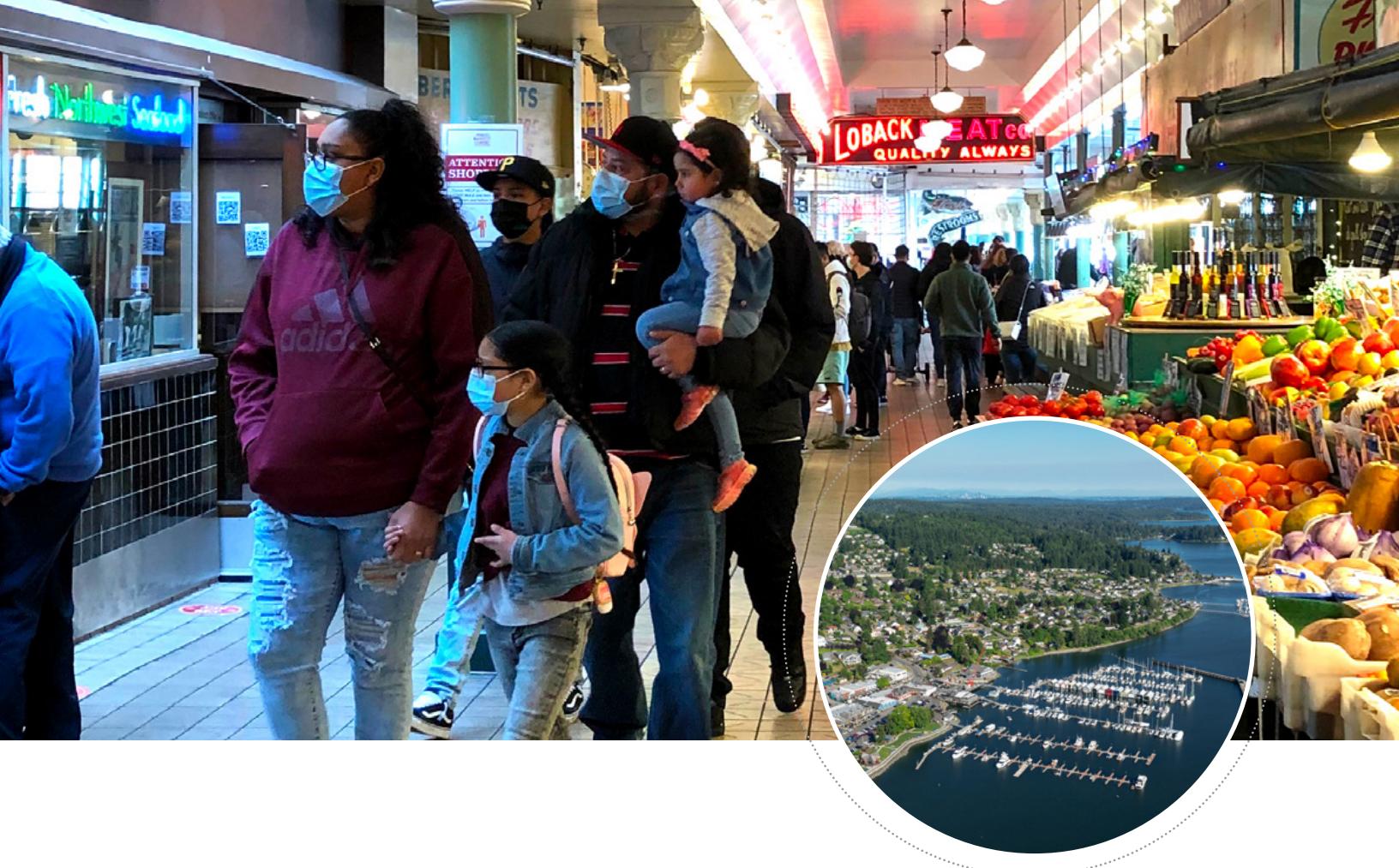


# PSRC HANDBOOK



Puget Sound Regional Council



## OVERVIEW OF THE PUGET SOUND REGIONAL COUNCIL

The Puget Sound Regional Council (PSRC) is a regional planning organization that develops policies and makes decisions about transportation planning, economic development and growth management within King, Kitsap, Pierce, and Snohomish counties. PSRC is composed of nearly 100 members, including the four counties, cities and towns, ports, state and local transportation agencies and Tribal governments within the region.

