



Puget Sound Regional Council

## Operations Committee

Thursday, January 23, 2020 • 9:00 – 9:50 AM [meeting starts early]

Central Meeting Room • 1011 Western Avenue Suite 500, Seattle, WA 98104

- 1. Call to Order and Roll Call (9:00) - Councilmember Claudia Balducci, Chair**
- 2. Communications and Public Comment**
- 3. Consent Agenda**
  - a. Approve Minutes of Meeting held December 5, 2019
  - b. Approve Vouchers Dated November 15, 2019 through January 10, 2020 in the Amount of \$1,422,039.37
- 4. Action Items**
  - a. Approve Membership for City of Carnation
  - b. Approve Associate Membership for Cascade Water Alliance
  - c. PSRC Executive Board Representatives
  - d. Approve Contract Authority for 2020 General Assembly
  - e. Approve Contract Authorization for Replacement of Boardroom Audio/Video System and Ongoing Maintenance Services for Audio/Video Systems
- 5. Information/Discussion Items**
  - a. Draft Supplemental Biennial Budget and Work Program (FY2020-2021)
  - b. Monthly Budget Progress Report
  - c. Contract Status Report
  - d. Completed Contracts
  - e. Grant Status Report
  - f. 2020 Executive Board and Operations Committee Meeting Schedule
- 6. Next Meeting:**

Thursday, February 27, 2020, 9:00 - 9:50 AM, PSRC Central Meeting Room
- 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](mailto:cmoreau@psrc.org); fax 206-587-4825; or mail.

Sign language and communication material in alternate formats can be arranged given sufficient notice by calling 206-464-7090 or TTY Relay 711. العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng Việt | Vietnamese | Call 206-587-4819.



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, DECEMBER 5, 2019**

**PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM**

**9:00 a.m.**

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

Councilmember Claudia Balducci called the meeting of the Operations Committee to order at 9:08 a.m.

Members and *Alternates* present for all or part of the meeting included:

Commissioner Glen Bachman, Statutory Members

Councilmember Claudia Balducci, King County, Chair

Mayor Becky Erickson, Kitsap County and Other Cities & Towns

Councilmember Lorena González, Seattle – via phone

Councilmember Kathy Lambert, King County

Mayor Bill Pugh, Pierce County Other Cities & Towns

Councilmember Mike Todd, Snohomish County Other Cities & Towns

Councilmember Stephanie Wright, Snohomish County – via phone

Councilmember Derek Young, Pierce County

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

Josh Brown, PSRC

Mark Gulbranson, PSRC

Jerry Harless, PSRC

Stacey Jehlik, City of Seattle

Diana Lauderbach, PSRC

Thu Le, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Patty Mosure, PSRC

Mikayla Svob, PSRC

Andrew Werfelmann, PSRC

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

There was no public comment.

Councilmember Balducci stated that the Operations Committee would not discuss the Executive Board Representatives issue. The issue has been postponed for further analysis. Staff will have additional information to share in January.

Mark Gulbranson shared that staff have reviewed board composition and the Revised Code of Washington (RCW) pertaining to PSRC. The RCW notes principal cities getting a seat on the PSRC Executive Board. There are three jurisdictions that fit into the category of a principal city that do not have a seat on the Executive Board: Port Orchard, Redmond and Lakewood. The calculation entails the jurisdiction's population, the number of people living in the city and the number of people coming into the city to work. The Executive Committee will discuss the issue at its December 5 meeting. This topic will return to the Operations Committee at its meeting in January.

### **3. Consent Agenda**

- a. Approve Minutes of Meeting held October 24, 2019
- b. Approval of Vouchers dated October 17, 2019 through November 15, 2019 in the Amount of \$1,039,973.57.

**Consent Agenda–Action: It was moved and seconded (Pugh/Todd) to approve the minutes of the Operations Committee meeting October 24, 2019, and approve the vouchers dated October 17 through November 15, 2019, in the amount of \$1,039,973.57. The motion was unanimous.**

#### **4a. Action Item – Contract Authority for Unanticipated Repairs or Replacement of Essential Equipment and Related Consultant Services**

Jerry Harless, PSRC, shared that different pieces of equipment in the boardroom have been failing due to the age of the equipment. PSRC procedures require board authority for contracts over \$10,000. Waiting one month for board authority to replace failed equipment could interrupt business operations for PSRC. PSRC is seeking contract authority not to exceed \$100,000 for replacement of essential hardware due to unexpected failure. PSRC does not expect to spend the money unless the need arises. This will assist staff in maintaining business operations and facilitating the continuity of business meetings.

**Action: It was moved and seconded (Todd/Bachman) to recommend the Executive Board authorize the Executive Director to enter one or more contracts for repair and/or replacement of existing and essential hardware, software, facilities, equipment or services for the Fiscal Years 2020-2021 biennium, not to exceed \$100,000 for the FY 2020-2021 biennium.**

#### **5a. Information Item – New Employee Status Report**

Thu Le introduced two new employees: Grace Young in the Data Department and Mikayla Svob in the Regional Planning Division.

#### **5b. Information Item–2020 Executive Board and Operations Committee Meeting Schedule**

Councilmember Balducci shared that the Operations Committee agenda often warrants more time for discussion. She asked Operations Committee members for discussion and feedback for starting the meeting at 9:00 am. Committee members agreed that 2020 meetings will start at 9:00 am.

**5c. Discussion Item–Review Budget Assumptions for Draft Supplemental Biennial Budget and Work Program (FY2020-2021)**

Diana Lauderbach, PSRC, shared the schedule for the development of the Supplemental Biennial Budget. Ms. Lauderbach reviewed the proposed changes to the Supplemental budget and the updated budget tables.

