



Puget Sound Regional Council

## Operations Committee

Thursday, July 27, 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
- 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 am 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 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](#).

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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 June 22, 2023
- b. Approve Vouchers Dated May 31, 2023 through July 3, 2023 in the Amount of \$1,386,922.77

### 4. Action Items

- a. PSRC FY 2024 Indirect Cost Rate Approval
- b. Approve Contract Authority for On-Call GIS/IT Support for FY 2024-2025
- c. Approve Contract Authorization to Purchase Cellular Phone Service
- d. Approve Contract Authority to Purchase Internet and Telephone Services

## **5. Information Items**

- a. New Employee Status Report
- b. Safe Streets and Roads for All Grant Program Round Two
- c. PSRC Office Space Report
- d. Monthly Budget Report
- e. Contract Status Report
- f. Grant Status Report
- g. Save the Date: From Pandemic to Prosperity: Downtowns Reimagined - Friday, September 29, 2023

## **6. Next Meeting: NO MEETING IN AUGUST**

Thursday, September 28, 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](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.

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## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, JUNE 22, 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 9:01 a.m. Mayor Erickson shared she would be filling in for Executive Somers. Today's meeting 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.

Mayor Erickson shared that Commissioner Rob Gelder accepted another position in Thurston County and would no longer be serving on the board. She thanked him for his years of service.

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:

Jennifer Barnes, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Heather Culver, PSRC

Josh Dugan, Snohomish County

Joe Kunzler

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Kelly McGourty, PSRC

Andrew Werfelmann, PSRC

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

Joe Kunzler provided public comment.

### 3. Consent Agenda

- 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

**Consent Agenda: It was moved and seconded (Figueroa/Bachman) to approve the minutes of the Operations Committee meeting April 27, 2023, and the vouchers dated March 31, 2023, through June 5, 2023, in the Amount of \$2,549,542.37. The motion passed unanimously.**

#### 4a. Action Item—Approve Contract Authority for Transportation Projects Database & Online Applications Upgrade

Jennifer Barnes, PSRC, shared that the committee is being asked to authorize contract authority for up to \$150,000 to hire a consultant for the upgrade of PSRC's transportation project database and online form system. The amount is included in the 2022-2023 biennial budget.

Ms. Barnes provided an overview of the transportation project database system noting that it is a critical tool for project funding and programming. The current system is becoming obsolete. PSRC is requesting contract authorization to begin work needed to modernize the system. It is expected that the project would be implemented in phases with the first phase being research and the second phase implementation.

Committee members requested consulting system users for their feedback on the updates and to consider more public facing features. Staff shared that they routinely work with RPEC, countywide chairs and users to receive granular feedback on the system and would do so during the update. The research phase will help identify what information can be made publicly available. Members requested that staff brief the committee on the phases of this contract as it develops.

**Action: It was moved and seconded (Figueroa/Ralph) to 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. The motion passed unanimously.**

#### 5a. Discussion Item – Expectations for Public Conduct While Accessing PSRC's Offices

Nancy Buonanno Grennan, PSRC, shared that staff worked with other jurisdictions, state agencies and legal counsel to develop a policy regarding expectations for public conduct when using PSRC's office. The policy outlines rules of conduct and the enforcement process if members of the public do not follow the policy. The policy does allow for a period of exclusion from PSRC offices if a member of the public does not comply as well as an administrative review procedure. Ms. Buonanno Grennan noted that PSRC's Executive Director has the administrative authority to implement the policy.

Mayor Erickson noted a concurrence among the committee supporting the policy and requested that it be shared with all policy boards.

**6a. Information Item - New Employee Status Report**

Thu Le, PSRC, introduced two new PSRC employees: Katie Enders and Hila Keller.

**6b. Information Item – Office Space Report**

Ms. Buonanno Grennan shared that general construction is nearing completion in the new office space. The biggest difference from last month's report is that the low voltage construction is near completion. Audiovisual equipment is expected to be delivered by the end of July and installed by the end of August. Furniture is currently being installed. A tour of the new space for board members is currently scheduled for July 27.

**6c. Information Item – Monthly Budget Report**

**6d. Information Item – Contract Status Report**

**6e. Information Item – Grant Status Report**

The committee reviewed monthly budget reports.

**6f. Information Item – Passport to 2044 Webinar: Legislative Session Wrap-Up & Comprehensive Planning, June 28.**

Mayor Erickson shared that registration for the webinar was open.

Josh Brown shared that PSRC had a very successful Federal Transit Administration Triennial Review. Mr. Brown thanked staff for their effort.

The meeting adjourned at 9:38AM.