Under state and federal mandates and an [Interlocal Agreement](#) signed by its members, PSRC conducts planning, compliance, and certification programs. These programs enable PSRC members, other jurisdictions, and entities to obtain state and federal funding.

PSRC is designated under federal law as the Metropolitan Planning Organization (MPO), and under state law as the Regional Transportation Planning Organization (RTPO), for King, Kitsap, Pierce and Snohomish counties.

The Puget Sound Regional Council operates under a [two-year \(biennial\) budget and work program](#). The agency receives about 70% of its revenue from federal grants, 6% from state grants, and 25% from dues paid by PSRC members and other local sources. PSRC has approximately 63 regular full-time employees.

To learn more about what we do, see [PSRC Basics – Getting Ready for the Future](#).

## **What is an MPO**

PSRC's founding document, the Interlocal Agreement, defines a Metropolitan Planning Organization (MPO) as: *The agency designated by the United States Department of Transportation and the governor that is responsible, in cooperation with the State, for ensuring that transportation planning is conducted through a "continuous, cooperative, and comprehensive (3-C) process." The process is stipulated in federal law.*

There are many MPOs in Washington state and across the nation. Each one has a unique role and different characteristics. However, they all must work with the state and local partners to ensure that transportation planning is conducted through the 3-C (continuous, cooperative, and comprehensive) process. It ensures that agencies will work together.

## **What We Do**

PSRC works to ensure a healthy and prosperous future for the central Puget Sound region. The agency's work is directed by elected leaders of King, Pierce, Snohomish and Kitsap counties, the region's cities and towns, port districts, transit agencies and tribes. At PSRC, the region's elected leaders come together to make decisions about transportation, growth management and economic development

### **Planning for a Growing Region**

VISION 2050 is the regional guide for managing growth over the coming decades. By the year 2050, an additional 1.6 million people are expected to live here. The VISION 2050 regional growth strategy calls for focusing new housing, jobs and development in regional growth centers and near high-capacity transit. The strategy also aims to keep rural areas, farmland and forests healthy and thriving.

### **Transportation Planning & Funding**

A key role of PSRC is to help communities secure federal funding for transportation. PSRC selects projects to receive about \$300 million in transportation funding each year. PSRC develops and maintains the Regional Transportation Plan, a blueprint for improving mobility, providing transportation choices, moving the region's freight, and supporting the region's economy and environment through 2050.

### **Economic Development**

The region's economic development strategy is produced at PSRC. It identifies the leading drivers of the region's economy and the near-term actions that will sustain job growth and global competitiveness.

### **Creating an Equitable Region**

PSRC works to foster a region where everyone has access to exceptional quality of life and opportunity. PSRC seeks to address current and past racism in the region by working to advance racial equity throughout all aspects of the agency's work program.

### **Regional Data**

PSRC is a leading source of data and forecasting that is essential for regional and local planning. Recent work has focused on delivering next generation modeling tools and collecting data on travel behavior.

## Membership and Its Benefits

PSRC membership includes the four counties of King, Kitsap, Pierce, and Snohomish and most of the cities they contain, and the Muckleshoot Tribe, Puyallup Tribe of Indians, and Suquamish Tribe. Of the 82 cities in the region, [77 are members of PSRC](#).

### Benefits of membership

- A voice in key regional decisions
- Distribution of federal transportation dollars and technical assistance to obtain government funding
- Economic development resources
- Data to meet special planning needs, including census, employment, forecast, GIS/maps, population/housing, surveys and transportation data

### Additional PSRC resources:

#### DATA

- [Data at PSRC](#)
- [Puget Sound Trends](#)
- [Regional Data Profile](#)
- [Household Travel Survey Program](#)

#### TRANSPORTATION

- [Regional Transportation Plan](#)
- [PSRC Funding](#)
- [Transportation Data Visualization Tool](#)

#### GROWTH MANAGEMENT

- [VISION 2050 Planning Resources](#)
- [Comprehensive Planning Resources](#)
- [Housing Innovations Program \(HIP\)](#)

#### REGIONAL COLLABORATION

- [TOOLBOX Peer Networking Series](#)
- [Regional Equity Strategy](#)
- [Latest News at PSRC](#)



## How Are Board Appointments Made?

PSRC's board seats are set by the Interlocal Agreement and state law ([RCW 47.80.060: Executive board membership](#)), but it is at the discretion of our members to decide who they will appoint to fill those seats. Typically, cities and counties make board and committee assignments at the beginning of the year. But members can change their appointments at any time.