**5d. Information Item–FTA Triennial Review FY 2019 and Annual State Audit**

Ms. Lauderbach shared that the Federal Transit Administration (FTA) reviews PSRC's federal grants every three years. There were no findings during this review.

The Washington State Auditor's office will begin the FY 2019 audit of both PSRC and Central Puget Sound Economic Development District in December 2019.

**5e. Information Item–Monthly Budget Progress Report**

**5f. Information Item–Contract Status Report**

**5e. Information Item–Completed Contracts**

**5f. Information Item–Grant Status Report**

Ms. Lauderbach briefed the committee on the standard reports.

**The meeting adjourned at 9:47 a.m. The next Operations Committee meeting will be January 23, 2020, at 9:00 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.**



## Puget Sound Regional Council

### CONSENT AGENDA

January 16, 2020

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated November 15, 2019 through January 10, 2020 in the Amount of \$1,422,039.37**

### 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>
11/15/19 - 01/10/20	AP Vouchers	\$ 527,765.65
11/27/19 - 12/31/19	Payroll	\$ 894,273.72
		<b>\$ 1,422,039.37</b>

For additional information, please contact Diana Lauderbach at 206-464-5416; email [dlauderbach@psrc.org](mailto:dlauderbach@psrc.org).



## Puget Sound Regional Council

### **ACTION ITEM**

January 16, 2020

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Approve Membership for City of Carnation**

### **IN BRIEF**

The City of Carnation has requested membership in the Puget Sound Regional Council. Please see the attached transmittal letter.

### **RECOMMENDED ACTIONS**

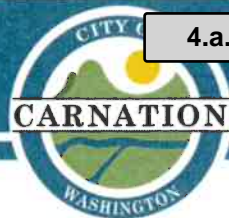
1. Recommend that the Executive Board recognize the City of Carnation as a member of the Puget Sound Regional Council, effective February 1, 2020.
2. Recommend the Executive Board authorize the Executive Director to assess the City of Carnation membership dues beginning in Fiscal Year 2021 (July 1, 2020 - June 30, 2021).

### **BUDGET IMPACT**

The estimated annual dues for the City of Carnation will be approximately \$705. The addition of the City of Carnation will not change the overall amount of budgeted PSRC dues revenue but will affect the allocation of dues to all member cities and towns. The actual dues allocation will be calculated in July 2020 and invoiced in August 2020. The dues are allocated based on the most recent Office of Financial Management population and assessed values of all member jurisdictions. The addition of Carnation will be reflected in the Supplemental Biennial Budget and Work Program.

For more information, contact Mark Gulbranson at 206-464-7524 or [mgulbranson@psrc.org](mailto:mgulbranson@psrc.org).

Attachments:  
City of Carnation Transmittal Letter



## LETTER OF TRANSMITTAL

DATE: 12/16/2019 SENT VIA: US Postal Service

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TO: Josh Brown, Executive Director  
C/O Sheila Rogers, Executive Assistant FROM: Mary Madole, City Clerk

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COMPANY: Puget Sound Regional Council  
1011 Western Avenue, Suite 500  
Seattle, WA 98104-1035

Administration  Finance Dept.  
 Public Works  Planning Dept.  
 Building Dept.  Clerk's Office

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PROJECT/FILE REFERENCE NUMBER: RE: ILA (original x2) for execution

THESE ARE TRANSMITTED AS CHECKED BELOW:

AS REQUESTED  FOR REVIEW AND COMMENT  FOR APPROVAL  
 FOR YOUR FILE  FOR YOUR INFORMATION  OTHER FOR EXECUTION

REMARKS:

Hello Sheila,

Enclosed herewith, please find two (2) originals of the ILA for Regional Planning in the Central Puget Sound Area which has been approved by the Carnation City Council and signed by the City Manager. Please have both agreements signed where flagged, and return one (1) of the executed originals to my attention at Carnation City Hall. My mailing address is as follows:

ATTN: Mary Madole, City Clerk  
City of Carnation  
4621 Tolt Avenue  
PO Box 1238  
Carnation, WA 98014-1238

Thank you!

COPIES: \_\_\_\_\_

SIGNED:   
Mary Madole, City Clerk

Attachment: City of Carnation Transmittal Letter (2747 : Membership Carnation)



## Puget Sound Regional Council

### **ACTION ITEM**

January 16, 2020

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Associate Membership for Cascade Water Alliance**

### **IN BRIEF**

Cascade Water Alliance has requested associate membership in the Puget Sound Regional Council. Please see the attached letter.

PSRC bylaws Article VI, Section 12, states any jurisdiction of general purpose government not a party to the Interlocal Agreement, and any jurisdiction of special purpose government within the four-county region, may be admitted to associate membership at the direction of the Executive Board.

### **RECOMMENDED ACTION**

1. Recommend that the Executive Board recognize Cascade Water Alliance as an associate member of the Puget Sound Regional Council, effective February 1, 2020.
2. Recommend the Executive Board authorize the Executive Director to assess the Cascade Water Alliance membership dues beginning in Fiscal Year 2021 (July 1, 2020 - June 30, 2021).

### **BUDGET IMPACT**

The estimated annual dues for Cascade Water Alliance will be approximately \$705. The 2020 dues would be billed in August 2020. The addition of Cascade Water Alliance will be reflected in the Supplemental Biennial Budget and Work Program.



For more information, contact Mark Gulbranson at (206) 464-7524 or [mgulbranson@psrc.org](mailto:mgulbranson@psrc.org).