Attachments:

A. Operations Cmte June 22, 2023, Attendance Roster

**PSRC Operations Committee June 22, 2023**

<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	
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		Vacant, Kitsap County Alt.	
Pierce County	1	CM Dave Morell	
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	
		CM Sam Low 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	
		COM Glen Bachman, Port of Everett	1
Members	10		6
		(Quorum = 5) Quorum Total	6



## Puget Sound Regional Council

### CONSENT AGENDA

July 20, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated May 31, 2023, through July 3, 2023, in the Amount of \$1,386,922.77**

### 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>
06/12/23 - 07/03/23	AP Vouchers	\$ 665,029.50
05/31/23 - 06/15/23	Payroll	\$ 721,893.27
		<hr/> <b>\$ 1,386,922.77</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**

July 20, 2023

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **PSRC FY 2024 Indirect Cost Rate Approval**

### **IN BRIEF**

A request is being made for approval of PSRC's Fiscal Year 2024 Indirect Cost Rate Proposal (ICRP).

### **RECOMMENDED ACTION**

Recommend the Executive Board approve PSRC's Fiscal Year 2023 indirect cost rate proposal with a benefit rate of 54.49% and indirect rate of 48.08%.

### **BUDGET IMPACT**

The attached ICRP is used to allocate PSRC's budgeted benefits and indirect costs to federal awards. The benefits and indirect costs were included as part of PSRC's Biennial Budget and Work Program for Fiscal Years 2024-2025 as adopted by the General Assembly on May 30, 2023.

### **DISCUSSION**

Indirect costs are costs incurred for common or joint purposes that cannot be easily identified with a particular final cost objective. These costs benefit more than one cost objective or program and are allocated to federal awards by use of an indirect cost rate.

PSRC's ICRP was last reviewed and approved by our federal cognizant agency, the Federal Transit Administration, on February 15, 2018. Subsequent ICRPs do not need to be submitted for approval unless PSRC changes its accounting system,



changes its ICRP methodology, or if PSRC's ICRP exceeds the rate last approved by the FTA by more than 20%.

The MPO/RTPO Agreement between PSRC and the Washington State Department of Transportation (WSDOT) requires Executive Board approval of PSRC's indirect cost proposal. Once approved, the proposal will be included within the budget and work program.

For more information, please contact Andrew Werfelmann at 206-688-8220 or [awerfelmann@psrc.org](mailto:awerfelmann@psrc.org).

Attachments:

A. 2024 Indirect Cost Plan Proposal



July 6, 2023

Mrs. Susan Fletcher  
Regional Administrator for Region 10  
Federal Transit Administration – Region 10  
915 Second Avenue, Suite 3142  
Seattle, Washington 98174

Dear Mrs. Fletcher,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2024 indirect expenses and uses fixed rate with carryforward as a basis for the indirect cost plan.

The budgeted fiscal year 2024 benefit rate is 54.49% of salaries. The proposed indirect rate is 48.08% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2022 Audited Financial Statements
- Proposal Reconciliation with FY 22 Financial Statements
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-688-8221 or [lmayer@psrc.org](mailto:lmayer@psrc.org).

Thank you,

A handwritten signature in black ink, appearing to read "Lili Mayer".

Lili Mayer  
Finance Manager  
Phone: 206-688-8221  
Email: [lmayer@psrc.org](mailto:lmayer@psrc.org)  
Enclosure

## INTRODUCTION

The Puget Sound Regional Council (PSRC) is a voluntary organization of local governments in King, Kitsap, Pierce, and Snohomish counties. As set forth in the interlocal agreement, the mission of the Regional Council is to preserve and enhance the quality of life in the central Puget Sound area. In so doing, it shall

- Prepare, adopt and maintain goals, policies and standards for regional transportation and regional growth management in the central Puget Sound area, in accordance with federal and state law and based upon local comprehensive plans of jurisdictions within the region;
- Ensure implementation in the region of the provisions of state and federal law which pertain to regional transportation planning and regional growth management.

The Regional Council is financed by a variety of federal, state and local agencies and jurisdictions. The basic sources of funding are the Federal Transit Administration, the Federal Highway Administration, Federal Aviation Administration, Washington State Department of Transportation, local transit agencies, and dues assessed to member jurisdictions.

PSRC develops its indirect cost plan based on the requirements of FTA Circular 5010.1E Appendix F “Cost Allocation Plans” and Appendix G “Indirect Cost Rate Proposals”, 2 CFR 200 Appendix V “State/Local Government-wide Central Service Cost Allocation Plans”, and 2 CFR 200 Appendix VII “States and Local Government and Indian Tribe Indirect Cost Proposals”.

Methodology: PSRC will use a fixed indirect cost rate with carry forward. PSRC began using the fixed with carry forward method July 1, 2016. Before the adoption of 2 CFR 200, PSRC used a provisional rate with a reconciliation at year end to actual indirect costs. The new method of fixed with carry forward will present a more accurate allocation, while also limiting administrative efforts of updating the plan.

Cost Bases: PSRC charges indirect costs to its federal grants under the indirect cost plan. Indirect costs are defined as those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted. These costs include, but are not limited to, rent, office supplies, office maintenance, hardware, software, and insurance. The cost base for indirect costs is total direct salaries and benefits.