## Types of Membership

### Full Membership

- Signs the Interlocal Agreement
- Voting members of the General Assembly
- Represented in the General Assembly by elected officials from their executive and legislative branches
- May join the Transportation Policy Board or Growth Management Policy Board
- Dues are calculated for each member with half of the total dues based on the member's population as a percentage of the whole, and half based on the assessed property values as a percentage of the whole
- Examples of full members: King County, Kitsap County, Pierce County, Snohomish County, 77 cities in the Puget Sound region and the Muckleshoot Tribe, Puyallup Tribe of Indians, and Suquamish Tribe

### Statutory Membership

- Signs the Interlocal Agreement
- Voting members of the General Assembly
- May designate representatives if elected officials are not on their governing body
- May join the Transportation Policy Board or Growth Management Policy Board
- Current Statutory members include: Port of Bremerton, Port of Everett, Port of Seattle, Port of Tacoma, Washington State Department of Transportation, Washington Transportation Commission

### Associate Membership

- Any jurisdiction of general or special purpose government within the four-county region not a party to the Interlocal Agreement can request Associate membership
- May serve on the policy boards and committees or subcommittees of the Executive Board at the Executive Board's discretion
- Not voting members of the General Assembly
- Current Associate members include: Alderwood Water & Wastewater District, Cascade Water Alliance, Port of Edmonds, Island County, Puget Sound Partnership, Snoqualmie Tribe, Thurston Regional Planning Council, University of Washington, Washington State University



## We Welcome New Members!

Jurisdictions, local governments and Tribes within the region that are not currently members of PSRC are invited to learn more about becoming a member. Please contact Josh Brown if you would like to explore membership.

