



Puget Sound Regional Council

Operations Committee

Thursday, January 26, 2023 • 9:00 – 9:50 AM

Hybrid Meeting - PSRC Conference Room – 1011 Western Avenue, Suite 500, Seattle, 98104

Attend or listen

- The public can attend meetings at PSRC's offices
- Listen by phone 1-888-475-4499, Meeting ID: 862 8032 3222, Passcode: 795705

Provide public comment

- **In-person**
Public comment may be made in person at PSRC's office. You will have 2 minutes to speak.
- **Comment during the meeting by Zoom or phone:** [Register here](#)
You will have 2 minutes to address the board. To allow staff time to process requests, registration is required and closes at 8:00 am the day of the meeting. Late registrations will not be accepted.
- **Written comments**
Comments may be submitted via email to cmoreau@psrc.org by 8:00 am the day of the meeting. Comments will be shared with board members. Comments received after the deadline will be provided to board members after the meeting.

Public comments are public records and may be subject to disclosure pursuant to the Public Records Act, RCW Chapter [42.56](#).

1. Call to Order and Roll Call (9:00) - Mayor Becky Erickson, Chair

2. Communications and Public Comment

3. Consent Agenda

- a. Approve Minutes of Meeting held December 1, 2022
- b. Approve Vouchers Dated October 31, 2022 through January 3, 2023 in the Amount of \$1,854,785.56

4. Action Items

- a. Contract Authority for Low Voltage Installation

5. Information/Discussion Items

- a. New Employee Status Report
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report
- e. 2023 Executive Board and Operations Committee Meeting Schedule

6. Next Meeting:

Thursday, February 23, 2023, 9:00 - 9:50 AM

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; 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, visit <https://www.psrc.org/contact/language-assistance>.



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, DECEMBER 1, 2022

PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING

9:00 A.M.

1. Call to Order and Roll Call

Mayor Becky Erickson called the meeting of the Operations Committee to order at 9:00 a.m. Chair Erickson shared it would be a hybrid meeting, allowing for remote and in-person attendance. A call-in number was provided on the meeting agenda for members of the public to listen to the meeting.

2. Communications and Public Comment

Alex Tsimerman provided public comment.

Mayor Erickson announced Councilmember Derek Young would be leaving the committee at the end of the year, and thanked him for his service at PSRC and in the region.

Roll call determined attendance and that a quorum was present. See attached attendance roster for members and alternates present for all, or part of, the virtual meeting.

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

Ben Bakkenta, PSRC

Noah Boggess, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Eric Clute, PSRC

Horace Francis, Francis & Co

Ananda Gordon, PSRC

Patty Jakala, PSRC

Nick Johnson, PSRC

Robin Koskey, PSRC

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Alex Tsimerman

Michael Villamiel, Francis & Co

5a. Discussion Item–Internal Controls Audit

Mayor Erickson announced the committee would take up discussion item 5a to allow external guests to present information on PSRC's internal controls audit. Lili Mayer, PSRC, shared that with the departure of PSRC's longtime Chief Finance Officer, PSRC requested Francis & Co to perform an internal controls audit to ensure assigned roles and responsibilities did not have a conflict of interest and adequate safeguards were in place. This audit is in addition to PSRC's annual audit by the State Auditor's Office. Ms. Mayer introduced Francis Horace and Michael Villamiel, from Francis & Co, who performed the audit. Mr. Horace and Mr. Villamiel provided background on the scope of the audit, the duration, and a high-level summary of what it encompassed. The audit did not have any findings, but offered recommendations to strengthen internal controls, which PSRC has implemented.

The committee discussed the cost of the audit and asked for further details on how many hours were included.

3. Consent Agenda

- a. Approve Minutes of Meeting held October 27, 2022
- b. Approve Vouchers Dated September 30, 2022 through November 7, 2022 in the Amount of \$953,806.65

Consent Agenda: It was moved and seconded (Figueroa/Roberts) to approve the minutes of the Operations Committee meeting October 27, 2022, and the vouchers dated September 30, 2022 through November 7, 2022 in the Amount of \$953,806.65. The motion was unanimous.