PSRC also charges costs for support staff and benefits under the indirect cost plan. Support staff includes, but are not limited to Information Technology, Human Resources, Finance, and Administrative employee costs. PSRC’s indirect cost plan has a benefits rate and an indirect cost rate. The cost base for benefits costs is total salaries.

As PSRC’s proposed indirect rate of 48.08% does not exceed its previously approved 2017 rate of 53.73% by more than 20% PSRC will not submit the plan to FTA for approval but will be kept on file and made available to review as required.

**RECONCILIATION OF ALLOCATED DIRECT EMPLOYEE BENEFITS AND OH  
VS PAID DIRECT EMPLOYEE BENEFITS  
FOR THE YEAR ENDING JUNE 30, 2022**

**Total Employee Benefits Incurred:**

Employee Leave Benefits	1,011,645
Employee non-leave Benefits	2,221,249
<b>Total Employee Benefits Incurred</b>	<b>\$ 3,232,894</b>

**2022 Actual Benefit Rate Calculation:**

<u>Total Actual Benefits</u>	=	3,232,894	<b>59.73%</b>
Total Actual Salaries		5,412,814	

Total Direct Salaries	\$ 4,202,747
Total Allocated Direct Benefits (@ 58.14% of Total Direct Salaries)	2,443,477
Total Direct Salaries and Allocated Direct Benefits	<u>\$ 6,646,225</u>
Total Allocated Indirect Cost per Government Wide Statement (@ 53.02% of Direct Salaries and Allocated Benefits (\$6,646,826.33 x 53.02%))	\$ 3,523,828
Less: Total Actual Net Indirect Cost for FY 2022	3,840,176
<b>Allocated Indirect Cost less Actual Indirect Cost</b>	<b>\$ (316,348)</b>

Total Allocated Direct Benefits	\$ 2,443,477
Less: Total Actual Direct Benefits	2,510,161
<b>Allocated Direct Benefits less Actual Direct Benefits</b>	<b>\$ (66,683)</b>

<b>Allocated Indirect Cost and Direct Benefits</b>	<b>\$ (383,031)</b>
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Indirect Salaries	1,210,066
Indirect Benefits	722,732
Indirect Costs	1,907,377
<b>Total Indirect Incurred</b>	<b>\$ 3,840,176</b>

**2022 Actual Indirect Rate Calculation:**

<u>Total Actual Indirect Costs</u>	=	3,840,176	<b>57.21%</b>
Total Direct Salaries/Benefits		6,712,908	

Note: FY 2022 Allocated Benefit Rate of 58.14% and Indirect Rate of 53.02% (Based on final Budget vs Actual Report for FY2022)

**PUGET SOUND REGIONAL COUNCIL  
BENEFIT RATE CALCULATION  
FOR THE YEAR ENDING JUNE 30, 2024**

<b>FY 2024 Budgeted Benefits</b>	<b>\$ 3,781,176</b>
<b>FY 2024 Budgeted Direct Salaries</b>	<b>5,591,739</b>
<b>FY 2024 Budgeted Indirect Salaries</b>	<b>1,347,537</b>
<b>Total Salaries</b>	<b>\$ 6,939,277</b>

**BENEFIT RATE**

<u>Total Benefits</u>	=	<u>3,781,176</u>	=	<b>54.49%</b>
Total Salaries		6,939,277		

**PUGET SOUND REGIONAL COUNCIL  
ESTIMATED FY 2024 BENEFIT COST**

<b>Benefit</b>	<b>2024 Budget</b>
Fica/Medicare	\$ 572,581
State L&I	29,939
State Unemployment	134,725
OR State TriMet	0
Vacation/Personal Time	671,003
Excess comp	0
Sick leave	8,940
Floating holiday	54,668
Holiday	316,374
Bereavement/Other	8,940
State Retirement	702,815
PERS Admin Fee	12,000
ICMA	242,634
Medical /Vision Insurance	815,836
Dental Insurance	78,222
LTD	22,627
Life insurance	8,221
Long term care	4,550
STD	31,515
EAP/Misc	3,000
Jury duty	2,235
EE recog	500
Transportation Incentive	59,850
<b>Total</b>	<b>\$ 3,781,176</b>

**PUGET SOUND REGIONAL COUNCIL  
INDIRECT COST RATE CALCULATION  
FOR THE YEAR ENDING JUNE 30, 2024**

<b>FY 2024 Budgeted Indirect Cost</b>	<b>\$ 4,153,768</b>
<b>FY 2024 Budgeted Direct Salaries</b>	<b>5,591,739</b>
<b>FY 2024 Budgeted Direct Benefits (Budgeted Salaries x Budgeted Benefit Rate)</b>	<b>3,046,939</b>
<b>Estimated FY 2024 Direct Salaries &amp; Benefits</b>	<b>\$ 8,638,678</b>

