



Puget Sound Regional Council

## Operations Committee

Thursday, June 22, 2023 • 9:00 – 9:50 AM

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

### Attend, watch or listen

- The public can attend meetings at PSRC's offices
- Watch the meeting live at <https://www.psrc.org/watch-meetings>
- Listen by phone 1-888-475-4499, Meeting ID: 862 8032 3222, Passcode: 795705

### Provide public comment

- **Public comment must relate to an action or discussion item on the agenda. Each member of the public will have 2 minutes to speak.**
- **In-person**  
Public comment may be made in person at PSRC's office.
- **Comment during the meeting by Zoom or phone:** [Register here](#)  
To allow staff time to process requests, registration is required and closes at 8:00 a.m., the day of the meeting. Late registrations will not be accepted.
- **Written comments**  
Comments may be submitted via email to [cmoreau@psrc.org](mailto:cmoreau@psrc.org) by 8:00 a.m. the day of the meeting. Comments will be shared with board members. 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](#).

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### 1. Call to Order and Roll Call (9:00) – Executive Dave Somers, Chair

### 2. Communications and Public Comment

Public comment must relate to an action or discussion item on the agenda.

### 3. Consent Agenda - Action Items

- a. Approve Minutes of Meeting held April 27, 2023
- b. Approve Vouchers Dated March 31, 2023 through June 5, 2023 in the Amount of \$2,549,542.37

### 4. Action Items

- a. Approve Contract Authority for Transportation Projects Database & Online Applications Upgrade

### 5. Discussion Item

- a. Expectations for Public Conduct while Accessing PSRC's Offices

## **6. Information Items**

- a. New Employee Status Report
- b. PSRC Office Space Report
- c. Monthly Budget Report
- d. Contract Status Report
- e. Grant Status Report
- f. Passport to 2044 Webinar: Legislative Session Wrap-Up & Comprehensive Planning, June 28, 2023. [Registration open!](#)

## **7. Next Meeting:**

Thursday, July 27, 2023, 9:00 - 9:50 AM

## **8. Adjourn (9:50)**

Board members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Casey Moreau, e-mail [cmoreau@psrc.org](mailto:cmoreau@psrc.org) or mail.

For language or ADA assistance at PSRC board meetings, please contact us at (206) 464-7090 at least 72 hours in advance of the meeting. For TTY-based telecommunications relay service dial 711.

العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact/language-assistance>.



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, APRIL 27, 2023**

#### **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.

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:

Andi Markley, PSRC  
 Ben Bakkenta, PSRC  
 Josh Brown, PSRC  
 Nancy Buonanno Grennan, PSRC  
 Robin Koskey, PSRC  
 Shaun Kuo, PSRC  
 Thu Le, PSRC  
 Liana Lopez, PSRC  
 Lili Mayer, PSRC  
 Kelly McGourty, PSRC  
 Alex Tsimerman  
 Andrew Werfelmann, PSRC

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

Alex Tsimerman provided public comment.

#### **3. Consent Agenda**

a. Approve Minutes of Meeting held March 23, 2023

b. Approve Vouchers Dated February 28, 2023, through April 3, 2023, in the Amount of \$1,132,762.97

**Consent Agenda: It was moved and seconded (Tolbert/Low) to approve the minutes of the Operations Committee meeting March 23, 2023, and the vouchers dated February 28, 2023, through April 3, 2023, in the Amount of \$1,132,762.97. The motion passed unanimously.**

**4a. Action Item—Approve Contract Authority for Ongoing Administrative Support**

Nancy Buonanno Grennan, PSRC, shared that as a small agency, PSRC uses outside consultants for legal services, finance, human resources and IT. Prior to the start of every new biennial budget, staff review ongoing administrative consulting needs and ask the Operations Committee for authority to enter into consultant contracts. PSRC reevaluates the procurement for on-call contracts every four to eight years, depending on need. Contract authority amounts have remained the same since 2019 with the exception of IT. IT has been increased to ensure support through the office relocation and other IT needs. Additionally, PSRC's Library Manager is reviewing software options for PSRC's internal electronic records and database. That request has been included as well. These costs have been built into the biennial budget scheduled for adoption at the General Assembly in May.