## Public Involvement

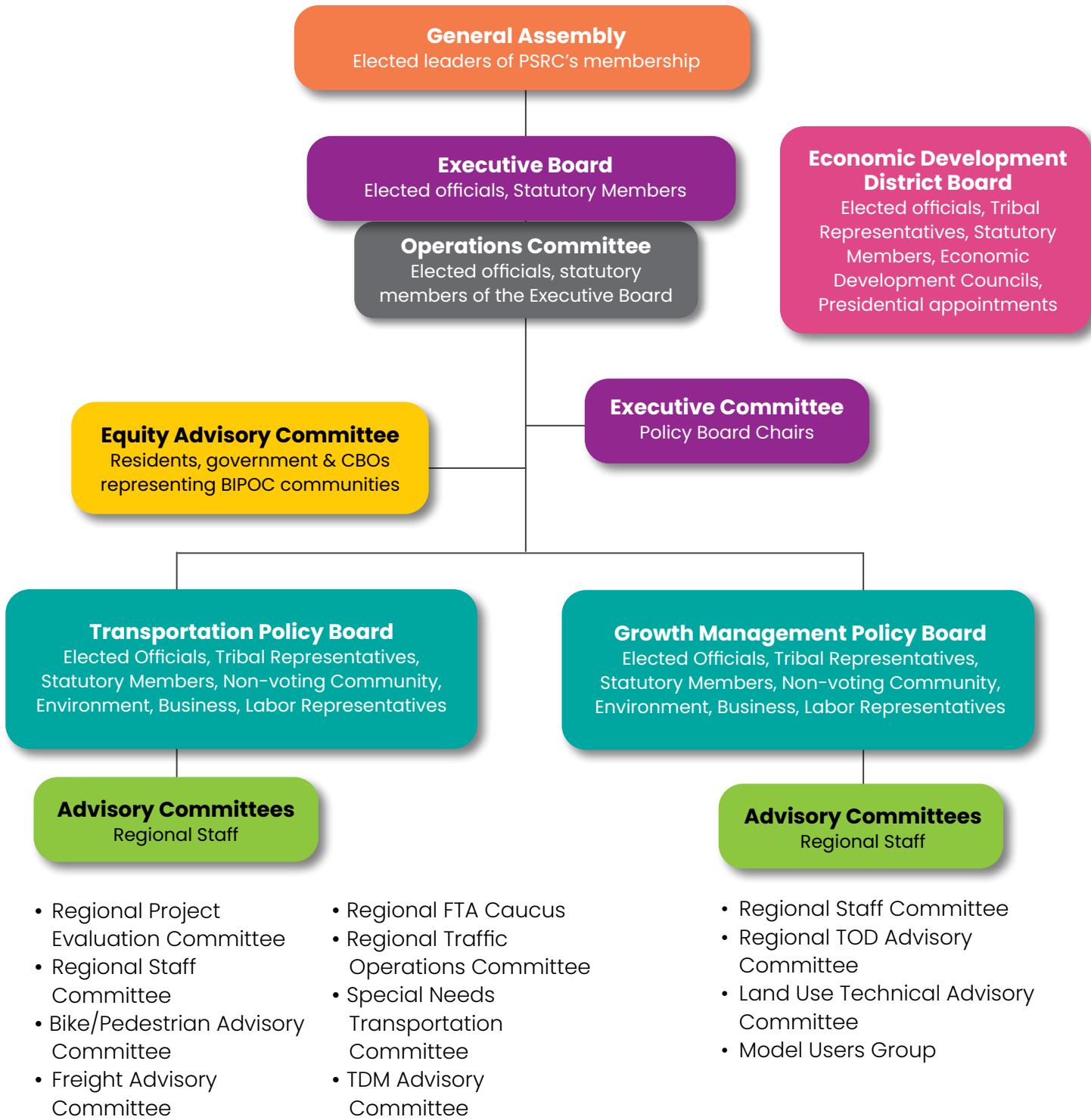
The Puget Sound Regional Council is committed to participation by the diversity of interests throughout the region. The agency informs and engages with the public on important decisions through multiple methods, including social media, the PSRC blog and website, in-person and online events, workshops, surveys, focus groups and more.

PSRC's [Public Participation Plan](#) outlines how the agency supports meaningful public engagement. Board members can expand the reach of the agency's public involvement tools by sharing information on public comment periods, events, meetings, and other opportunities with the public and your networks.

Follow PSRC on Facebook, Instagram, Twitter, LinkedIn, and YouTube, or [sign up](#) for other PSRC email lists.

## PSRC'S GOVERNING STRUCTURE & BOARDS

PSRC is formed through an interlocal agreement and designated by the Governor of the State of Washington as the region's Metropolitan Planning Organization (MPO). Committees listed below are examples. The current list of committees is always available online <https://www.psrc.org/boards-committees/advisory-committees>.



## **General Assembly**

Meets: Annually in the spring

Scope: Budget, work program, officers, major decisions

Role: Governing Board

The Puget Sound Regional Council General Assembly includes all mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions, Tribes, and agencies. Each elected representative is a voting member of the General Assembly, which meets at least annually to vote on major decisions, establish the budget, and elect new officers.

## **Executive Board**

Meets: Monthly on 4th Thursday, 10–11:30 a.m. (Except Aug, Nov, Dec)

Scope: Routine Business, Funding Decisions, Plan Certifications

Role: Board with Delegated Authority from the general assembly

The Executive Board is chaired by the PSRC president, meets monthly, and directs activities of PSRC between meetings of the General Assembly. The Executive Board is advised by an operations committee and two policy boards on key transportation and growth management issues.

[Bylaws](#)

[Board composition](#)

## **Operations Committee**

Meets: Monthly on 4th Thursday, 9–9:50 a.m. (Except Aug, Nov, Dec)

Scope: Budget and work program, contracts, financial and personnel issues

Role: Advises the Executive Board on financial and administrative matters

This smaller group, made up of Executive Board members, is responsible for reviewing expenses, developing the budget, reviewing staff requests for contracts and more. The committee takes an in-depth look at these items and make recommendations to the Executive Board. The committee has helped craft our Outreach Compensation Policy and Procedures, which supports expanded public participation. They were also instrumental in developing PSRC's reserve fund, ensuring the agency's fiscal stability.

