3,867.97
1/13/2012	Payroll Direct Deposit	147,186.60
1/13/2012	PSRC Payroll Taxes	54,963.75
1/13/2012	Direct Deposit - DRS	27,524.23
1/13/2012	Direct Deposit - ICMA 457	42,994.04
1/13/2012	Direct Deposit - Roth IRA	250.00
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		2,187,014.81

For additional information, please contact Diana Lauderbach at 206-464-5416; email dlauderbach@psrc.org.

VOUCHER REVIEW COMMITTEE SCHEDULE

For the months of: **January, May, and September 2012**

Councilmember Kathy Lambert
Councilmember Stan Flemming

Alternates: Mayor Pete Lewis
Councilmember Dave Gossett

For the months of: February, June, and October 2012

Councilmember Dave Gossett
Councilmember Jean Godden

Alternates: Councilmember Carol Arends
Mayor Joe Marine

For the months of: March, July, and December 2012

Councilmember Derek Young
Mayor Joe Marine

Alternates: Councilmember Joe McDermott
Councilmember Stan Flemming

For the months of April and August 2012

Councilmember Carol Arends
Mayor Pete Lewis

Alternate: Councilmember Dave Gossett
Councilmember Jean Godden

Please note the Operations Committee members may change following city and county representative appointments to various boards.

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT

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	Phone (206) & Email	Contract Number	Board Approved	Date Issued	% DBE/WBE*	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
Steve Kachman	TIP Database Enhancements	Chris Peak	464-7536, cpeak@psrc.org	2008-03	09/27/07	10/05/07	0%	\$20,000	\$16,120	\$3,880	81%	06/30/12 ³
Francis & Company	Financial Services	Diana Lauderbach	464-5416, dlauderbach@psrc.org	2009-09	09/25/08	11/24/08	0%	\$147,500	\$119,495	\$28,005	81%	06/30/12
DKS Associates	Activity-Based Transport Model - Phase 2	Matthew Kitchen	464-6196, mkitchen@psrc.org	2009-10	12/04/08	03/24/09	10%	\$665,000	\$346,521	\$318,479	52%	12/31/12 ²
WA ST Department of Commerce	Implementation of Transfer Development Rights	Ivan Miller	464-7549, imiller@psrc.org	2010-07	09/24/09	10/01/09	0%	\$202,342	\$169,546	\$32,796	84%	03/31/12
Cascade Land Conservancy	Implementation of Transfer Development Rights	Ivan Miller	464-7549, imiller@psrc.org	2010-08	09/24/09	11/01/09	0%	\$47,276	\$41,367	\$5,910	88%	10/31/11 ⁴
Cocker Fennessy	Task 4: T2040 Outreach	Rick Olson	971-3050, rolson@psrc.org	2010-10-04	09/24/09	07/20/11	0%	\$15,000	\$0	\$15,000	0%	06/30/12
Cocker Fennessy	Task 5: Prosperity Partnership Support	Rick Olson	971-3050, rolson@psrc.org	2010-10-05	09/24/09	07/20/11	0%	\$66,000	\$9,816	\$56,184	15%	06/30/12
Cocker Fennessy	Task 6: Aerospace Cluster & 737MAX	Rick Olson	971-3050, rolson@psrc.org	2010-10-06	09/24/09	09/22/11	0%	\$30,000	\$12,014	\$17,986	40%	11/30/11 ⁴
Cocker Fennessy	Task 7: Washingtgon Aerospace Partnership	Rick Olson	971-3050, rolson@psrc.org	2010-10-07	09/24/09	10/18/11	0%	\$118,090	\$37,080	\$81,010	31%	02/28/12
WA ST Department of Commerce	Implemenation of TDR - Phase II	Ivan Miller	464-7549, imiller@psrc.org	2010-22	06/24/10	06/24/10	0%	\$921,700	\$141,864	\$779,836	15%	09/30/12
Resource Systems Group	Collaborative Decision-Making Framework	Robin Mayhew	464-7537, rmayhew@psrc.org	2011-02	10/28/10	12/17/10	0%	\$167,881	\$103,966	\$63,915	62%	02/28/12
University of Washington	Impact of Smart Growth on Met. Goods Movement	Alon Bassok	464-7091, abassok@psrc.org	2011-03	07/22/10	11/22/10	0%	\$176,234	\$0	\$176,234	0%	03/31/12
TIP Strategies	Regional Economic Strategy Update	Sarah Lee	971-3250, slee@psrc.org	2011-04	09/23/10	05/01/11	0%	\$199,700	\$91,087	\$108,613	46%	03/31/12
ARCH/ City of Bellevue	Implementation of HUD Growing Transit	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2011-05	03/24/11	03/24/11	0%	\$140,000	\$23,325	\$116,675	17%	02/01/14
Impact Capital	Implementation of HUD Growing Transit	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2011-06	03/24/11	03/25/11	0%	\$284,352	\$47,044	\$237,308	17%	02/01/14
King County Dept of Transportation	Implementation of Northgate Catalyst	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2011-07	03/24/11	06/10/11	0%	\$375,000	\$122,194	\$252,806	33%	02/01/14
City of Tacoma	Implementation of HUD Growing Transit	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2011-08	03/24/11	04/04/11	0%	\$500,000	\$0	\$500,000	0%	02/01/14
Seitel Systems	Information Systems and Network Support Services	Jerry Harless	464-5325, jharless@psrc.org	2011-09	01/27/11	04/04/11	0%	\$200,000	\$20,527	\$179,473	10%	06/30/13
Cascade Land Conservancy	Implementation of HUD Growing Transit	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2011-10	03/24/11	06/07/11	0%	\$79,891	\$606	\$79,285	1%	02/01/14
City of Seattle	Implementation of HUD Growing Transit	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2011-11	03/24/11	07/12/11	0%	\$125,000	\$22,355	\$102,645	18%	02/1/14 ¹
SeaTec	Preparing General Aviation Airports for NextGen Tech	Stephen Kiehl	971-3290, skiehl@psrc.org	2012-01	04/28/11	09/14/11	0%	\$119,000	\$30,193	\$88,807	25%	09/30/12
Gal Ori Steinix	PSRC Website Support	Anne Avery	464-7079, aavery@psrc.org	2012-02	06/23/11	07/08/11	0%	\$15,000	\$0	\$15,000	0%	06/30/12
Cascadia Law Group	On-Call Legal Services	Mark Gulbranson	464-7524, mgulbranson@psrc.org	2012-03	07/28/11	07/29/11	0%	\$90,000	\$1,635	\$88,365	2%	06/30/12
Hillis, Clark, Martin & Peterson	On-Call Legal Services	Mark Gulbranson	464-7524, mgulbranson@psrc.org	2012-04	07/28/11	07/29/11	0%	\$50,000	\$5,272	\$44,728	11%	06/30/12
Sebris Busto James	On-Call Legal Services	Mark Gulbranson	464-7524, mgulbranson@psrc.org	2012-05	07/28/11	07/29/11	0%	\$10,000	\$455	\$9,545	5%	06/30/12
HRNovations	On-Call Human Resources Services	Thu Le	464-6175, tle@psrc.org	2012-06	07/28/11	07/29/11	0%	\$50,000	\$13,757	\$36,243	28%	06/30/12
University of Washington	Implementation of HUD Growing Transit	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2012-08	03/24/11	04/04/11	0%	\$250,000	\$112,442	\$137,558	45%	02/1/14 ¹
VIA Architecture	Transit Service Overlay Zone Approach Development	Gil Cerise	971-3053, gcerise@psrc.org	2012-08	06/23/11	09/13/11	0%	\$55,000	\$33,900	\$21,100	62%	01/31/12
PRR	Task 2: Sustainable Communities Outreach	Ben Bakkenta	971-3280, bbakkenta@psrc.org	2010-09-02	09/24/09	11/09/11	100%	\$74,938	\$0	\$74,938	0%	06/30/12 ¹
TOTAL								\$5,194,904	\$1,522,580	\$3,672,324		