**Action: It was moved and seconded (Figueroa/Simpson) to:**

- 1. Authorize the Executive Director to enter one or more contracts for accounting and financial consulting services, not to exceed \$147,000, for the FY 2024-2025 biennium.**
- 2. Authorize the Executive Director to enter one or more contracts for legal services, not to exceed \$225,000, for the FY 2024-2025 biennium.**
- 3. Authorize the Executive Director to enter one or more contracts for HR support services, not to exceed \$95,000, for the FY 2024-2025 biennium.**
- 4. Authorize the Executive Director to enter one or more contracts for informational technology consulting services, not to exceed \$180,000, for the FY 2024-2025 biennium.**
- 5. Authorize the Executive Director to enter one or more contracts for electronic records database services, not to exceed \$30,000, for the FY 2024-2025 biennium.**

**The motion passed unanimously.**

**4b. Action Item— Approve Contract Authority for PSRC's Safety Work Program and the 2023 Regional Safety Convening**

Kelly McGourty, PSRC, shared that the committee is being asked to approve costs related to PSRC's safety work program, not to exceed \$100,000. PSRC's Regional Transportation Plan calls for PSRC to develop a Regional Safety Plan and host a regional safety convening. The convening is scheduled for June 29 and plans to bring together multiple stakeholders to scope out the Regional Safety Plan. Costs associated with the event, outreach, and engagement, as well as data collection and efforts to support the safety work program are included in the request.

**Action: It was moved and seconded (Figueroa/Low) to recommend the Executive Board authorize the Executive Director to enter one or more**

**contracts for support of PSRC's safety work program and the 2023 Regional Safety Convening. The total cost for all contracts will not exceed \$100,000. The motion passed unanimously.**

**4c. Action Item—Approve Budget Amendment and Contract Authority for Subrecipient Agreements and Consultant Contracts to Implement Safe Streets for All Safety Grant**

Ben Bakkenta, PSRC, shared that the Bipartisan Infrastructure Bill passed in 2021 authorized a new Safe Streets and Roads for All grant program. PSRC applied for \$2.7 million in funding to develop a Regional Safety Plan and to work with local jurisdictions to develop local action plans. PSRC's application was consolidated with six local jurisdictions into one single grant for over 4.8 million dollars. PSRC has been working with the Department of Transportation (DOT) to develop a grant agreement. PSRC is also working with co-applicants to develop sub-recipient agreements to conduct their work under the grant. The amounts awarded to local jurisdictions under the consolidated grant were detailed in the packet. PSRC will be using the grant funding for consultant support and to increase staff capacity to develop the safety plan and work with jurisdictions.

Mr. Bakkenta shared that the DOT has released information for a second round of funding. With direction from PSRC's Executive Committee, PSRC will apply for additional funds to continue planning support for local jurisdictions.

**Action: It was moved and seconded (Roberts/Figueroa) to execute the Safe Streets for All Grant by:**

- 1. Recommend the Executive Board approve the proposed budget amendment to increase the budget by \$4,860,000.**
- 2. Authorize the Executive Director to enter into one or more contracts for regional and local safety planning consulting services for Safe Streets and Roads for All Discretionary Grant Opportunity, not to exceed \$2,906,793.**
- 3. Amend the budget to increase PSRC staff capacity to support grant-funded activities for two years, either through new or backfilling reassigned staff. The staff support for this work will be paid with funds from the grant.**
- 4. Authorize the Executive Director to enter into one or more subrecipient agreements with partner agencies for the development of local safety plans, not to exceed \$2,180,636. Partner agencies will provide an additional match of \$545,091 for this program.**

**The motion passed unanimously.**

**4d. Action Item—Approve Contract Authority for Transportation Projects Online Application Services**

Ms. McGourty, PSRC, shared that this request involves the work PSRC does with local jurisdictions on transportation projects. PSRC has been using an online web application system which requires regular updates and improvements to support project selection, regional competitions, and other system work. This action will support PSRC member jurisdictions as they process transportation projects with various grants through PSRC

and Washington State.