[Committee Rules](#)

## **Growth Management Policy Board**

- Meets: Monthly on the 3rd Thursday from 10 a.m.–12 p.m. (Except Aug and Dec)  
Scope: Plan Review, Planning Policies, Centers, VISION 2050  
Role: Advises Executive Board on Growth Management

The Growth Management Policy Board includes representatives of PSRC's member jurisdictions and non-voting members representing regional business, labor, and civic and environmental groups. The policy board meets monthly to advise the Executive Board on key growth management issues. The major work areas of the board include PSRC's plan review and certification program and implementation of VISION 2050, the Regional Housing Strategy and the Regional Centers Framework.

[Bylaws & Composition](#)

## **Transportation Policy Board**

- Meets: Monthly on the 2nd Thursday from 9:30–11:30 a.m. (Except Aug)  
Scope: Transportation Funding, Plan Development, Project Status, Regional Transportation Plan, TIP  
Role: Advises Executive Board on Transportation

The Transportation Policy Board includes representatives of PSRC's member jurisdictions and non-voting members representing regional business, labor, civic and environmental groups. The policy board meets monthly to advise the Executive Board on key transportation issues. Two major work programs of the board include: the distribution of about \$300 million of federal transportation funding each year to priority projects supporting PSRC's adopted regional policies; and the development of the long-range Regional Transportation Plan, which lays the framework for a safe, sustainable, multimodal transportation system that supports all users and the region's economy and environment through 2050.

[Bylaws & Composition](#)

## **Economic Development District Board**

- Meets: Quarterly on 1st Wednesday from 10 a.m.–12 p.m., (occasional additional meetings)  
Scope: Economic Development Planning, Operations, Regional Economic Strategy  
Role: Governing Board of Economic Development District

The Central Puget Sound Economic Development District Board is the governing board for the federally designated economic development district for King, Kitsap, Pierce, and Snohomish counties. Its members include representatives from private business, local governments, Tribes and trade organizations. The board is responsible for development and adoption of the Regional Economic Strategy, which serves as region's Comprehensive Economic Development Strategy.

[Bylaws](#)

## COMMITTEES

In addition to its boards, PSRC has several committees to engage stakeholders and ensure full participation from local governments, agencies, and transportation users. PSRC seeks input from committees to provide ideas on ways to address regional challenges, to research and resolve technical issues, and to review and recommend major transportation projects for funding. The committees listed here are examples. The current list of committees is always available online <https://www.psrc.org/boards-committees/advisory-committees>.

### **Equity Advisory Committee**

The Equity Advisory Committee works with the agency to co-create products as part of the [Regional Equity Strategy](#) and to advise PSRC committees and policy boards on policies and programs with an equity lens. This committee is composed of residents as well as governmental and community-based organizations in the Puget Sound region representing Black, Indigenous, and people of color (BIPOC) communities and other marginalized groups.

### **Bicycle Pedestrian Advisory Committee**

This committee coordinates with and advises PSRC staff, policy boards, and other advisory committees on a variety of bicycle and pedestrian-related planning issues. Representatives from member jurisdictions, bicycle and pedestrian interest groups, and community members are welcome to attend.

### **Regional Project Evaluation Committee**

The Regional Project Evaluation Committee is composed of staff from PSRC's member organizations, representing city and county departments of transportation, ports, transit agencies, the Puget Sound Clean Air Agency, the Washington State Department of Transportation and Tribes. The committee's primary role is to make recommendations to the Transportation Policy Board regarding the distribution and monitoring of PSRC's federal funds. The committee also serves an important role in providing input on other PSRC activities and products, such as the long-range regional transportation plan.

### **Regional Staff Committee**

The Regional Staff Committee discusses key issues and may make recommendations to the policy boards, Operations Committee, and Executive Board. Members include high-level staff from member jurisdictions and transit agencies, in approximate proportion to representation on the Transportation Policy Board and Growth Management Policy Board.

