



Puget Sound Regional Council

## Operations Committee

Thursday, September 26, 2024 • 9:00 – 9:50 a.m.

**Hybrid Meeting – PSRC Conference Room - 1201 Third Avenue, Suite 500, Seattle, 98101**

### Watch or listen

- Watch the meeting live via webinar:  
<https://psrc-org.zoom.us/j/82174237820?pwd=JXCx2A0UMDbliDexTROQBDYwY7htPX.1>
- Listen by phone 1-888-475-4499, Webinar ID: 821 7423 7820, Passcode: 790890

### Attend

- The public can attend meetings at [PSRC's offices](#).
- PSRC staff will be available to provide floor access 30 minutes before the meeting's start time and up to 15 minutes after the meeting's start time.
- If you arrive after these times, please call 206-464-7090 for assistance.

### 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 via Zoom webinar:**  
Following the Call to Order, the Committee Chair will open public comment and allow attendees to "raise hand" to speak. When your name is called, unmute your microphone to speak. The committee will hear the audio but not see your video.
- **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.

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 July 25, 2024
- b. Approve Vouchers Dated June 30, 2024, through August 30, 2024 in the Amount of \$2,683,999.83.

#### **4. Action Items**

- a. Approve PSRC's Title VI Plan
- b. Authorize a Budget Amendment and Increase Contract Authority for Consultant Services for the Second Survey Wave (2025) of an Eight-Year Household Travel Survey Program
- c. Approve Contract Authority for Consultant Services for the Regional Transportation Plan Regional Transit Access Assessment

#### **5. Discussion Items**

- a. Summer Planning Academy Lessons Learned

#### **6. Information Items**

- a. Annual Weighted Votes Revision
- b. Development Update for Fiscal Years 2026-2027 Budget and Work Program
- c. PSRC 2024 Base Pay Market Study
- d. Monthly Budget Report
- e. Contract Status Report
- f. Grant Status Report

#### **7. Next Meeting:**

Thursday, October 24, 2024, 9:00 - 9:50 a.m.

#### **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

July 25, 2024

1201 Third Avenue, Ste 500, Seattle, WA 98101

### CALL TO ORDER AND ROLL CALL

Executive Somers called the meeting of the Operations Committee to order at 9:00 a.m. The Operations Committee is held as a webinar. A link for the public to watch the webinar was provided on the meeting agenda as well as a call-in number.

A roll call determined that a quorum was present.

### COMMUNICATIONS AND PUBLIC COMMENT

There was no public comment.

### CONSENT AGENDA

**ACTION: It was moved and seconded (Wahl/Simpson) to**

- a. Approve Minutes of Meeting held June 27, 2024
- b. Approve Vouchers Dated June 14, 2024, through July 2, 2024, in the Amount of \$1,121,273.32.

**The motion passed.**

### **ACTION ITEM: APPROVE BUDGET AMENDMENT FOR NATIONAL ASSOCIATION OF REGIONAL COUNCILS (NARC) CONFERENCE WORK**

Nancy Buonanno Grennan, PSRC, shared that Seattle has been selected to host the 2025 NARC Conference. To support work on the conference, the biennial budget and work program must be amended to add a subtask so that work can be charged to PSRC programs. The subtask would be included under Council Support. There are sufficient funds in the current budget.

**ACTIONS: It was moved and seconded (Wahl/Roberts) that The Executive Board should approve the following amendment to PSRC's biennial budget and work program, Council support (Task 500), subtask #9 as follows:**

**9. Participate in the National Association of Regional Council (NARC). Collaborate with NARC staff on developing and hosting NARC's 2025 annual conference to highlight and advance regional priorities.**

#### **ACTION ITEM: APPROVE PSRC FY 2025 INDIRECT COST RATE**

Andrew Werfelmann, PSRC, shared that PSRC works on a reimbursable basis, which means PSRC incurs costs and then bill funding partners at the end of each month. The indirect cost rate is used to bill funding agencies equally for expenses that are not easily identifiable to various grants. Mr. Werfelmann shared that indirect costs cover legal, human resources, IT, rent and other centralized office support. The indirect cost rate is calculated every year based on budget expenditures and anticipated revenues, as approved in the biennial budget. The Washington State Department of Transportation requires PSRC's Executive Board to approve the indirect cost rate.