**ACTION:** It was moved and seconded (Figueroa/Roberts) to recommend the Executive Board authorize the Executive Director to enter a consultant contract for an update to the TIP Database and Online Application Services up to the amount of \$30,000. The motion passed unanimously.

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

Thu Le, PSRC, introduced one new PSRC employee: Shaun Kuo.

**5b. Information Item – Office Space Report**

Ms. Buonanno Grennan shared that PSRC has been working closely with the new landlord and general contractor. General construction is estimated to be completed by June 30. Staff plan to arrange tours of the new space over the summer and into early fall. She shared updates on the financial expenditures to date related to audio-visual equipment, furniture, and construction charges. In July and September, the committee will be asked for further contract authority for phone, internet, and copiers.

**5c. Information Item – Monthly Budget Report**

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

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

The committee reviewed monthly budget reports.

**5f. Information Item – Save the Date: Joint Board Session on ACT, Friday, April 28, 10:00AM-12:00PM**

**5g. Information Item – Passport to 2044 Webinar: Key Topics for Elected Officials and Planning Commissioners, Thursday, May 18, 12:00-1:30 PM**

**5h. Information Item – Save the Date: General Assembly, Tuesday, May 30, 11:00 AM – 1:00 PM**

Mayor Erickson announced upcoming PSRC events.

The meeting adjourned at 9:37AM.

Attachments:

A. Operations Cmte April 27, 2023, Attendance Roster

**PSRC Operations Committee April 27,2023**

**3.a - Att. A**

<b>Jurisdiction</b>		<b>Member</b>	<b>Attend</b>
King County	2	CM Joe McDermott	
		Vacant	
City of Seattle	1	CM Andrew Lewis	1
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.	0
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	1
Snohomish County	1	CM Sam Low	1
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		10
		(Quorum = 5) Quorum Total	8



## Puget Sound Regional Council

### CONSENT AGENDA

June 15, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated March 31, 2023 through June 5, 2023 in the Amount of \$2,549,542.37**

### 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:

<b>REQUESTED</b>		
<b><u>WARRANT DATE</u></b>	<b><u>VOUCHER NUMBER</u></b>	<b><u>TOTALS</u></b>
04/10/23 - 06/05/23	AP Vouchers	\$ 1,079,904.51
03/31/23 - 05/15/23	Payroll	\$ 1,469,637.86
		<hr/>
		<b>\$ 2,549,542.37</b>

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





## Puget Sound Regional Council

### **ACTION ITEM**

June 15, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Contract Authority for Transportation Projects Database & Online Applications Upgrade**

### **IN BRIEF**

Authorization by the Executive Board is required for the Executive Director to enter a contract in excess of \$10,000. A request is being made to authorize a consultant contract, not to exceed \$150,000, to support the initial phases to upgrade and modernize the transportation project database and online application system used to support the Regional Transportation Improvement Program (TIP), PSRC funding competitions, Regional Transportation Plan (RTP), and project tracking and delivery.

### **RECOMMENDED ACTION**

Authorize the Executive Director to enter one or more consultant contracts to begin the upgrade and modernization of the transportation projects database and online application system, up to the amount of \$150,000.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program for Fiscal Years 2022-2023 includes funding for an overhaul of the TIP database and web applications system. The total budget for this work is not to exceed \$150,000.

### **DISCUSSION**

The transportation project database provides the foundation to PSRC's role as steward of public transportation funds. PSRC utilizes the database to maintain records of all transportation projects that have been programmed into the TIP, including each

project's scope, schedule, budget, and awarded funding. The TIP is the vehicle by which PSRC meets and maintains state and federal requirements for transportation projects and funding. In addition to serving this critical function, the TIP database also provides information needed for PSRC to monitor project progress and implement measures necessary to ensure the region meets its annual federal delivery target. Additionally, PSRC maintains a related database for Regional Capacity Projects identified in the Regional Transportation Plan and utilizes other databases to support grant funding competitions.