Attachments:

Cascade Water Alliance Request for Associate Membership



October 29, 2019

**Board of Directors**

Chair  
John Stokes  
Councilmember  
City of Bellevue

Vice Chair  
Penny Sweet  
Mayor  
City of Kirkland

Secretary/Treasurer  
Angela Birney  
Council President  
City of Redmond

Mary Lou Pauly  
Mayor  
City of Issaquah

Lloyd Warren  
President  
Sammamish Plateau Water

Jon Ault  
President  
Skyway Water &  
Sewer District

Allan Ekberg  
Mayor  
City of Tukwila

**Chief Executive Officer**  
Chuck Clarke

**Cascade Water Alliance**  
520 112<sup>th</sup> Ave NE, Suite 400  
Bellevue, WA 98004

Phone: 425.453.0930  
Fax: 425.453.0953

[www.cascadewater.org](http://www.cascadewater.org)

Mr. Josh Brown, Executive Director  
Puget Sound Regional Council  
1111 Western Avenue, Suite 500  
Seattle, WA 98104-1035

Re: Associate Membership

Dear Mr. Brown:

I am writing on behalf of our Board members to request that the Cascade Water Alliance be admitted into the Puget Sound Regional Council (PSRC) as an Associate Member. PSRC's work guides critical growth planning for the region, and Cascade is interested in participating in those efforts.

The Cascade Water Alliance is a municipal corporation comprised of seven municipalities (five cities and two water and sewer districts) in the Puget Sound region that joined together to provide safe, clean, reliable water supply to its 380,000 residences and more than 20,000 businesses. Cascade's mission is to provide water supply to meet current and future needs of our members in a cost-effective and environmentally responsible manner through partnerships, water efficiency programs, acquiring, constructing and managing water supply infrastructure and fostering regional water planning.

Regional growth and its implications for future water supply, infrastructure development and management, and rates are key issues for Cascade members and their customers. Cascade's membership in PSRC would bring an important water utility perspective to regional planning discussions.

We would appreciate the opportunity to participate as an Associate Member. Please feel free to contact me at 425-453-0930 if you have any questions about our request.

Sincerely,

Chuck Clarke  
Chief Executive Officer



## Puget Sound Regional Council

### **ACTION ITEM**

January 16, 2020

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **PSRC Executive Board Representatives**

### **IN BRIEF**

Every three years per the Interlocal Agreement (Section 5.C.3.), the Executive Board shall reconsider the distribution of county and city representation on the Executive Board.

### **RECOMMENDED ACTION**

Recommend that the Executive Board add seats on the Executive Board roster for the cities of Lakewood, Port Orchard and Redmond effective February 1, 2020 (Attachment 1).

### **DISCUSSION**

The Operations Committee reviewed Executive Board representation in fall 2018. In January 2019, the Operations Committee recommended, and the Executive Board agreed, to maintain PSRC Executive Board representatives at 33 and to do another review in fall 2019.

At its meetings in September and October of 2019, the Operations Committee reviewed the city and county board representatives and asked that staff to review the RCW 42.80.60 Executive Board Membership (Attachment 2). In December, staff provided the Operations Committee with an overview of the RCW and pointed out that three Principal Cities would need to be added to the current county and city representatives (Attachment 3). Staff also briefed the PSRC officers and they all agreed that the three Principal Cities should be added to the Executive Board.

In addition to the three new Principal Cities, the population changes within the region have resulted in a shift in the county and city representatives on the Executive Board. The two impacted jurisdictions are the City of Seattle and Pierce County. Staff has been in contact with both jurisdictions and both are not requesting an additional seat on the Executive Board.

For more information, please contact Mark Gulbranson at 206-464-7524 or [mgulbranson@psrc.org](mailto:mgulbranson@psrc.org).

Attachments:

Attachment 1 - 2019 Exec Board Reps Votes Principal Cities

Attachment 2 - RCW 47.80.60

Attachment 3 - Principal Cities

**Attachment 1**  
**PSRC Executive Board Weighted Votes and Representatives January 2020**

	OFM 4/1/2019 Population	% of Population	Rep. Based on % of Population	Current Representatives	Proposed Representatives	2019 Weighted Vote
<b>King</b>	2,226,300	53.092%	13.804	14.88	15.88	530.92
County	248,275	5.921%	1.539	2	2	265.46
Seattle	747,300	17.821%	4.634	4	4	100.29
Bellevue	145,300	3.465%	0.901	1	1	19.50
Federal Way	97,840	2.333%	0.607	1	1	13.13
Kent	129,800	3.095%	0.805	1	1	17.42
Kirkland	88,940	2.121%	0.551	1	1	11.94
Renton	104,700	2.497%	0.649	1	1	14.05
Redmond**	65,860	1.571%	0.408	0	1	8.84
Auburn*	71,740	1.711%	0.445	0.88	0.88	9.63
Other Cities & Towns	526,545	12.557%	3.265	3	3	70.67
<b>Kitsap</b>	270,100	6.441%	1.675	3	4	64.41
County	177,930	4.243%	1.103	1	1	32.21
Bremerton	42,080	1.004%	0.261	1	1	14.70
Port Orchard**	14,390	0.343%	0.089	0	1	5.03
Other Cities & Towns	35,700	0.851%	0.221	1	1	12.47
<b>Pierce</b>	887,155	21.157%	5.501	4.12	5.12	211.57
County	420,000	10.016%	2.604	2	2	105.78
Tacoma	211,400	5.041%	1.311	1	1	47.87
Auburn*	9,980	0.238%	0.062	0.12	0.12	2.26
Lakewood**	59,670	1.423%	0.370	0	1	13.51
Other Cities & Towns	186,105	4.438%	1.154	1	1	42.14
<b>Snohomish</b>	809,710	19.310%	5.021	5	5	193.10
County	365,480	8.716%	2.266	2	2	96.55
Everett	111,800	2.666%	0.693	1	1	24.30
Other Cities & Towns	332,430	7.928%	2.061	2	2	72.25
<b>Cities/Towns/Counties</b>	4,193,265	100%	26.000	27	30	1,000.00
<b>Statutory Members</b>						
Port of Bremerton				1	1	3
Port of Seattle				1	1	50
Port of Tacoma				1	1	30
Port of Everett				1	1	10
WA State Dept of Trans				1	1	30
WA Trans. Commission				1	1	30
Statutory Members				6	6	153
<b>Grand Total</b>				33	36	1,153.00
<b>NOTE:</b>						
Population figures provided by OFM and only include member jurisdictions. (Non-members include Brier, Carbonado, Gold Bar, Index and South Prairie.)						
Weighted votes are updated every September, and representatives for the Executive Board are reviewed every three years, per Interlocal Agreement, Article V.c.3. and as prescribed in RCW 47.80.010 and RCW47.80.60. The Executive Board Representatives was scheduled for the Fall of 2019. The Operations Committee has been asked to do the representatives review in the Fall of 2018.						
*City of Auburn Population is over 80,000 which gave them 1 representative seat on the Executive Board September 2018						
**Principal City Per OMB						