**INDIRECT COST RATE**

<u><b>Total Indirect Cost</b></u>	=	<b>4,153,768</b>	=	<b>48.08%</b>
<b>Total Direct Salaries &amp; Benefits</b>		<b>8,638,678</b>		

**PUGET SOUND REGIONAL COUNCIL  
ESTIMATED FY 2024. INDIRECT COST BUDGET**

<b>Categories</b>	<b>2024 Budget</b>
Indirect Salaries and Benefits	\$ 2,081,804
Other contract services	241,000
Accounting and auditing	60,111
legal services	112,500
Rent	988,994
Paper	5,464
Copier Expense	30,000
Graphics & Printing	50,000
Postage	5,000
Office Supplies	20,867
Records Storage	5,000
Maintenance & Repairs	20,000
Telephone	25,000
Furniture & fixtures	170,000
Delivery charges	250
Advertising	4,000
Conferences	5,000
Education & Training	52,500
Meetings	17,000
Professional Dues	17,000
Publications	4,000
Web Page	52,000
Equipment lease	20,000
Recruiting & Advertising	10,000
moving	100,000
Vehicle Parking & Fuel& maintenance	23,185
Data Acquisition	1,000
Miscellaneous	500
Hardware	245,000
Software	60,000
Hardware Maintenance	16,000
Software Maintenance	40,000
Telecoferencing	25,133
Internet	20,000
Computer Supplies	15,000
Cloud Services	90,000
Temporary Personnel	15,000
Insurance	156,537
Travel	15,000
Depreciation	248,000
<b>FY2024 Total Indirect Costs</b>	<b>5,067,845</b>
Plus: Estimated Cumulative Under Allocation as of 06/30/2022	- 914,077
<b>Totals</b>	<b>\$ 4,153,768</b>

**PUGET SOUND REGIONAL COUNCIL  
SCHEDULE OF DIRECT AND INDIRECT COST  
FOR THE YEAR ENDING JUNE 30, 2022**

<b>Categories</b>	<b>Total Cost</b>	<b>Direct Cost</b>	<b>Indirect Cost</b>
Salaries	\$ 5,412,814	\$ 4,202,747	\$ 1,210,066
Benefits	3,232,894	2,510,161	722,732
<b>Total Salaries &amp; Benefits</b>	<b>\$ 8,645,707</b>	<b>\$ 6,712,908</b>	<b>\$ 1,932,799</b>
Other contract services	731,226	621,616	109,610
Accounting and auditing	47,858	0	47,858
legal services	29,639	0	29,639
Rent	940,826	0	940,826
Outreach Compensation	11,832	11,832	0
Paper	316	0	316
Copier Expense	8,503	0	8,503
Graphics & Printing	10,253	10,036	217
Postage	1,487	750	737
Office Supplies	4,237	65	4,172
Records Storage	3,239	0	3,239
Maintenance & Repairs	3,689	0	3,689
Telephone	19,172	0	19,172
Furniture & fixtures	0	0	0
Delivery charges	0	0	0
Advertising	2,088	1,830	258
Conferences	19,068	17,208	1,860
Education & Training	22,364	1,024	21,340
Meetings	2,863	2,719	143
Professional Dues	16,159	1,400	14,759
Publications	2,575	766	1,809
Translation Services	0	0	0
Web Page	30,598	0	30,598
Equipment lease	0	0	0
Recruiting & Advertising	7,920	0	7,920
moving	0	0	0
Vehicle & Parking	9,268	0	9,268
Data Acquisition	3,407	2,646	761
Miscellaneous	0	0	0
Hardware	155,347	0	155,347
Software	46,501	1,599	44,902
Hardware Maintenance	6,119	0	6,119
Software Maintenance	44,831	35,492	9,339
Teleconferencing	7,998	0	7,998
Internet	8,099	0	8,099
Computer Supplies	9,110	0	9,110
Cloud Services	79,133	0	79,133
Temporary Personnel	93,478	93,478	0
Insurance	58,893	1,618	57,275
Travel	20,024	19,282	742
Interest Expense (Office)	218,611	0	218,611
Depreciation	54,008	0	54,008
<b>Totals</b>	<b>\$ 2,730,738</b>	<b>\$ 823,360</b>	<b>\$ 1,907,377</b>
<b>Total Actual Net Indirect Cost for FY 2022</b>			<b><u>3,840,176</u></b>

**Total Indirect Cost Collected :**

(Direct Salaries + Allocated Benefits ) x Indirect Rate	\$ 3,523,828
Total Allocated Indirect Cost less Actual Net Indirect Cost	<u>\$ (316,348)</u>
Total Allocated Direct Employee Benefits less Direct Employee Benefits Paid	<u>\$ (66,683)</u>
<b>Allocated Cost FY2022 less Actual Cost</b>	<b><u>Over (Under) Allocated</u></b>
	<b><u>\$ (383,031)</u></b>