PSRC's Transportation Projects Online Application Services is a website containing a suite of forms that works in coordination with these databases, providing the means for project sponsors and funding applicants to submit and manage their applications in a centralized website. These forms allow PSRC staff to track, review, and organize applications as they are submitted. This system is supported by an on-call consultant to provide maintenance and minor updates as needed; the Operations Committee recently authorized the next on-call contract (up to \$30,000 over two years) at its April 2023 meeting.

While it has served the agency well and for many years, the current transportation project database is becoming obsolete. As technology has advanced since the database was initially developed, there is opportunity to upgrade to a system that would more seamlessly integrate the various databases in use, as well as the online application system, providing efficiency and saving time at both ends of the process. Transitioning to a more modern system will also allow PSRC staff to play a stronger internal role in updating forms and analysis tools as they are needed, reducing reliance on an outside consultant to perform these functions.

Transitioning the full database and online form system into a modern platform will require substantial effort. It is anticipated that the work will be implemented in phases, including an initial phase to research potential new platforms and improvements. Implementation activities would then commence up to the available budget.

Ultimately, the upgrade of the transportation database and online form system will allow PSRC to further streamline the data-gathering and analysis processes, reduce reliance on outside contractors to maintain the system, and improve customer service to our member jurisdictions.

For more information, please contact Jennifer Barnes at 206-389-2876 or [jbarnes@psrc.org](mailto:jbarnes@psrc.org).



## DISCUSSION ITEM

June 15, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Expectations for Public Conduct While Accessing PSRC's Offices**

## IN BRIEF

PSRC staff have worked with its legal counsel to document expectations for when the public accesses its office space, as well as set out a procedure for excluding someone from access for a period of time when those expectations are not met.

## DISCUSSION

To ensure that PSRC's meetings remain open and inclusive spaces, where all members of the public feel welcome and able to present opinions, it is important to establish what are some basic expectations of the public when accessing PSRC's offices and attending its meetings. Attached is an overview of those expectations. It also establishes an administrative process to exclude someone from continued access to PSRC's meetings and offices for a period of up to one year, based upon the severity of the conduct, as well as establishes an administrative appeal process.

Following the Operations Committee's review and input, the policy will be administratively adopted and published on PSRC's website, as well as published within PSRC's Administrative Policies and Procedures Document.

For more information, please contact Nancy Buonanno Grennan at (206) 464-7527, or [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org).

Attachment:

A. Expectations for Public Conduct while Accessing PSRC's Offices

## **Expectations for Public Conduct While Accessing PSRC's Offices**

### **1. Purpose**

The purpose of these expectations is to establish:

- a) the hours PSRC offices will be open to the public;
- b) that portions of PSRC offices are not open to the public at any time;
- c) the rules of conduct that apply in PSRC's offices;
- d) that permission to remain in PSRC's offices is conditioned upon compliance with the rules of conduct and with all applicable laws; and
- e) PSRC's administrative process for establishing, modifying, and enforcing public operating hours, access, and expectations of conduct for PSRC office space.

### **2. References**

- a). Chapter 9A.52 RCW
- b). Seattle Municipal Code §12A.08.040 "Criminal Trespass"

### **3. Public Access**

PSRC offices are open to the public during its regular board meetings. Public access is restricted to the lobby and board meeting rooms. The public also may access restrooms located on the fifth floor of the building. Dates and times of its meetings are posted on PSRC's website: [www.psrc.org](http://www.psrc.org).

### **4. Rules of Conduct**

In addition to these written rules, PSRC's Executive Director or designee may post additional expectations and rules of conduct. Failure to comply with a posted rule of conduct may result in the same consequences as failure to comply with a written rule of conduct.