Attachment: Attachment 1 - 2019 Exec Board Reprs Votes Principal Cities (2749 : PSRC Executive Board Representatives)

## Attachment 2

### RCW 47.80.060

#### Executive board membership.

In order to qualify for state planning funds available to regional transportation planning organizations, the regional transportation planning organizations containing any county with a population in excess of one million shall provide voting membership on its executive board to the state transportation commission, the state department of transportation, the four largest public port districts within the region as determined by gross operating revenues, **any incorporated principal city of a metropolitan statistical area within the region, as designated by the United States census bureau,** and any incorporated city within the region with a population in excess of eighty thousand. It shall further assure that at least fifty percent of the county and city local elected officials who serve on the executive board also serve on transit agency boards or on a regional transit authority.

[ 2007 c 511 § 1; 2005 c 334 § 1; 1992 c 101 § 31.]

The Office of Management and Budget sets Principal Cities (as they also designate Metropolitan Statistical Areas).

Here's the [most recent list](#) of principal cities (September 14, 2018).

#### **Bremerton-Silverdale-Port Orchard, WA Metropolitan Statistical Area**

Principal Cities: Bremerton, Silverdale, **Port Orchard**

#### **Seattle-Tacoma-Bellevue, WA Metropolitan Statistical Area**

Principal Cities: Seattle, Tacoma, Bellevue, Kent, Everett, Renton, Auburn, **Redmond, Lakewood**

According to the publication above, the current standards for Principal Cities were published in the [June 28, 2010 Federal Register](#)

#### **Section 5. Identification of Principal Cities**

The Principal City (or Cities) of a CBSA\* will include:

(a) The largest incorporated place with a 2010 Census population of at least 10,000 in the CBSA or, if no incorporated place of at least 10,000 population is present in the CBSA, the largest incorporated place or census designated place in the CBSA; and

(b) Any additional incorporated place or census designated place with a 2010 Census population of at least 250,000 or in which 100,000 or more persons work; and

(c) Any additional incorporated place or census designated place with a 2010 Census population of at least 50,000, but less than 250,000, and in which the number of workers working in the place meets or exceeds the number of workers living in the place; and (REDMOND & LAKEWOOD)

(d) Any additional incorporated place or census designated place with a 2010 Census population of at least 10,000, but less than 50,000, and at least one-third the population size of the largest place, and in which the number of workers working in the place meets or exceeds the number of workers living in the place. (PORT ORCHARD)

*\*Metropolitan Statistical Areas and Micropolitan Statistical Areas are sub-categories of CBSAs (which stands for Core-Based Statistical Areas).*

**Attachment 3**

**Principal City Criteria**

- A). The largest incorporated place or census designated place in the Core Based Statistical Areas with a 2010 population of at least 10,000.
- B). Any additional incorporated place or census designated place with at least 250,000 people of 100,000 jobs.
- C). Any incorporated place or census designated place with a population between 50,000 and 250,000 where the number of workers in that place is equal to or
- D). Any incorporated place or census designated place with a population between 10,000 and 50,000 with 1/3 of the population of the largest place and where the

\* Source: 2017 April 1 Population Estimate, Washington State Office of Financial Management

\*\* Source: 2013-2017 American Community Survey (ACS) 5 year estimates, Data Profile 3

\*\*\* Source: 2013-2017 American Community Survey (ACS) 5 year estimates, Table B08604

Table 1: 2018 Principal Cities as designated by the Office of Management and Budget using 2017 Census Information

Principal City	Metropolitan Statistical Area	Population of Largest City in MSA	2017 Total Population*	Population over 16**	Workers over 16 within Place**	Total Workers in City***	% of Population in the Largest City in MSA	Principal City Criteria	notes
Auburn	Seattle-Tacoma-Bellevue, WA	713,700	78,960	59,048	35,617	44,765	11%	C	More than 9000 jobs over the criteria
Bellevue	Seattle-Tacoma-Bellevue, WA	713,700	140,700	113,552	70,304	126,190	20%	B	More than 26,000 jobs over the criteria
Bremerton	Bremerton-Silverdale-Port Orchard, WA	40,630	40,630	33,387	19,914	37,393	100%	A	Largest city in MSA
Everett	Seattle-Tacoma-Bellevue, WA	713,700	109,800	86,576	52,911	101,343	15%	B	More than 48,000 jobs over the criteria
Kent	Seattle-Tacoma-Bellevue, WA	713,700	127,100	99,721	61,537	66,606	18%	C	More than 5000 jobs over the criteria
Lakewood	Seattle-Tacoma-Bellevue, WA	713,700	59,280	47,763	25,645	25,816	8%	C	171 jobs over the criteria and the margin of error is over 1200 for this Census data
Port Orchard	Bremerton-Silverdale-Port Orchard, WA	40,630	13,990	10,772	5,389	7,580	34%	D	If Bremerton added 2350 people, no longer meets criteria
Redmond	Seattle-Tacoma-Bellevue, WA	713,700	62,110	48,116	32,508	96,426	9%	C	More than 63,000 jobs over the criteria
Renton	Seattle-Tacoma-Bellevue, WA	713,700	102,700	79,665	53,199	58,775	14%	C	More than 5,500 jobs over the criteria
Seattle	Seattle-Tacoma-Bellevue, WA	713,700	713,700	592,552	402,736	578,869	100%	A	Largest city in MSA
Tacoma	Seattle-Tacoma-Bellevue, WA	713,700	208,100	167,611	97,647	116,709	29%	B	Fits criteria B by more than 16,000 jobs and more than 19,000 jobs for criteria C