4a. Action Item–Approve Contract Authority for ACE Event Planning

Robin Koskey, PSRC, shared that the Seattle region will host the Americas Competitive Exchange (ACE) program in Spring 2023. It will be a weeklong event hosting 60 delegates, that will include visits to all four counties in the region. PSRC is seeking a consultant contract for project and event management support, and to also carry outreach and coordination between partners. The contract is not to exceed \$80,000.

Members discussed the request for qualification (RFQ) process and asked it be shared with members when it was available. Members also asked who would be invited to attend. Staff responded that an agenda is being prepared and further updates to the event will be shared at the Economic Development Board. It is expected that members across the region will be invited.

Action: It was moved and seconded (Figueroa/Tolbert) to recommend the Executive Board authorize the Executive Director to enter one or more consultant contracts for event planning services in an amount not to exceed \$80,000. The motion was unanimous.

4b. Action Item – Approve Contract Authority for Consultant Services for a Federal Policy and Grant Consultant

Robin Koskey, PSRC, noted recent federal legislation has led to many funding opportunities for cities, counties, tribes and metropolitan planning organizations. PSRC members have requested PSRC's assistance in determining the federal funding available and their eligibility. PSRC is requesting contract authority for a consultant to track available federal funding, provide expert information and feedback on the competitive application process. This work will be ongoing over the next two years and is not to exceed \$230,000.

Members discussed whether the consultant would support individual jurisdictions. Staff responded the consultant would brief PSRC's boards on available opportunities, provide information on the development of successful applications, and would offer overall strategic direction to PSRC staff.

Actions: It was moved and seconded (Tolbert/Figueroa) to recommend the Executive Board authorize the Executive Director to enter a consultant contract for federal affairs and funding services. The total budget for this consultant work is not to exceed \$230,000 over a two-year period. The motion was unanimous.

4c. Action Item – Approve Contract Authority for Facilitation Services

Nancy Buonanno Grennan, PSRC, informed the committee that PSRC had retained John Howell as a facilitator of the Federal Transit Administration (FTA) Working Group, a subgroup of the Transportation Policy Board (TPB). In June 2022, TPB called for the creation of the working group to discuss the methodology and develop a recommendation for distribution of PSRC's FTA funds. The working group has met three times and is expected to hold further meetings. PSRC is requesting contract authority to support further facilitated meetings by John Howell, not to exceed \$15,000.

ACTION: It was moved and seconded (Figueroa/Roberts) to recommend the Executive Board authorize the Executive Director to enter a consultant contract for facilitation services in an amount not to exceed \$15,000.

5b. Information Item – Draft FY2024-2025 Biennial Budget and Work Program

Andrew Werfelmann, PSRC, shared that a draft budget is posted on PSRC's website. Starting in December, the draft budget will be shared with PSRC policy boards for review and comment. At its March meeting, the Operations Committee will be asked to recommend the Executive Board approval of the budget. The Executive Board is then scheduled to review and adopt the budget at its April meeting.

5c. Discussion Item – Report on PSRC's Outreach Compensation Policy and Procedure

Noah Boggess, PSRC, noted at its June meeting, the committee approved expanding PSRC's Outreach Compensation Policy to include community-based organizations (CBOs). This effort was to support PSRC's Regional Equity Strategy, which calls to engage and empower anti-displacement organizations throughout the region. The policy

allows PSRC to pay CBOs to provide information on the work they are doing and how PSRC can partner. PSRC has engaged many partners to date, with six being eligible to receive funding. Mr. Boggess shared details of the funding expended to date, noting additional interviews are ongoing. Mr. Boggess shared how the policy has supported building relationships with CBOs that then allowed for their further engagement in PSRC events. PSRC will be working on developing a CBO directory and report on how anti-displacement organizations are working throughout the region.