The following are prohibited:

- a) Any conduct prohibited by federal, state, or local law;
- b) Animals, except service animals;
- c) Weapons, except as specifically permitted by law;
- d) Smoking, chewing tobacco or other tobacco use;
- e) Unreasonably disturbing others by engaging in loud or raucous behavior;
- f) Behavior that unreasonably interferes with others' use of the buildings, facilities, or premises;
- g) Abusive or harassing behavior;
- h) Blocking entrances, exits, fire exits or otherwise interfering with the provisions of services or use of PSRC offices;
- i) Sitting anywhere except in seating or in areas designated for that purpose;

- j) Disrupting PSRC business, events or other PSRC sponsored or authorized activities;
- k) Assaults or threatening behavior;
- l) Signs carried by or on a person that are larger than 36 inches by 36 inches; signs must be handled in a way that does not endanger others and does not obstruct individuals' movement or view;
- m) Refusing to leave the public comment site after being so directed by a PSRC meeting chair;
- n) Entering any area of PSRC's offices that is not open to the public.

## 5. Enforcement

Any violation of these expectations, rules or other applicable rules or law may result in:

- a) Revocation of a person's permission to remain in PSRC's offices;
- b) Issuance of an Exclusion Notice; and/or
- c) Arrest or Citation

## 6. Criminal Trespass

Any person who violates any of these rules is subject to arrest and prosecution for criminal trespass.

## 7. Exclusion Notices

Prior to issuing an exclusion notice to an individual, the Executive Director or designee may choose, at their discretion, to first issue a verbal warning and/or a "warning letter" for inadvertent and/or minor violations of these rules.

The Executive Director or designee may issue an exclusion notice revoking any person's permission to remain in PSRC's offices, or imposing certain conditions under which such person may return to PSRC's offices, if that person violates any rule of conduct or any applicable law. Such exclusion notice may be for a period of one day up to one year. The length of the exclusion period may depend upon such factors as the seriousness of the violation, the number of violations, and the individual's prior record regarding conduct in PSRC's offices.

Unless otherwise specified, the exclusion shall take effect immediately upon actual or constructive receipt of the notice by the person being excluded. Receipt of the notice is construed to have been accomplished three (3) days after an exclusion notice is deposited in the U.S. mail to the person's last known address. Receipt of the notice also is construed to have been accomplished if the person knew or reasonably should have known from the circumstances that the person's privileges to enter PSRC offices have been revoked.

Should an individual either violate the terms of the exclusion notice or receive two exclusion notices within a one-year period, then the individual may be issued another

exclusion notice by the Executive Director or designee, which shall exclude the individual for a period of one year from the date of the issuance of such notice.

An exclusion notice shall:

- a) Be in writing and signed by the Executive Director or designee issuing it;
- b) Contain the date of issuance, the violation the person is alleged to have committed, and a citation to the code, statute, or rule violated;
- c) Specify the places where the individual will be excluded from and the length during the period in which exclusion notice is valid and enforceable;
- d) Set out the method for appealing the notice, which shall also include the address where the appeal should be sent;
- e) Prominently display a warning of the consequences for failure to comply with the notice and state that a violation of the terms of the notice will constitute criminal trespass under chapter 9A.52 RCW.

The person being excluded need not be charged, tried, or convicted of any crime or be issued an infraction, or have an infraction found committed, in order for an exclusion notice to be issued or be effective. The Executive Director or designee need only establish that good cause existed to support the issuance of the exclusion notice.

#### 8. Administrative Review of Notices of Exclusion

A person who receives an exclusion notice may, within three (3) business days of issuance of the notice, submit a written request for an administrative review. The written request shall be addressed to:

Puget Sound Regional Council  
Attn: Deputy Executive Director  
1011 Western Avenue, Suite 500,  
Seattle, Washington 98104

The person seeking the review shall include in the request any written documentation the person seeks to have considered in the review process. The exclusion notice will remain in place until the administrative review is completed.

If a person timely requests an administrative review, the Executive Director shall designate a Review Officer to conduct the administrative review. To be considered timely, PSRC must receive the request for administrative review within three (3) business days following the issuance of the exclusion notice. The administrative review is an informal process designed to give the individual the chance to explain their side of the events surrounding the alleged violation. Administrative reviews are typically confined to the written record. The Review Officer may, at their discretion, allow the excluded individual the opportunity to meet with the Review Officer to orally present information.