Attachment: Attachment 3 - Principal Cities (2749 : PSRC Executive Board Representatives)





## Puget Sound Regional Council

### **CONSENT AGENDA**

January 16, 2020

**To:** Operations Committee  
**From:** Councilmember Claudia Balducci, Chair, Operations Committee  
**Subject:** **Approve Contract Authority for 2020 General Assembly**

### **IN BRIEF**

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000 per year. A request is being made to authorize the Executive Director to enter into one or more contracts for space rental, catering, and audio/visual expenses related to the 2020 General Assembly.

### **RECOMMENDED ACTION**

Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for support of the 2020 General Assembly. The total cost for all contracts will not exceed \$33,000.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program for fiscal years 2020-2021 includes funding for this project. Total budget for the contract is not to exceed \$33,000.

### **DISCUSSION**

The Puget Sound Regional Council General Assembly includes all mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions, tribes and statutory members. Each elected representative is a voting member of the General Assembly. The General Assembly will meet on May 28, 2020, to establish the FY2020-2021 Supplemental Biennial Budget and Work Program, elect new officers and adopt VISION 2050.

If you have any questions, please contact Rick Olson at 206-971-3050 or email [rolson@psrc.org](mailto:rolson@psrc.org); or Sheila Rogers at 206-464-5815 or email [srogers@psrc.org](mailto:srogers@psrc.org).



## Puget Sound Regional Council

### **ACTION ITEM**

January 16, 2020

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authorization for Replacement of Boardroom Audio/Video System and Ongoing Maintenance Services for Audio/Video Systems**

### **AT ISSUE**

Action by the Executive Board is required to amend the Biennial Budget and Work Program

Authorization by the Executive Board is also required for the Executive Director to enter into a contract in excess of \$10,000 per year. A request is being made to amend the budget and to authorize contract authority for services to replace and maintain audio and video system equipment and software in the PSRC Boardroom.

### **RECOMMENDED ACTIONS**

1. Recommend that the Executive Board amend the Fiscal 2020 budget to designate \$250,000 from the Fiscal 2019 carryover for replacement and maintenance of Boardroom audio/video systems;
2. Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for services to replace and maintain audio and video systems not to exceed \$250,000.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program, amended as recommended above, will include sufficient funds within biennial budget under Encumbered for Future Work (see Table 2)

## DISCUSSION

On December 5, 2019 the Executive Board authorized contract authority for emergency replacement of technology systems with particular emphasis on the Boardroom audio, video and web-streaming systems, components of which had failed during two recent board meetings. PSRC staff committed to bring a plan for replacement of the Boardroom systems to the Operations Committee and Executive Board in January 2020.

Meanwhile, at the January 9, 2020 Transportation Policy Board meeting, the system controlling the in-room cameras unexpectedly went offline. A reboot of the system after the meeting restored operation, but this incident highlighted the vulnerability of the aging equipment.

PSRC staff is requesting contract authority to replace the primary Boardroom audio/video systems that manage, control and distribute both in-room and remote audio and video signals in support of meeting administration, audio/video teleconferencing and live web streaming.

Replacement of hardware and software together with the necessary programming is estimated to cost between \$150,000 and \$190,000.

The current three-year contract for maintenance and on-call repair and programming for the Boardroom and other meeting room audio/video systems will expire on March 31, 2020. These services are estimated to cost \$15,000 to \$20,000 per year.

Contract authorization is requested for replacement, maintenance and on-call services not to exceed \$250,000.

For more information, please contact Jerry Harless at 206-464-5325 or [jharless@prsc.org](mailto:jharless@prsc.org).



## Puget Sound Regional Council

### INFORMATION ITEM

January 16, 2020

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Draft Supplemental Biennial Budget and Work Program (FY2020-2021)**