5d. Information Item – New Employee Status Report

Thu Le introduced two new staff members: Ananda Gordon and Heather Culver.

5e. Monthly Budget Report

5f. Contract Status Report

5g. Grant Status Report

The meeting adjourned at 9:51 AM.

Attachments:

Operations Cmte December 1, 2022 Attendance Roster

PSRC Operations Committee December 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	
City of Seattle	1	CM Andrew Lewis	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Derek Young	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	
Snohomish County	1	CM Sam Low	
		CM Strom Peterson Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		CM Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM Glen Bachman, Port of Everett	
		Vacant Alt.	
Members	10	Present	6
		(Quorum = 5) Quorum Total	5

Attachment: Operations Cmte December 1, 2022 Attendance Roster (3607 : Operations Minutes December 2022)



Puget Sound Regional Council

CONSENT AGENDA

January 19, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated October 31, 2022 through January 3, 2023 in the Amount of \$1,854,785.56**

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. Because the meeting is being attended remotely, PSRC will email voucher information to 2 members of the Operations Committee for review and approval.

RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

REQUESTED

<u>WARRANT DATE</u>	<u>VOUCHER NUMBER</u>	<u>TOTALS</u>
11/14/22 - 01/03/23	AP Vouchers	\$ 475,626.99
10/31/22 - 12/15/22	Payroll	\$ 1,379,158.57
		\$ 1,854,785.56

For additional information, please contact Andrew Werfelmann at 206-971-3292; email awerfelmann@psrc.org.



Puget Sound Regional Council

ACTION ITEM

January 19, 2023

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Contract Authority for Low Voltage Installation**

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter a contract in excess of \$10,000 per year. A request is being made to authorize a contract for installation of low voltage cabling for PSRC's new office in an amount not to exceed \$121,000.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to enter one or more contracts for low voltage installation in an amount not to exceed \$121,000.

BUDGET IMPACT

The adopted Biennial Budget and Work Program includes sufficient funds within the budget for the down payment that will be needed to secure the purchase of the low voltage cabling needed for PSRC's new office space. The remainder of the expenditure will be reflected in the biennial budget and work program proposal for Fiscal Years 2024-2025.

DISCUSSION

On July 28, 2022, the Executive board authorized the Executive Director to execute a lease for new office space at 12-1 3rd Avenue in downtown Seattle, effective January 1, 2024. The lease as executed requires the landlord to pay for the entirety of the construction-related tenant improvements. PSRC is responsible for certain improvements, such as cabling, required to ensure access to internet, computer networks, phones and web-streaming.

To save the time and expense of conducting an independent request for costs for the purchase and installation of low voltage cabling, pursuant to Chapter 39.34 RCW, PSRC will piggyback on the State of Washington's Master Contracts for office furniture. Using the cooperative purchasing statute will allow PSRC to benefit from the State's competitive process and pricing.

For more information, please contact Piset Khuon, Senior Information Technology Specialist, at pkhuon@psrc.org or (206) 971-3271 or Nancy Buonanno Grennan, Deputy Executive Director, at nbgrennan@psrc.org or (206) 464-7527.