<b>Total Over (Under) Allocated Cost Collected for Year Ending 06/30/22</b>	<b>\$ (383,031)</b>
<b>Cumulative Over (Under) Allocated Carryforward from 06/30/21</b>	<b><u>1,297,108</u></b>
<b>Cumulative Over (Under) Allocated @ 06/30/22</b>	<b><u>914,077</u></b>

**CERTIFICATE OF COST ALLOCATION PLAN**

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal for the fiscal year ending June 30, 2024, are to establish billing or final indirect costs rates for July 1, 2023 through June 30, 2024 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct

Governmental Unit: Puget Sound Regional Council

Signature: 

Name of Official: Lili Mayer

Title: Finance Manager

Date of Execution: 06/30/2023





## Puget Sound Regional Council

### **ACTION ITEM**

July 20, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authority for On-Call GIS/IT Support for FY 2024-2025**

### **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 entering one or more consultant contracts, not to exceed \$50,000. The consultant is needed to provide GIS-IT technical support on an on-call basis during the FY2024-2025 biennium to assist agency staff with ongoing maintenance and development of its geographic information systems (GIS).

### **RECOMMENDED ACTION**

Authorize the Executive Director to enter one or more consultant contracts, not to exceed \$50,000, for on-call GIS-related advisory and information technology services in support of the agency's GIS operations.

### **BUDGET IMPACT**

The recently adopted Biennial Budget and Work Program for Fiscal Years 2024-2025 includes funding for on-call GIS-IT consultant services under Data (Task 400). The total budget for this consultant work is not to exceed \$50,000. The contract will extend through the end of the FY2024-2025 biennium ending June 30, 2025.

### **DISCUSSION**

With support from consultants over the previous fiscal year, PSRC undertook a project to update its geographic information systems (GIS) with newer software packages and

an architecture designed to operate more seamlessly in a web-based environment, as well as shift to a cloud-based GIS implementation consistent with a broader effort to transition the agency's computing systems to a cloud-based architecture.

The move was in part necessitated by the plan of PSRC's GIS software provider, Esri, to sunset support within 3-5 years for the primary GIS software package (ArcMap) being utilized at PSRC. The project also provided a strategic opportunity to modernize the agency's GIS systems to align with the direction in which Esri's GIS technology has been heading. Esri is the global market leader in GIS software, location intelligence and mapping.

Full cloud-based implementation of GIS systems is a complex process that must be tailored to synchronize with the broader IT systems in place at any given organization. The intent of this contract is to provide agency staff with ongoing on-call GIS-IT advisory and technical support to advance its implementation of cloud-based GIS through multiple phases and optimize GIS systems operations and performance within each phase in a manner that best meets the needs of the agency's GIS users.

For more information, please contact Craig Helmann at (206) 389-2889 or [chelmann@psrc.org](mailto:chelmann@psrc.org).



## Puget Sound Regional Council

### **ACTION ITEM**

July 20, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authorization to Purchase Cellular Phone Service**

### **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 purchase of cellular phone voice and data service to maintain access to email, phone, calendar and other electronic resources while working remotely.

### **RECOMMENDED ACTION**

Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts to purchase cellular phone service that does not exceed \$50,000 total for three years.

### **BUDGET IMPACT**

The adopted FY 2024-2025 Biennial Budget and Work Program includes sufficient funds within overhead/information systems budget for this project for the first two years of the contract. Funding for the third year is contingent upon approval of the FY 2026-2027 budget.

### **DISCUSSION**

PSRC contracts for bundled voice and data services at a cost of approximately \$1,300 a month for a total of \$15,600 a year for service. This price includes an upgraded package for data services to support agency staff when working remotely.

Board authorization is needed to enter into a new contract for these services. The amount of the authorization includes a contingency for potential increased bandwidth needs arising from PSRC's increased use of cloud-based services and telework connections. It is anticipated the number of staff needing PSRC-issued cell phones will decrease over this three-year period as the agency moves to an internet-based phone system, allowing staff the ability to make and receive phone calls through their laptops.

For more information, please contact Kathryn Johnson at 206-971-3274 or [kjohnson@psrc.org](mailto:kjohnson@psrc.org).



## Puget Sound Regional Council

### **ACTION ITEM**

July 20, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authority to Purchase Internet and Telephone Services**

### **IN BRIEF**

Authorization by the Executive Board is required for the Executive Director to enter a contract more than \$10,000 per year. A request is being made to authorize the purchase of Internet and telephone services for three years.

### **RECOMMENDED ACTION**

Recommend that the Executive Board authorize the Executive Director enter one or more contracts to purchase Internet and telephone services and not to exceed \$135,000 total for three years.

### **BUDGET IMPACT**

The adopted FY 2024-2025 Biennial Budget and Work Program includes sufficient funds within overhead/information systems budget for this project for the first two years of the contract. Funding for the third year is contingent upon approval of the FY 2026-2027 budget.