The Review Officer shall provide a written recommendation to the Executive Director within ten (10) business days after the administrative review is completed. The Executive Director will consider the Review Officer's recommendation and may then affirm, modify, terminate, or reverse the exclusion notice. The Executive Director's decision is final and not subject to appeal.



## Puget Sound Regional Council

### INFORMATION ITEM

June 15, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **New Employee Status Report**

PSRC has two new employees:

**Katie Enders** – Assistant Planner in Regional Planning Division

Katie has a Bachelor of Arts in History from Eastern Washington University and a Master of Science in Community and Regional Planning from University of Texas at Austin. Prior to joining PSRC, Katie was a Graduate Research Assistant at University of Texas at Austin and an intern in the Displacement Prevention division of the City of Austin's Housing and Planning Department.

**Hila Keller** – Information Center Intern in Communications Department

Hila has a Bachelor of Arts in Interdisciplinary Studies from Northeastern Illinois University and a Master of Science in Library & Information Science from University of Illinois. Prior to joining PSRC, Hila was a Prospect Development Analyst at University of Illinois Foundation.

For more information, please contact Thu Le at 206-464-6175 or [tlee@psrc.org](mailto:tlee@psrc.org).



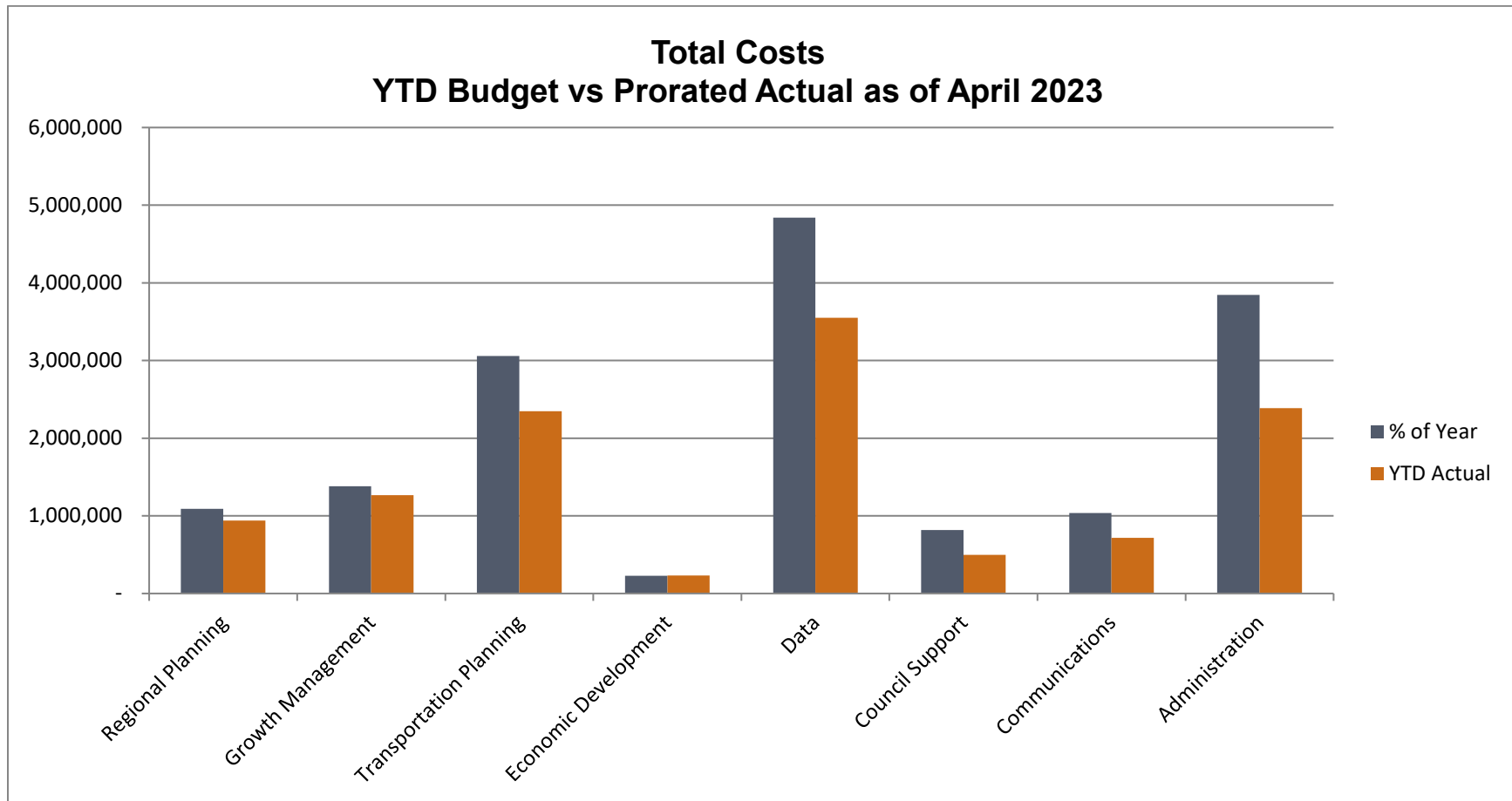
# PSRC Office Move Progress Reporting

6.b

As of June 8, 2023