**ACTION: It was moved and seconded (Wahl/Simpson) to recommend the Executive Board approve PSRC's Fiscal Year 2025 indirect cost rate proposal with a benefit rate of 53.89% and indirect rate of 43.18%.**

#### **ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES TO UPDATE REGIONAL TRANSPORTATION PLAN (RTP) PROJECT CONSISTENCY MEASURES**

Kelly McGourty, PSRC, shared that PSRC is in the process of developing a new RTP. Regional capacity projects that request submission into the RTP must first address a set of measures to evaluate consistency with VISION 2050 policy. The framework used to evaluate projects was developed in 2012. The framework captures priority policy themes identified by the board. However, references and resources within the framework are out of date. PSRC is seeking consultant support to bring guidance and procedures to the current state of the practice. Consultants would stay within the current policy framework but update the tool and questions that project sponsors will answer.

Members asked for a one-page summary of the update. Staff shared they would provide a summary as well as educate member agencies on the changes.

**ACTION: It was moved and seconded (Wahl/Roberts) to Recommend the Executive Board authorize the Executive Director to enter into a contract for consultant services to update project consistency measures for the 2026 Regional Transportation Plan. The total budget for consultant work shall not exceed \$100,000.**

**DISCUSSION ITEMS: FINANCIAL MANAGEMENT SYSTEM RFP DEBRIEF**

Ms. Grennan noted that at its November 2023 meeting, the committee was briefed on PSRC's financial management system. The system is nearing the end of its useful life. PSRC asked the committee for contract authority for an amount not to exceed \$200,000 to procure and implement a new enterprise resource planning (ERP) system. PSRC went through an RFP process and has selected a consultant that supports a similar but updated financial system. The bid came in under budget. PSRC anticipates the system will go live January 2025.

**INFORMATION ITEMS:**

- a. Monthly Budget Report
- b. Contract Status Report
- c. Grant Status Report

The committee reviewed monthly reports.

**NEXT MEETING**

The next Operations Committee meeting is scheduled for Thursday, September 26, 2024, 9:00-9:50 a.m. The committee will not meet in August.

**ADJOURN**

The meeting was adjourned at 9:24 a.m.

**ATTACHMENTS**

- a. Attendance July 25, 2024

**PSRC Operations Committee - July 25, 2024**

**3.a - Att. A**

<b>Jurisdiction</b>		<b>Member</b>	<b>Attend</b>
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Dan Strauss	
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	1
		MYR Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Josh Penner, Orting	1
		CM Dennis King, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	1
		vidaa	
Snohomish County Cities/Towns	1	MYR Pro Tem Bryan Wahl, Mountlake Terrace	1
		Vacant Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		8
		(Quorum = 5) Quorum Total	6



## Puget Sound Regional Council

September 19, 2024

### CONSENT AGENDA

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated June 30, 2024, through August 30, 2024, in the Amount of \$2,683,999.83**

### 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>
07/5/24 - 08/30/24	AP Vouchers	\$ 1,188,525.91
06/30/24 -08/15/24	Payroll	\$ 1,495,473.92
		<hr/>
		<b>\$ 2,683,999.83</b>

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



## Puget Sound Regional Council

September 19, 2024

### **ACTION ITEM**

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve PSRC's Title VI Plan**

### **IN BRIEF**

As a recipient of federal funds, the Puget Sound Regional Council is required to have a Title VI Plan. Title VI of the Civil Rights Act of 1964 ensures that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

### **RECOMMENDED ACTION**

The Executive Board should approve PSRC's 2024 Title VI Plan.