Puget Sound Regional Council

INFORMATION ITEM

January 19, 2023

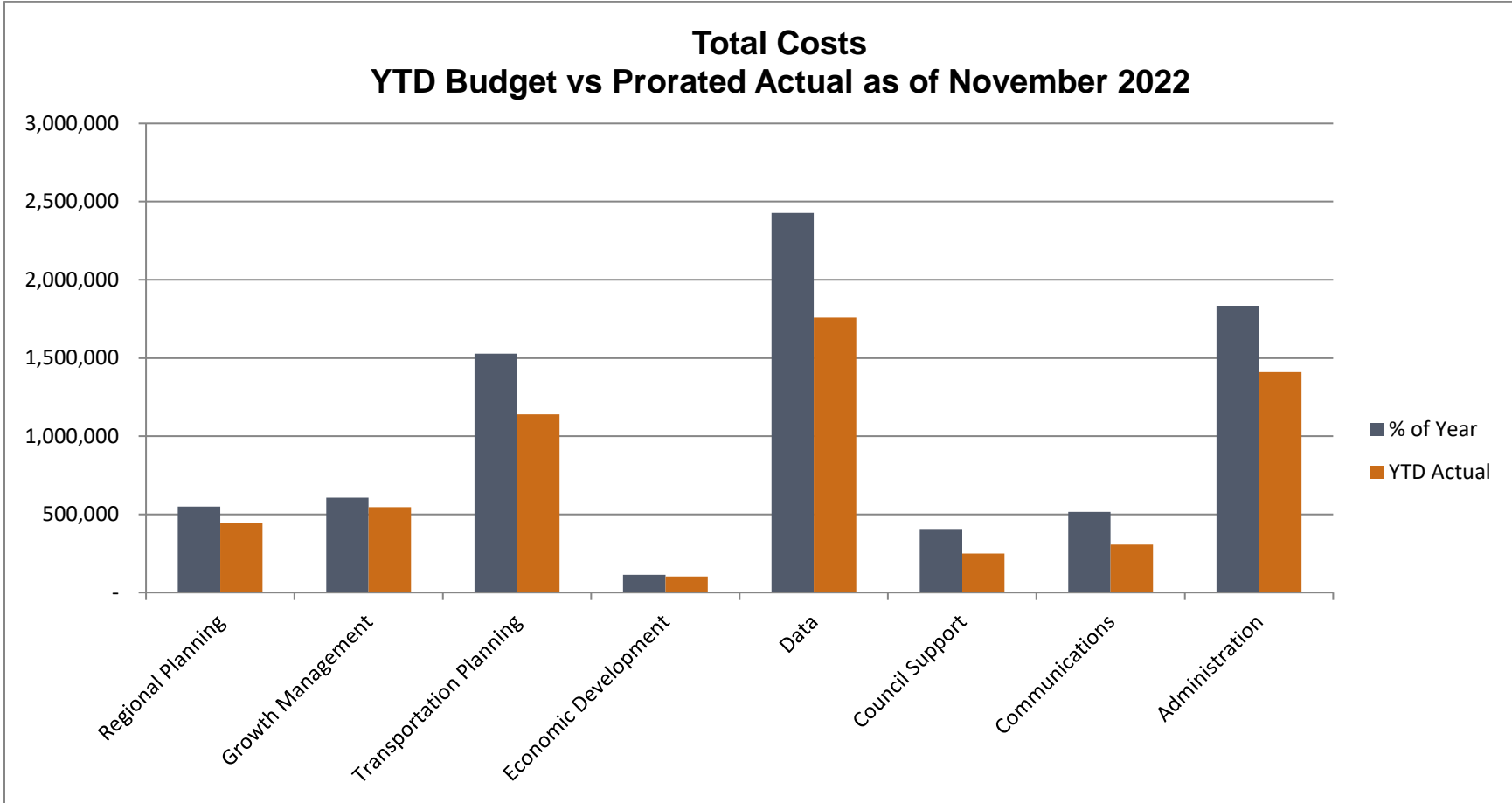
To: Operations Committee
From: Josh Brown, Executive Director
Subject: **New Employee Status Report**

PSRC has one new employee:

Camille Branch - Associate Communications Specialist in Communications Department.

Camille has a Bachelor of Arts in Journalism & Media, a Bachelor of Science in Public Policy from Rutgers University and is currently pursuing a Master of Communication in Digital Media and Marketing from University of Washington. Prior to joining PSRC, Camille was a Communications Consultant at Front and Centered and at Social Justice Film Institute in Seattle.

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



Budget as of July 2022 Amended Supplemental 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.

36.9% of labor, 5.2% of overall consultant budget, and 21.2% of direct budget expensed.