### **DISCUSSION**

PSRC contracts for bundled Internet and (landline) telephone services at a cost of approximately \$12,500 per year (roughly \$4,000 for Internet and \$8,500 for telephone), including taxes and fees. The current three-year contract expires July 15, 2023. Board authorization is needed to enter a new contract for these services. Consistent with PSRC's procurement policies, the staff will return to the marketplace and solicit

proposals for these services with the intention of reducing operating costs. PSRC is evaluating the options for telephone service which include utilizing Teams or another internet-based system that allows use of laptops instead of telephone sets to replace its current phone service and devices. The current devices, purchased approximately 16 years ago, are at the end of their supported life span and replacement costs, if using the same or similar system, would require approximately \$150,000 - \$200,000 in one-time only equipment purchase expenses. Moving to Teams or a similar system eliminates the need for that one-time expenditure. There is also a need for increased internet bandwidth as PSRC is increasing our use of cloud services for our network and file hosting as well as teleconferencing related to hosting meetings; the request for contract authority includes that additional expense.

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



## Puget Sound Regional Council

### INFORMATION ITEM

July 20, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject: New Employee Status Report**

PSRC has three new employees:

**Adin Romano** – Transportation Planning Intern in Transportation Planning Division

Adin is currently pursuing a Bachelor of Arts degree in Urban Planning and Sustainable Development from Western Washington University with a certificate and minor in GIS. Prior to joining PSRC, Adin was a GIS Intern at Woodhouse Laboratories and a GIS Lab Assistant at Western Washington University.

**June Quick** – Transportation Planning Intern in Transportation Planning Division

June is currently pursuing a Bachelor of Arts degree in Urban Planning and Sustainable Development from Western Washington University. Prior to joining PSRC, June was a Web Developer at Western Washington University.

**Allie Perez** – Communications Intern in Communications Department

Allie is currently pursuing a Bachelor of Arts degree in Communications – Public Relations from Washington State University. While interning at PSRC, Allie is also a Group Fitness Instructor at WSU Student Recreation Center and she also previously worked as a Front Desk staff at Guemes Island Resort.

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



## Puget Sound Regional Council

### **ACTION ITEM**

July 20, 2023

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Safe Streets and Roads for All Safety Grant – Round Two**

### **IN BRIEF**

PSRC, in coordination with the Cities of Burien, Everett, Kent, Redmond, Tukwila, and Pierce County, applied for and was awarded \$4,860,363 for safety planning under the Safe Streets and Roads for All (SS4A) grant program's first round of grant applications for Fiscal Year 2022. The SS4A opened a second round of applications for Fiscal Year 2023, and PSRC applied for \$2,870,000 in safety planning funding on behalf of ten member jurisdictions; that amount includes a modest amount of funding for PSRC to administer the ten sub-awards of funds.

### **BACKGROUND**

Adopted in May 2022, the Regional Transportation Plan update called for the development of a Regional Safety Plan, including actions, targets, and performance indicators, with updates provided and progress tracked through an annual regional safety report.

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Road for All (SS4A) discretionary program with \$5 billion in appropriated funds over five years. The program supports the development of comprehensive safety action plans that identifies the most significant roadway safety concerns in a community and the implementation of projects and strategies to address roadway safety issues.

PSRC, in coordination with the Cities of Burien, Everett, Kent, Redmond, Tukwila, and Pierce County applied for and was awarded \$4,860,363 for safety planning. PSRC will use grant funding to increase PSRC staff capacity to support grant-funded activities for two years, either through new staff or backfilling reassigned staff to ensure capacity to administer the grant, agreements, and provide technical assistance to member jurisdictions. The U.S. Department of Transportation, the federal agency responsible for awarding and administering these grants, asked PSRC to serve as the administrator of



the grants for the cities and the county. All parties agreed and PSRC will act in the same coordinating capacity for Fiscal Year (FY) 2023 grants, if awarded.

PSRC reached out to member jurisdictions to determine the number of jurisdictions wanting to access this federal funding to develop their own local Safety Action Plans. Ten jurisdictions responded and PSRC is requesting a modest amount of funding to support the sub-award of funds to these local jurisdictions, administering the FY 2023 grant, as well as funds to continue public engagement and outreach to promote a regional culture of safety, once PSRC's planning activities under the FY 2022 grant are completed. The funding applied for is as follows:

<b>Designated Grant Recipient or Subrecipient</b>	<b>Deliverable – Grant Component</b>	<b>Total Amount of Requested FY 2023 SS4A Grant Funds for Grant Component</b>
Puget Sound Regional Council	Grant Administration and Public Engagement	\$500,000
City of Bonney Lake, WA	City of Bonney Lake Safety Action Plan	\$120,000
City of Eatonville, WA	City of Eatonville Safety Action Plan	\$200,000
City of Edmonds, WA	City of Edmonds Safety Action Plan	\$300,000
City of Federal Way, WA	City of Federal Way Safety Action Plan	\$400,000
City of Fife, WA	City of Fife Safety Action Plan	\$160,000
City of Kirkland, WA	City of Kirkland Safety Action Plan	\$240,000
City of Renton, WA	City of Renton Safety Action Plan	\$400,000
City of Shoreline, WA	City of Shoreline Safety Action Plan	\$200,000
City of Sultan, WA	City of Sultan Safety Action Plan	\$100,000
Snohomish County, WA	Snohomish County Safety Action Plan	\$250,000
	<b>Total</b>	<b>\$2,870,000</b>