¹ NEW Total Legal contracts \$150,000 \$7,361 \$142,639 5%

² Completed

³ Amended for Time

⁴ Completed waiting for final invoice

Operating Leases	Description	Minimum Annual Payments:						Totals	Contract End Date
		FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	Thereafter		
SHARP	Copy Center Facilities Management	\$176,321	\$129,328	\$146,539	\$129,667	\$102,000	Unknown	\$683,855	12/30/11
Waterfront Holdings	Office Lease	\$626,887	\$653,754	\$681,194	\$680,619	\$705,567	\$1,475,270	\$4,823,292	05/31/14
Granicus	Internet Broadcasting (Web Streaming)	\$8,854	\$40,182	\$18,200	\$18,882	Unkown			06/30/11

* Percentage of DBE/WBE as certified by Washington State



INFORMATION ITEM

January 19, 2012

To: Operations Committee

From: Bob Drewel, Executive Director

Subject: **Review Process for Supplemental Biennial Budget and Work Program
FY 2012 - FY 2013**

BACKGROUND

Last May, the Puget Sound Regional Council's General Assembly unanimously adopted a two-year budget and work program, which runs from July 1, 2011 through June 30, 2013. The adopted biennial budget includes the option for adjustment after the first year with a supplemental budget.

The Regional Council is funded through a combination of federal and state grants and local funds. The federal grants traditionally make up nearly 75 percent of the funding, while state grants contribute less than 5 percent. Local funds provide 20 percent and are used to match the state and federal grants, and also fund work not covered by federal and state grants. These funds allow PSRC to carry out its mission in planning for regional transportation, land use and economic development under the authority embodied in state and federal laws.

The Operations Committee, which has primary responsibility for developing the supplemental budget and work program, will have a briefing on the proposed draft Budget and Work Program at its meeting in February. The Executive Board, Transportation Policy Board, Growth Management Policy Board, Economic Development Board and Regional Staff Committee will be given information on the proposed draft Budget and Work Program in March and April. The Operations Committee will prepare a recommended Supplemental Budget and Work Program for final consideration by the Executive Board during the month of April and action by the General Assembly in May.

The Regional Council's major activities in the Budget will build on and enhance efforts carried forward from adopted fiscal year 2012-2013, focusing on meeting mandates and continuing to provide essential services to members. The budget contains the following elements: Regional Growth Planning, Regional Transportation Planning, Regional Economic Development, Technical and Data Services, and Administrative Services. A copy of the Draft Supplemental Biennial Budget and Work Program will be available to all members in late March.

If you have any questions, please call Diana Lauderbach at 206-464-5416 or e-mail dlauderbach@psrc.org.



INFORMATION ITEM

January 19, 2012

To: Operations Committee
From: Bob Drewel, Executive Director
Subject: New Employee Status Report

The Regional Council has four new employees in January in the following departments:

Government Relations and Communications:

Jada Maxwell – Librarian

Growth Management Planning:

Lori Jacobs – Administrative Assistant

Transportation Planning:

Linda Fox – Administrative Assistant

Amy Ho – Administrative Assistant

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