2 open positions recently filled. Some direct expenditures are annual costs paid upfront.

Communication: Monthly Budget Report (Information/Discussion Items)

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 1/11/2023

Large contracts are those contracts having a value over \$10,000. Authorization to award a contract over \$10,000 goes before the Operation Committee for approval and their recommendation to the Executive Board to authorize the Executive Director to enter into a consultant contract for a particular work project in the adopted budget.

Contractor	Description	Project* Manager	Board Approved	Date Issued	% DBE/ WBE**	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
NEW										
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$6,900	\$24,100	22%	9/30/25
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$0	\$100,000	0%	6/30/24
AMENDED										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$260,000	\$210,939	\$49,061	81%	12/31/24 ¹
Sebris Busto James	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$15,000	\$6,835	\$8,165	46%	12/31/24 ¹
COMPLETED ***										
AHBL	Stormwater Parks Technical Assistance	Erika Harris	07/23/20	09/01/21	0%	\$230,000	\$136,829	\$93,171	59%	12/30/22 ²
PROJECT SPECIFIC										
Aakavs Consulting	GIS/IT Technical Support	Carol Naito	03/25/21	06/23/22	0%	\$29,000	\$17,717	\$11,283	61%	12/31/23
AMPORF	Travel Model Software Development Cooperative	Stefan Coe	07/28/22	09/01/22	0%	\$210,000	\$35,000	\$175,000	17%	06/30/28
CCS Global Tech	On-Call Support for Trans Projects Online App Services	Jennifer Barnes	10/21/21	01/18/22	0%	\$34,000	\$25,380	\$8,620	75%	06/30/23
PRR, Inc.	Public Survey Regarding Housing	Paul Inghram	04/28/22	08/10/22	0%	\$135,300	\$19,693	\$115,607	15%	01/30/23
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$0	\$870,000	0%	03/31/24
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$59,869	\$30,131	67%	06/30/23
ON-CALL										
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$13,870	\$26,130	35%	06/30/23
Fisko Kretschmer Smith Dixon Ormseth	On-Call Legal Services for Commercial Leases	Nancy Buonanno Grennan	05/27/21	06/08/22	0%	\$15,000	\$10,042	\$4,958	67%	tbd
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$120,000	\$67,302	\$52,699	56%	02/28/23
						TOTAL	\$2,179,300	\$610,375	\$1,568,925	

* [Staff Directory](#)
** Percentage of DBE/WBE as certified by Washington State
*** A list of Completed Contracts is available on request.
¹ Amended for time from 12/31/22 to 12/31/2024
² Final invoice not yet received

Operating Leases	Description	Minimum Annual Payments:					Totals	Contract End Date
		FY 2020	FY 2021	FY 2022	FY 2023	Thereafter		
Copiers NorthWest Copier Lease	36 months beginning November 2020	\$8,802	\$5,784	\$5,784	\$2,892	tbd	\$23,262	10/31/23
Granicus Web Streaming & Closed Captioning	48 months beginning June 2019	\$17,968	\$14,141	\$14,848	\$15,591	tbd	\$62,548	05/31/23
Tempest Technologies, Inc.	36 months beginning April 2020	\$4,805	\$5,250	\$6,450	optional	tbd	\$16,505	03/31/23
Waterfront Holdings	Office Lease - Amended March 21, 2012	\$1,006,326	\$1,033,524	\$1,060,722	\$1,087,920	tbd	\$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
Avidex	Audio/Visual Design Services	Nancy Buonanno Grennan	N/A	09/07/22	0%	\$10,000	\$0	\$10,000	0%	tbd
Weaver Architects	Architect Design Services	Nancy Buonanno Grennan	N/A	08/17/22	0%	\$9,900	\$2,385	\$7,515	24%	tbd
Upanup, Inc.	Website Hosting	Carolyn Downs	N/A	8/16/2022	0%	\$4,200	\$1,750	\$2,450	42%	08/15/23

Communication: Contract Status Report (Information/Discussion Items)