The FY 2023 application period closed on July 10, 2023, and planning grant award decisions are expected to be announced in October 2023. If PSRC's application is

awarded, staff will seek the Operations Committee review and Executive Board approval of grant agreements and budget amendments.

For more information, please contact Ben Bakkenta at (206) 971-3286 or [bbakkenta@psrc.org](mailto:bbakkenta@psrc.org).

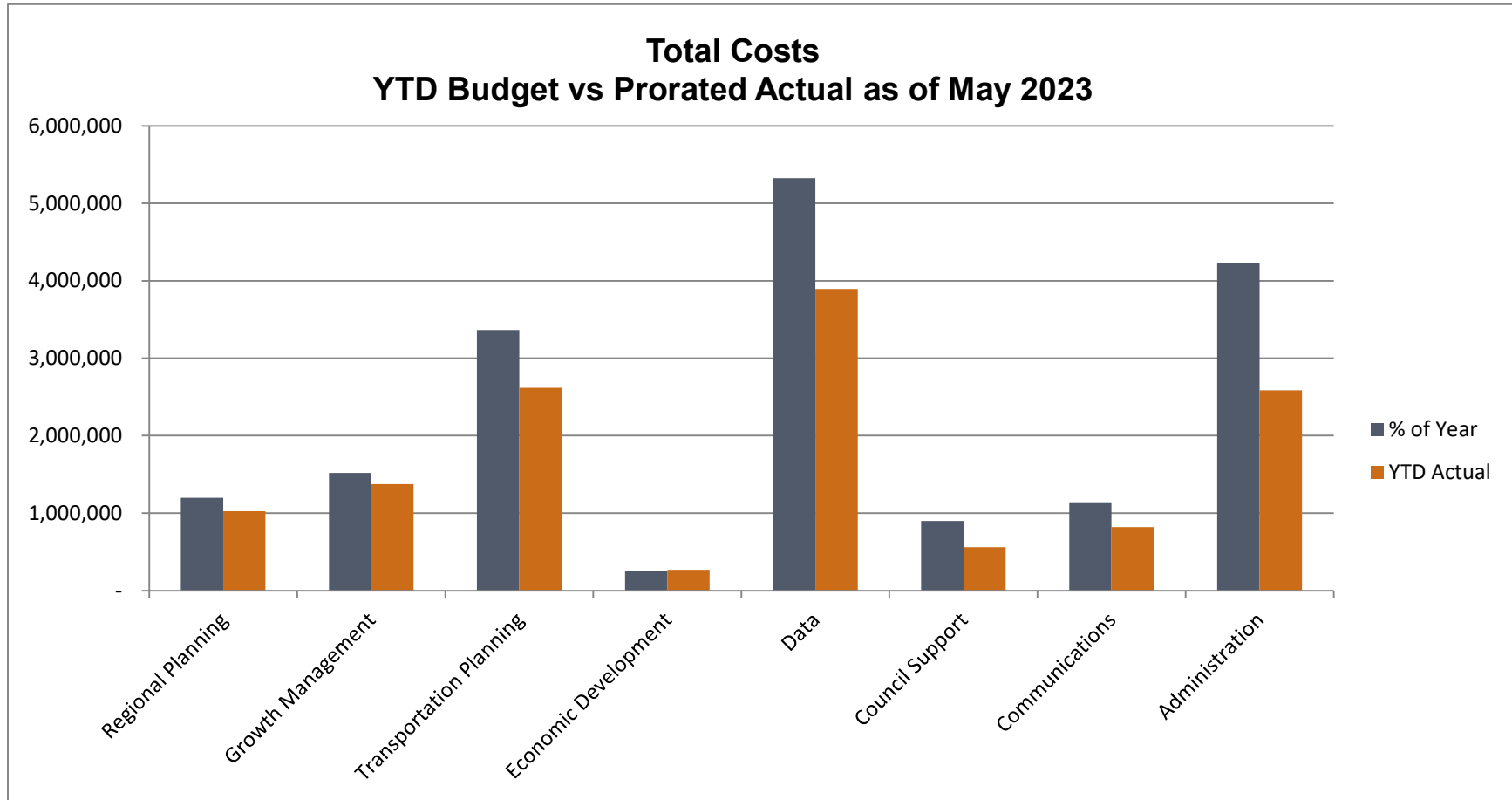
# PSRC Office Move Progress Reporting

As of July 19, 2023

5.c

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>• Mostly complete; final punch list walk through scheduled for 7/20/2023</li> <li>• Costs to date financed by landlord</li> </ul>	-	-	-	\$ 2,300,000
Low Voltage Installation	• IT cabling installed and completed	\$ 185,000	01/23; 03/23	\$ 137,012	\$ 165,564
AV Equipment Purchase & Installation	• Finalized and signed off on order; AV equipment to be installed August 2023	\$ 485,000	02/23		\$ 483,618
Furniture Purchase & Installation	• Order finalized and submitted; Phase 1 (cubicles, offices) installed; Phase 2 anticipated in August 2023	\$ 432,000	10/22	\$ 270,418	\$ 397,338
<b>Post Construction</b>					
Graphics Installation	Graphics working on designs; will bring as information item in September (no contract rather a purchase of goods).	n/a	n/a		
Phone System Installation	Moving to internet based system and seeking approval at July meeting				
Internet Service	Seeking Approval of expanded Internet service at July Meeting				
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.

83.9% of labor, 19.1% of overall consultant budget, and 34.6% 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 7/10/2023

5.e

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										
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$40,000	\$19,555	\$20,445	49%	06/30/25 <sup>1</sup>
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$81,962	\$118,038	41%	06/30/25 <sup>2</sup>
COMPLETED ***										
Sound View Strategies	ACE Support Consultant Services	Jason Thibedeau	12/01/22	02/01/22	0%	\$80,000	\$80,000	\$0	100%	06/30/23
Aakavs Consulting	GIS/IT Technical Support	Carol Naito	03/25/21	06/23/22	0%	\$29,000	\$29,000	\$0	100%	12/31/23 <sup>3</sup>
PROJECT SPECIFIC										
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	\$8,169	\$475,449	2%	08/31/23
Catalyst	Furniture - 1201 Third	Lili Mayer	10/27/22	04/04/23	0%	\$397,338	\$270,418	\$126,920	68%	tbd
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$57,000	\$171,000	25%	12/19/24
Integrated Technologies Group	Low Voltage Telecommunications Wiring - 1201 Third	Nancy Buonanno Grennan	01/26/23	03/16/23	0%	\$182,948	\$169,110	\$13,838	92%	tbd
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$574,532	\$295,468	66%	03/31/24