### BACKGROUND

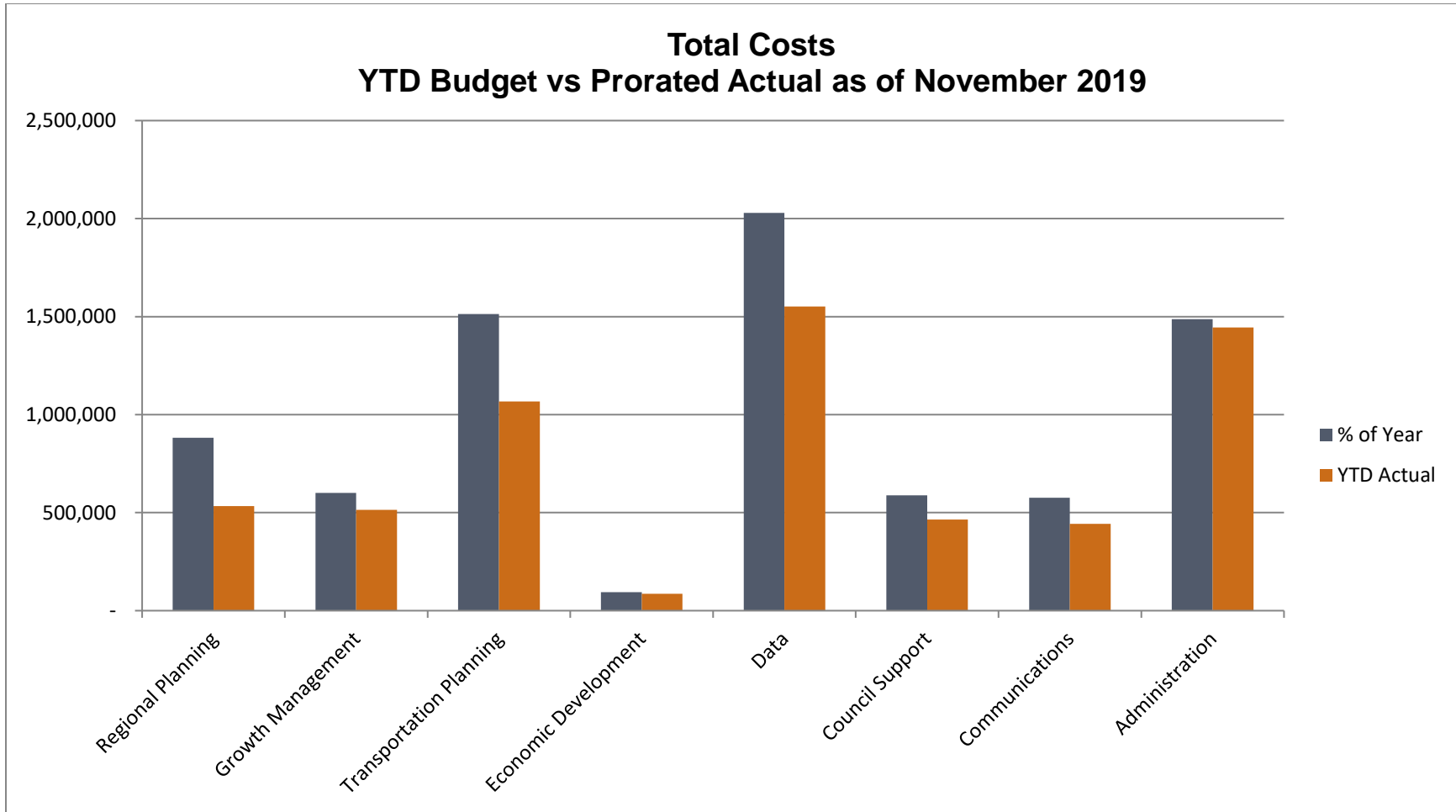
The Operations Committee was given updated revenue and expenditure assumptions related to the Draft Supplemental FY2020-2021 Biennial Budget and Work Program during the December 2019 meeting. The proposed supplemental work program would increase the January 2020 Amended Biennial Budget and Work Program by \$5,040,000 to \$33,027,000. This includes approximately \$1.1 million in increased planning fund estimates, with the remainder coming from increased estimates of carryover work from the previous biennium. As a reminder, carryover grant funds are awarded on a reimbursement basis. The funds are earned only after completion of the work.

Since the last Operations Committee meeting, PSRC staff performed an Internal Control Self-Assessment. Based on the results of that assessment, PSRC added one additional accountant position to ensure segregation of incompatible duties. This change takes effect July 1, 2020 and is reflected in Table 3 Staffing Comparison by Task. This addition can be accommodated within the currently budgeted salaries and benefits, by utilizing savings from staff turnover during the first half of the biennium.

A full draft budget is available online at <https://www.psrc.org/about/budget>.

In February, information on the draft supplemental budget will be provided to the Executive Board, Economic Development Board, Growth Management Policy Board, Transportation Policy Board, and the Regional Staff Committee. PSRC staff will bring any comments received to the Operations Committee at its March 26, 2020 meeting. In April the Operations Committee will be asked to recommend approval of the budget by the Executive Board, and the Executive Board will recommend the budget for adoption by the General Assembly, which will meet on May 28, 2020.

For more information, contact Diana Lauderbach at 206-464-5416, or [dlauderbach@psrc.org](mailto:dlauderbach@psrc.org).



Budget as of July 2019 Amended Adopted 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.

Regional Planning includes carryforward FAA Contract not yet spent.

Transportation Planning includes consultant and direct budget not yet spent.

Data includes unspent consultant budget and open positions.

Council Support and Communications includes unspent contract budget and direct costs.

Communication: Monthly Budget Progress Report (Information/Discussion Items)

Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 1/14/2020

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>										
Cascadia Law Group	On-Call Legal Services	Mark Gulbranson	06/27/19	01/02/20	0%	\$50,000	\$0	\$50,000	0%	12/31/22 <sup>1</sup>
KPFF	Puget Sound Region Passenger-Only Ferry Study	Gil Cerise	07/25/19	12/16/19	0%	\$330,000	\$0	\$330,000	0%	01/31/21
Sebris Busto James	On-Call Legal Services	Mark Gulbranson	06/27/19	01/02/20	0%	\$15,000	\$0	\$15,000	0%	12/31/22 <sup>1</sup>
<b>AMENDED - NONE</b>										
<b>COMPLETED</b>										
Cascadia Law Group	On-Call Legal Services	Mark Gulbranson	05/28/15	07/01/15	0%	\$145,000	\$128,051	\$16,949	88%	12/31/19 <sup>2</sup>
EnviroIssues	Communications and Outreach - Task 2 - VISION 2050 Draft Plan Outreach	Rick Olson	06/22/17	02/01/19	0%	\$44,500	\$40,875	\$3,625	92%	12/31/19
Sebris Busto James	On-Call Legal Services	Mark Gulbranson	05/28/15	07/01/15	0%	\$23,000	\$13,202	\$9,799	57%	12/31/19
<b>PROJECT SPECIFIC</b>										
AMPO	Travel Model Software Development	Craig Helmann	12/15/16	12/22/16	0%	\$175,000	\$105,000	\$70,000	60%	12/31/21
Datalere	Database Design Support Services	Chris Peak	12/06/18	05/20/19	0%	\$75,000	\$36,439	\$38,561	49%	06/30/20
Parametrix, Inc.	VISION 2050 SEPA Consulting Services	Erika Harris	12/07/17	04/16/18	0%	\$150,000	\$123,342	\$26,658	82%	07/31/20
Resource Systems Group	2017 Puget Sound Regional Household Survey Program -Wave 2	Suzanne Childress & Neil Kilgren	03/22/18	01/30/17	0%	\$453,716	\$400,999	\$52,717	88%	03/31/20
Seitel Systems	Information Systems and Network Support Services	Jerry Harless	03/23/17	05/01/17	0%	\$108,000	\$85,689	\$22,311	79%	06/30/21
WSP, USA	Regional Aviation Baseline Study	Ben Bakkenta	07/26/18	10/01/18	0%	\$1,570,923	\$779,537	\$791,386	50%	03/31/20
VisionSnap, Inc.	Upgrades and On-Call Support for Transportation Projects Online Application Services	Chris Peak	09/28/17	01/08/18	0%	\$30,000	\$19,740	\$10,260	66%	06/30/20
<b>ON-CALL</b>										
Avitus Group	On-Call Human Resources Services	Thu Le	06/22/17	12/01/17	0%	\$60,000	\$32,780	\$27,220	55%	11/30/21
Ceis Bayne East Strategic	On-Call Communications and Public Outreach	Rick Olson	05/28/15	07/01/15	0%	per task basis	\$0	\$0	0%	06/30/21
Cocker Fennessy	On-Call Communications and Public Outreach	Rick Olson	05/28/15	07/01/15	0%	per task basis	\$0	\$0	0%	06/30/21
EnviroIssues	On-Call Communications and Public Outreach	Rick Olson	05/28/15	07/01/15	0%	per task basis	\$0	\$0	0%	06/30/21
Francis & Company	On-Call Financial Services	Diana Lauderbach	05/28/15	07/01/15	100%	\$120,000	\$91,855	\$28,145	77%	02/28/20
PRR, Inc.	On-Call Communications and Public Outreach	Rick Olson	05/28/15	07/01/15	0%	per task basis	\$0	\$0	0%	06/30/21
<b>TOTAL</b>						<b>\$3,350,139</b>	<b>\$1,857,508</b>	<b>\$1,492,631</b>		

\* [Staff Directory](#)  
\*\* Percentage of DBE/WBE as certified by Washington State  
<sup>1</sup> New 3 year contracts using existing authority.  
<sup>2</sup> Final invoice not yet received.

Operating Leases	Description	Minimum Annual Payments:							Contract End Date
		FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Thereafter	Totals	
Copiers NorthWest Copier Lease	36 months beginning November 2017			\$7,880	\$11,820	\$11,820	\$3,940	\$35,460	10/31/20
Waterfront Holdings	Office Lease - Amended March 21, 2012	\$872,603	\$899,801	\$926,999	\$954,197	\$981,576	3% inc. yrlly	\$9,655,290	05/31/24

**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
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Communication: Contract Status Report (Information/Discussion Items)



Puget Sound Regional Council  
**COMPLETED CONTRACTS REPORT**  
 (since July 1, 2017)  
 as of 1/14/20

Contractor	Description	Project Manager	Contract #	Board		Contract Amount	Amount Paid	End Date
				Auth. Date	Date Issued			
Cascadia Law Group	On-Call Legal Services	Mark Gulbranson	2016-03	5/28/2015	7/1/2015	\$145,000	\$128,051	12/31/19
Sebris Busto James	On-Call Legal Services	Mark Gulbranson	2016-05	5/28/2015	7/1/2015	\$23,000	\$13,202	12/31/19
Envirolssues	VISION 2050 Draft Plan Outreach	Rick Olson	2016-092	6/22/2017	2/1/2019	\$44,500	\$40,875	12/31/19
Cocker Fennessy	VISION 2050 Op-Ed Support	Rick Olson	2016-07	na	7/1/2019	\$8,380	\$7,473	09/30/19
MAKERS	Social Equity Technical Support	Ben Bakkenta	2018-06	10/26/17	4/2/2018	\$30,000	\$29,930	12/31/19
ECONorthwest	Macroeconomic Forecast Model & Transportation Revenue Est. Tool	Michael Jensen	2017-06	01/26/17	4/7/2017	\$49,970	\$44,968	03/31/19
BERK	Space Sector Study	Jason Thibedeau	2018-05	12/07/17	02/23/18	\$40,000	\$40,000	07/31/18
Envirolssues	Communications and Outreach - Task 1 2018 T2040 Public Engagement	Rick Olson	2016-091	05/28/15	02/21/17	\$79,978	\$78,180	06/30/18
Parametrix, Inc.	T2040 2018 Update - SEPA Addendum	Kim Scrivner	2018-02	01/26/17	08/01/17	\$12,000	\$3,963	05/31/18
Cocker Fennessy	Communications and Outreach - Task 3 V2050 Public Opinion Survey	Rick Olson	2016-073	06/22/17	01/09/18	\$62,575	\$55,411	05/31/18
Cocker Fennessy	Communications and Outreach - Task 4 RES Action Item	Rick Olson	2016-074	06/22/17	03/09/18	\$10,000	\$6,985	05/31/18
Resource Systems Group	2017 Puget Sound Regional Household Survey Program - Wave 1	Brian Lee	2017-04	09/22/16	01/30/17	\$507,690	\$456,400	03/31/18
Hillis Clark Martin & Peterson	On-Call Legal Services	Mark Gulbranson	2016-04	05/28/15	07/01/15	\$37,000	\$24,781	03/07/18
Cocker Fennessy	Communications and Outreach - Task 2 Comm.Sys.Eval.	Rick Olson	2016-072	06/22/17	09/05/17	\$29,500	\$14,272	01/31/18
WA State Dept. of Commerce	WA Aerospace Manufacturing Comm. Org. Dev. Project	Jerry Harless	2017-01	07/28/16	08/01/16	\$162,086	\$141,982	12/31/17
Avitus Group dba HRNovations	On-Call Human Resources Services	Thu Le	2016-02	05/28/15	07/01/15	\$100,000	\$32,525	11/30/17
Synergy	Accounting Software Upgrade	Lili Mayer	2017-07	03/23/17	03/23/17	\$13,085	\$13,085	07/31/17
Community Attributes Inc.	Regional Economic Strategy Facilitation	Josh Brown	2018-01	na	07/03/17	\$6,500	\$6,500	10/31/17