**Puget Sound Regional Council
GRANT STATUS REPORT**

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 11/30/22	Remaining to be Expended	Billed as of 11/30/2022	Remaining to bill	Grant Period
FHWA Funding FY22-23*	Regional Planning	Lili Mayer	Multiple	7,955,125.78	4,100,181.89	3,854,943.89	4,100,181.89	3,854,943.89	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23	Regional Planning	Lili Mayer	Multiple	2,573,630.06	1,332,334.50	1,241,295.56	1,332,334.50	1,241,295.56	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	1,092,596.07	413,459.93	1,092,596.07	413,459.93	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,416,679.70	583,320.30	1,416,679.70	583,320.30	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	264,266.00	35,734.00	250,000.00	50,000.00	4/1/20 - 3/31/23
WSDOT 5310 Special Needs Trans	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	397,593.95	2,406.05	366,224.33	33,775.67	5/1/20 - 6/30/23
WA Department of Ecology**	Stormwater Parks	Erika Harris	Multiple	268,965.00	174,686.24	94,278.76	143,519.27	125,445.73	8/1/20 - 12/30/22
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	806,783.00	443,217.00	806,783.00	443,217.00	1/5/22 - 3/31/24
				16,253,776.84			6,745,458.08		
Recently Completed									
EDA CARES Act Grant	Regional Planning	Jason Thibedeau	003.08.0.0	400,000.00	352,245.57	47,754.43	352,245.57	47,754.43	7/1/20 - 6/30/22
FTA 5307 Regional Transit Planning	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,500,000.00	-	2,500,000.00	-	12/17/19 - 3/31/22
FHWA Carry Forward Funding FY21	Regional Planning	Lili Mayer	Multiple	2,664,679.00	2,664,679.00	-	2,664,679.00	-	7/1/21 - 2/28/22
FTA 5303 Carry Forward Funding FY21	Regional Planning	Lili Mayer	Multiple	408,478.00	408,478.00	-	408,478.00	-	7/1/21 - 12/31/21
RTPO FY20/21	Regional Planning	Diana Lauderbach	Multiple	1,767,177.00	1,767,177.00	-	1,767,177.00	-	7/1/19 - 6/30/21
STP	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	2,000,000.00	-	2,000,000.00	-	7/15/19 - 6/30/24
FAA Grant	Airport Improvement	Ben Bakkenta	000.50.3.0	1,641,361.00	1,527,590.97	113,770.03	1,527,590.97	113,770.03	9/17/18 - 6/30/21
WSDOT Passenger-Only Ferry Study	Regional Planning	Gil Cerise	002.07.0.0	350,000.00	350,000.00	-	350,000.00	-	10/15/19 - 3/31/21
EPA Healthy Watersheds Grant	Regional Planning	Erika Harris	001.12.0.0	200,000.00	200,000.00	-	200,000.00	-	10/1/16 - 6/30/21
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	300,000.00	-	300,000.00	-	4/1/17 - 3/31/20
FTA 5307 Regional Transit Planning	Regional Planning	Diana Lauderbach	Multiple	2,249,999.00	2,249,999.00	-	2,249,999.00	-	7/1/17 - 12/31/20
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
*Received \$1,185,780 funding allocation December 1, 2022									
**Closeout of this grant in process.									

Communication: Grant Status Report (Information/Discussion Items)



Puget Sound Regional Council

INFORMATION ITEM

January 19, 2023

To: Operations Committee

From: Josh Brown, Executive Director

Subject: 2023 Executive Board and Operations Committee Meeting Schedule

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

January 26

February 23

March 23

April 27

May 25 – PSRC General Assembly, location to be determined.

June 22

July 27

August – No meeting

September 28

October 26

November – No meeting

December 7 – Early meeting date

Questions can be directed to Sheila Rogers at (206) 464-5815 or srogers@psrc.org. For additional board information, visit PSRC's website at <https://www.psrc.org/>.