### **DISCUSSION**

PSRC's Title VI Plan ensures that all of the agency's activities are conducted in a nondiscriminatory manner. The plan covers five program areas: (1) Communications & Public Involvement, (2) Planning & Programming, (3) Environmental Affairs, (4) Contracts, and (5) Education & Training. PSRC adopted its first Title VI Plan in 2004 and updates the plan every three years as required by the Federal Transit Administration (FTA). This update provides current information on membership, planning processes, translation practices and demographic data. The full plan can be found online at <https://www.psrc.org/title-vi>. FTA requires that the Title VI Plan be adopted by the Executive Board and signed by PSRC's President and Executive Director.

For additional information, please contact Noah Boggess, Senior Public Engagement Specialist, at [nboggess@psrc.org](mailto:nboggess@psrc.org) or 206-464-6170.

### **ATTACHMENTS**

A. PSRC's 2025 Title VI Plan



**Title VI Plan for  
PUGET SOUND REGIONAL COUNCIL**

PSRC's 2024 Title VI Plan

Agency Administrator  
Josh Brown, Executive Director

Title VI Coordinator  
Nancy Buonanno Grennan, Deputy Executive Director

**Prepared by:** Noah P. Boggess, Senior Public Engagement Specialist

Email: [NBoggess@psrc.org](mailto:NBoggess@psrc.org)  
Phone#: 206.573.0486

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## I. Title VI Policy Statement

It is the policy of the Puget Sound Regional Council (PSRC) that no person shall on the grounds of race, color, and national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of PSRC as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

This policy applies to all operations of PSRC, including its contractors and anyone who acts on behalf of PSRC. This policy also applies to the operations of any department or agency to which PSRC extends federal financial assistance. Federal financial assistance includes grants, training, equipment usage, donations of surplus property, and other assistance.

Prohibited discrimination may be intentional or unintentional. Seemingly, neutral acts that have disparate impacts on individuals of a protected group and lack a substantial legitimate justification are a form of prohibited discrimination. Harassment and retaliation are also prohibited forms of discrimination.

Examples of prohibited types of discrimination based on race, color, or national origin include: Denial to an individual any service, financial aid, or other benefit; Distinctions in the quality, quantity, or manner in which a benefit is provided; Segregation or separate treatment; Restriction in the enjoyment of any advantages, privileges, or other benefits provided; Discrimination in any activities related to highway and infrastructure or facility built or repaired; and Discrimination in employment.

Title VI compliance is a condition of receipt of federal funds. The Title VI Coordinator is authorized to ensure compliance with this policy, Title VI of the Civil Rights Act of 1964, 42 USC § 2000d and related statutes, 42 USC 4601 to 4655; 23 USC 109(h); 23 USC 324; DOT Order 1050.2; EO 12250; EO 12898; 28 CFR 50.3 and 49 CFR part 21.

Signed:   
Executive Director

September 19, 2024  
Date

**Board action on PSRC's Title VI Plan**

PSRC's Operations Committee and Executive Board is expected to act on this plan on September 26, 2024.

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Adopted this xx day of September, 2024

\_\_\_\_\_  
Becky Erickson, Mayor  
President, Puget Sound Regional Council

ATTEST: \_\_\_\_\_  
Josh Brown, Executive Director

## II. Organization, Staffing, and Structure

Executive Director Josh Brown is ultimately responsible for assuring full compliance with the provisions of Title VI of the Civil Rights Act of 1964 and related statutes and has directed that non-discrimination is required of all LPA employees, contractors, and agents pursuant to 49 CFR Part 21.

PSRC's Deputy Executive Director helps oversee the agency, reports to the Executive Director, provides agency-wide guidance on the Title VI program and is responsible for processing Title VI complaints if received by PSRC and serves as PSRC's Title VI Coordinator. PSRC has created the position of Senior Public Engagement Specialist to perform the duties of the Title VI Liaison Coordinator and is responsible for the implementation, enforcement, and day-to-day coordination of PSRC's Title VI program. The position of Senior Public Engagement Specialist is located within the Regional Planning department.

The Title VI Coordinator is responsible for:

- Developing procedures for the prompt processing and disposition of complaints;
- Investigating complaints, compiling a complaint log, and reporting to WSDOT; and
- Process Title VI complaints received by PSRC.