Move Phase	Status	Board Authority*	Board Approved	Costs to Date	Estimated Total Costs
<b>Pre-Construction</b>					
Initial Office Space Planning - Design/Configuration	Completed 2/23	\$ 12,000	9/22	\$ 9,000	\$ 12,000
Audio-Visual Design/Assessment	Completed 3/23	\$ 12,000	9/22	\$ 16,500	\$ 18,000
<b>Construction Phase</b>					
General Tenant Construction	<ul style="list-style-type: none"> <li>• Demo, plumbing, cabling, power, framing, wall covering complete</li> <li>• Costs to date financed by landlord</li> <li>• Estimated completion 6/23</li> </ul>	-	-	-	\$ 2,300,000
Low Voltage Installation	• Demo completed; cabling pulled	\$ 185,000	01/23; 03/23	\$ 137,012	\$ 165,564
AV Equipment Purchase & Installation	• Finalized and signed off on order	\$ 485,000	02/23		\$ 483,618
Furniture Purchase & Installation	• Order finalized and submitted 50% deposit	\$ 432,000	10/22	\$ 198,669	\$ 397,338
<b>Post Construction</b>					
Graphics Installation	Graphics working on designs				
Phone System Installation	IT researching options				
Internet Service	IT researching options				
Copiers	IT researching options				
Moving	TBD				
Plants	TBD				
<b>Clean Up at Waterfront Place</b>					
Disposal/Recycling	TBD				

\*nb: staff may increase contract amounts in an amount not to exceed \$10,000 over contract authority



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.

75.8% of labor, 18.5% of overall consultant budget, and 32.3% of direct budget expensed.

2 open positions recently filled. Some direct expenditures are annual costs paid upfront. New accounting standard for rent expense reporting reduced stated rent expense for year.

Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 6/13/2023

6.d

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 - NONE										
AMENDED - NONE										
COMPLETED *** NONE										
PROJECT SPECIFIC										
Aakavs Consulting	GIS/IT Technical Support	Carol Naito	03/25/21	06/23/22	0%	\$29,000	\$22,145	\$6,855	76%	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
Avidex	Audio/Visual Design Services 1201 Third	Nancy Buonanno Grennan	09/22/22	09/07/22	0%	\$21,543	\$19,059	\$2,484	88%	tbd
Avidex	A/V Equipment & Installation Services - 1201 Third	Nancy Buonanno Grennan	02/23/23	03/31/23	0%	\$483,618	\$0	\$483,618	0%	6/30/23 <sup>1</sup>
Catalyst	Furniture - 1201 Third	Lili Mayer	10/27/22	04/04/23	0%	\$397,338	\$198,669	\$198,669	50%	tbd
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$47,500	\$180,500	21%	12/19/24
Integrated Technologies Group	Low Voltage Telecommunications Wiring - 1201 Third	Nancy Buonanno Grennan	01/26/23	03/16/23	0%	\$182,948	\$151,056	\$31,892	83%	tbd
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
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$0	\$100,000	0%	06/30/24
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$90,000	\$78,150	\$11,850	87%	06/30/23 <sup>1</sup>
Sound View Strategies	ACE Support Consultant Services	Jason Thibedeau	12/01/22	02/01/22	0%	\$80,000	\$56,000	\$24,000	70%	06/30/23
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$7,400	\$23,600	24%	09/30/25
Weaver Architects	Architect Design Services	Nancy Buonanno Grennan	10/27/22	08/17/22	0%	\$11,900	\$10,214	\$1,686	86%	tbd
ON-CALL										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$160,000	\$140,419	\$19,581	88%	12/31/24
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$15,485	\$24,515	39%	6/30/23 <sup>1</sup>
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
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
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$120,000	\$114,304	\$5,696	95%	02/28/26
TOTAL						\$3,085,347	\$912,277	\$2,173,071		
* <a href="#">Staff Directory</a>										
** Percentage of DBE/WBE as certified by Washington State										
*** A list of Completed Contracts is available on request.										
<sup>1</sup> Amendments in progress.										
		Minimum Annual Payments:								
Operating Leases	Description		FY 2020	FY 2021	FY 2022	FY 2023	Thereafter	Totals	Contract End Date	
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	24 months beginning June 2023					\$28,052	\$29,522	\$57,574	05/31/25	
Tempest Technologies, Inc.	36 months beginning April 2020		\$4,805	\$5,250	\$6,450	\$5,829	tbd	\$22,334	12/31/23	
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
Upanup, Inc.	Website Hosting	Carolyn Downs	N/A	8/16/2022	0%	\$4,200	\$2,625	\$1,575	63%	08/15/23

# Puget Sound Regional Council GRANT STATUS REPORT

6.e

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 4/30/23	Remaining to be Expended	Billed as of 4/30/2023	Remaining to bill	Grant Period
FHWA Funding FY22-23	Regional Planning	Lili Mayer	Multiple	12,390,251.78	5,909,390.15	6,480,861.63	5,909,390.15	6,480,861.63	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23	Regional Planning	Lili Mayer	Multiple	2,573,630.00	2,275,184.50	298,445.50	2,275,184.50	298,445.50	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	1,390,135.44	115,920.56	1,390,135.44	115,920.56	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,833,350.20	166,649.80	1,833,350.20	166,649.80	7/1/21 - 6/30/23
EDA Planning Grant*	Regional Planning	Jason Thibedeau	Multiple	300,000.00	9,059.16	290,940.84	-	300,000.00	4/1/23 - 3/31/26
FY22 FTA 5307 RTP**	Regional Planning	Gil Cerise	Multiple	2,500,000.00	1,326,979.00	1,173,021.00	1,326,979.00	1,173,021.00	1/5/22 - 3/31/24
University of Washington	Models Research	Brian Lee	004.72.0.0	61,674.00	33,919.33	27,754.67	24,070.45	37,603.55	9/1/22 - 8/31/23
USDOT Office of Safety***	Safety Action Plans	Ben Bakkenta	Multiple	4,860,363.00	-	4,860,363.00	-	4,860,363.00	4/17/23 - 12/31/25
				26,191,974.78	13,432,865.04				
Recently Completed									
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	300,000.00	-	300,000.00	-	4/1/20 - 3/31/23
WSDOT 5310 Special Needs Trans	Regional Planning	Gil Cerise	002.39.0.0	400,000.00	400,000.00	-	400,000.00	-	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
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
* New grant accepted 4/17/2023 ** Amendment for year 2 of the two-year work program added \$1,250,000. *** New grant accepted 5/18/2023									