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$23,255	\$76,745	23%	06/30/24
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	\$10,901	\$999	92%	tbd
ON-CALL										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$160,000	\$142,994	\$17,006	89%	12/31/24
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	\$7,698	\$7,303	51%	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						\$3,195,347	\$1,660,398	\$1,534,949		
* <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> Amended to add two years.										
<sup>2</sup> Amended to add two years and \$110,000 of additional budget.										
<sup>3</sup> Work was completed early.										
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	\$3,675	\$525	88%	09/30/25

**Puget Sound Regional Council  
GRANT STATUS REPORT**

**5.f**

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 5/31/23	Remaining to be Expended	Billed as of 5/31/2023	Remaining to bill	Grant Period
FHWA Funding FY22-23	Regional Planning	Lili Mayer	Multiple	12,390,251.78	6,184,137.44	6,206,114.34	6,184,137.44	6,206,114.34	7/1/21 - 6/30/23
FTA 5303 Funding FY22-23*	Regional Planning	Lili Mayer	Multiple	4,728,856.00	2,571,617.98	2,157,238.02	2,571,617.98	2,157,238.02	7/1/21 - 6/30/23
RTPO FY22/23	Regional Planning	Lili Mayer	Multiple	1,506,056.00	1,449,193.44	56,862.56	1,449,193.44	56,862.56	7/1/21 - 6/30/23
STBG	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,916,684.30	83,315.70	1,916,684.30	83,315.70	7/1/21 - 6/30/23
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	18,128.78	281,871.22	-	300,000.00	4/1/23 - 3/31/26
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	1,436,032.00	1,063,968.00	1,436,032.00	1,063,968.00	1/5/22 - 3/31/24
University of Washington	Models Research	Brian Lee	004.72.0.0	61,674.00	37,586.43	24,087.57	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
				28,347,200.78				14,765,465.17	
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
* An allocation in the amount of \$2,155,226 was received 6/20/2023									



Puget Sound Regional Council

# FROM PANDEMIC TO PROSPERITY: Downtowns Reimagined



**SAVE THE DATE**

**Friday, September 29, 2023**



## **Part 1**

**9:00 a.m. – 12:00 p.m.**

**Zoom – Virtual Panels**



## **Part 2**

**1:30 p.m. – 3:30 p.m.**

**In Person Walking Tour  
(location coming soon)**

The COVID 19 pandemic disrupted downtowns and urban cores in unforeseen ways that now provide opportunities to revitalize these places to better serve all people. Join industry and community leaders to explore cutting edge data analysis, innovative techniques, and best practices to reimagine downtowns for our shared prosperity.

Free to attend. Online registration opens soon.