## **Regional Transit-Oriented Development Committee**

This committee advances a broad coalition to support equitable transit-oriented development and the region's adopted growth strategy.

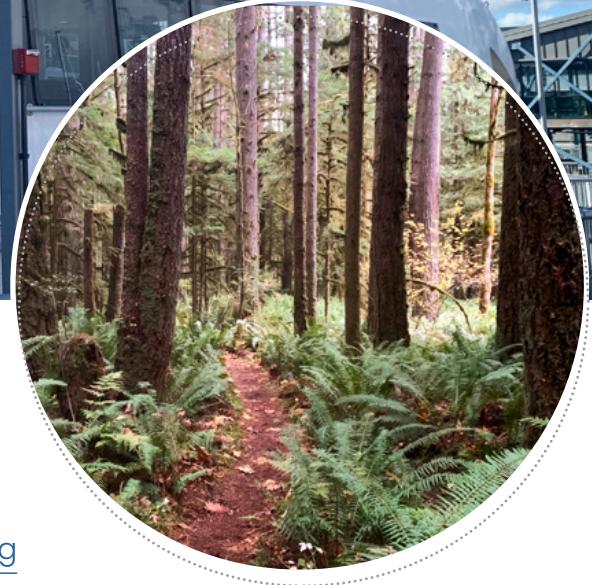
## **Coordinated Mobility Advisory Committee**

This committee advises the Transit Operators Committee on special needs transportation and transit, including updates to the region's Coordinated Mobility Plan and prioritization of projects for funding.

## **Transit Operators Committee**

This committee serves as a forum for discussing and resolving issues of common concern to public transportation operators in region. The committee advises the Transportation Policy Board and includes representatives of the public transit agencies in each county, Sound Transit, the City of Seattle, and the state Department of Transportation's Ferry Planning Office, and Public Transportation Division.





## KEY CONTACTS

### PSRC General Assembly & Executive Board

**Josh Brown**, Executive Director, [jbrown@psrc.org](mailto:jbrown@psrc.org)

**Sheila Rogers**, Executive Administrator, [srogers@psrc.org](mailto:srogers@psrc.org)

### Operations Committee & Administrative Services

**Marc Daily**, Director of Admin Services, [mdaily@psrc.org](mailto:mdaily@psrc.org)

**Andrew Werfelmann**, Budget Manager, [awerfelmann@psrc.org](mailto:awerfelmann@psrc.org)

**Lili Mayer**, Finance Manager, [lmayer@psrc.org](mailto:lmayer@psrc.org)

**Casey Moreau**, Executive Assistant, [cmoreau@psrc.org](mailto:cmoreau@psrc.org)

### Growth Management Planning

**Paul Inghram**, Director of Growth Management, [pinghram@psrc.org](mailto:pinghram@psrc.org)

**Heather Culver**, Administrative Assistant II, [hculver@psrc.org](mailto:hculver@psrc.org)

### Transportation Policy Board

**Kelly McGourty**, Director of Transportation Planning, [kmcgourty@psrc.org](mailto:kmcgourty@psrc.org)

**Alexa Leach**, Administrative Assistant II, [aleach@psrc.org](mailto:aleach@psrc.org)

### Economic Development District Board

**Jason Thibedeau**, Program Manager, [jthibedeau@psrc.org](mailto:jthibedeau@psrc.org)

**Mikayla Svob**, Administrative Assistant II, [msvob@psrc.org](mailto:msvob@psrc.org)

[Full Staff Roster](#)

## APPENDIX

Annual Report (More Information About PSRC)  
<https://www.psrc.org/about-us>

Budget and Work Program  
<https://www.psrc.org/about/budget/>

Bylaws (Agreements & Supporting Documents)  
<https://www.psrc.org/about-us>

PSRC Acronyms and Abbreviations  
<https://www.psrc.org/node/10507>

Regional Economic Strategy executive summary  
<https://www.psrc.org/planning-2050/regional-economic-strategy>

Staff Roster  
<https://www.psrc.org/about-us/our-team>

Regional Transportation Plan  
<https://www.psrc.org/planning-2050/regional-transportation-plan>

VISION 2050  
<https://www.psrc.org/planning-2050/vision-2050>