Communication: Completed Contracts (Information/Discussion Items)

**Puget Sound Regional Council  
GRANT STATUS REPORT**

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 11/30/19	Remaining to be Expended	Billed as of 12/31/19	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY19	Regional Planning	Diana Lauderbach	Multiple	2,308,647.08	2,048,574.06	260,073.02	2,048,574.06	260,073.02	7/1/19 - TBD
FHWA Funding FY20 (thru 3/31/20)*	Regional Planning	Diana Lauderbach	Multiple	3,012,835.00		3,012,835.00	-	3,012,835.00	7/1/19 - TBD
total FHWA				5,321,482.08	2,048,574.06	3,272,908.02	2,048,574.06	3,272,908.02	
FTA 5303 Carry Forward Funding FY19	Regional Planning	Diana Lauderbach	Multiple	1,365,906.26	558,400.82	807,505.44	558,400.82	807,505.44	7/1/19 - TBD
FTA 5303 Funding FY20 (thru 9/30/19)	Regional Planning	Diana Lauderbach	Multiple	408,130.00		408,130.00	-	408,130.00	7/1/19 - TBD
total FTA 5303				1,774,036.26	558,400.82	1,215,635.44	558,400.82	1,215,635.44	
RTPO FY20/21	Regional Planning	Diana Lauderbach	Multiple	1,767,177.00	368,160.00	1,399,017.00	368,160.00	1,399,017.00	7/1/19 - 6/30/21
FTA 5307 Regional Transit Planning	Regional Planning	Diana Lauderbach	Multiple	2,249,999.00	2,159,823.00	90,176.00	2,159,823.00	90,176.00	7/1/17 - 3/31/20
EPA Healthy Watersheds Grant	Regional Planning	Erika Harris	001.12.0.0	200,000.00	193,524.31	6,475.69	188,898.28	11,101.72	10/1/16 - 6/30/20
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	263,318.00	36,682.00	250,000.00	50,000.00	4/1/17 - 3/31/20
FAA Grant	Airport Improvement	Ben Bakkenta	000.50.3.0	1,641,361.00	790,597.18	850,763.82	790,597.18	850,763.82	9/17/18 - 6/30/21
STP	Regional Planning	Diana Lauderbach	Multiple	2,000,000.00	272,727.24	1,727,272.76	272,727.24	1,727,272.76	7/15/19 - 6/30/24
WSDOT Passenger-Only Ferry Study	Regional Planning	Gil Cerise	002.07.0.0	350,000.00	268.00	349,732.00	-	350,000.00	10/15/19 - 3/31/20
<b>15,604,055.34</b>								<b>8,966,874.76</b>	
Recently Completed									
FTA 5310 Special Needs Transportation**	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	200,000.00	-	200,000.00	-	10/1/17 - 6/30/20
RTPO FY18	Regional Planning	Diana Lauderbach	Multiple	693,310.00	693,310.00	-	693,310.00	-	7/1/17 - 6/30/18
RTPO FY19	Regional Planning	Diana Lauderbach	Multiple	712,174.16	712,174.16	-	712,174.16	-	7/1/18 - 6/30/19
STP	Regional Planning	Diana Lauderbach	Multiple	1,500,000.00	1,500,000.00	-	1,500,000.00	-	1/19/18 - 6/30/19
WSDOT - Remix	Transit Coordination	Gil Cerise	002.00.0.0	351,000.00	351,000.00	-	351,000.00	-	3/31/16 - 6/30/18
FTA 5307 FY15-16 LC3	Regional Planning	Diana Lauderbach	Multiple	2,000,000.00	2,000,000.00	-	2,000,000.00	-	7/1/15 - 6/30/18
*Additional fund allocation of \$1,907,277 received 10/30/19									
**Grant spent down as of 11/30/19. New funding in process.									

Communication: Grant Status Report (Information/Discussion Items)



## Puget Sound Regional Council

### INFORMATION ITEM

January 16, 2020

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject: 2020 Executive Board and Operations Committee Meeting Schedule**

The Executive Board and Operations Committee meet on the **fourth Thursday of the month**. Unless noted, the Operations Committee meetings are from 9:00-9:50 a.m. in the Central Meeting Room and the Executive Board from 10:00-11:30 a.m. in the Board Room. Meeting dates and times are subject to change. Members will be notified if a meeting is changed or cancelled.

January 23

February 27

March 26

April 23

May 28 – General Assembly, 11:00 AM - 1:00 PM, Embassy Suites Seattle Downtown  
Pioneer Square

June 25

July 23

August – No Meeting

September 24

October 22

November – No Meeting

December 3 – Early Meeting Date