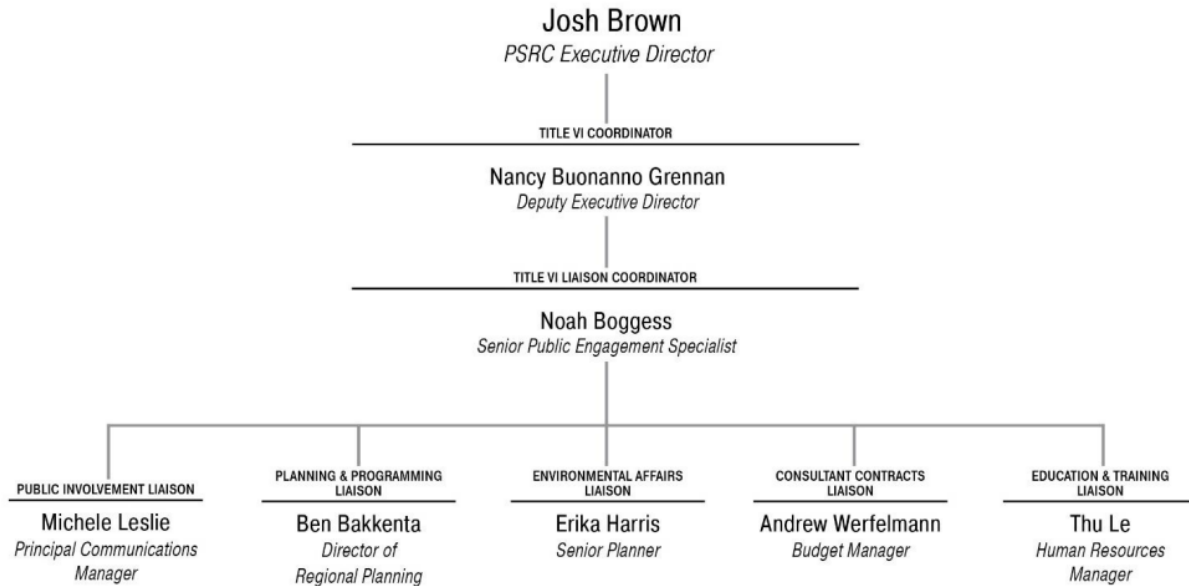
The Title VI Liaison Coordinator is responsible for:

- Submitting a Title VI plan and annual reports on the agency's behalf;
- Developing procedures for the collection and analysis of statistical data;
- Developing a program to conduct Title VI reviews of program areas;
- Conducting annual Title VI assessments of pertinent program areas;
- Developing Title VI information for dissemination;
- Communicating and coordinating with federal and state agencies as needed; and
- Establishing procedures for resolving deficiency status and reducing to writing the remedial action agreed to be necessary.
- Meet with program liaisons quarterly to monitor and discuss progress, implementation, and compliance issues.
- Periodically review the agency's Title VI program to assess if administrative procedures are effective, staffing is appropriate, and adequate resources are available to ensure compliance. If a subrecipient is found to not be compliance with Title VI, work with the Consultant Contracts Liaison and subrecipient to resolve the deficiency status and write a remedial action if necessary, as described in the Consultant Contracts section of this plan.
- Review important Title VI-related issues with the Executive Director, as needed.
- Assess communications and public involvement strategies to ensure adequate participation of impacted Title VI protected groups and address additional language needs when needed.

Five areas of PSRC's work program have been identified as applicable to Title VI regulations – they are referred to as the five Title VI Program Areas: (1) Communications & Public Involvement, (2) Planning & Programming, (3) Environmental Affairs, (4) Contracts, and (5) Education & Training. One staff member has been assigned to each Title VI Program Area as that area's Title VI Liaison. Staff assigned as Title VI Liaisons generally have prime responsibility for that area of the agency's work program. Title VI Liaisons, under supervision of the Title VI Liaison Coordinator, are responsible for the day-to-day administration of the Title VI

program, and for carrying out the “Program Area responsibilities” in their assigned Title VI Program Area. Other staff members are assigned to assist the Liaisons or consulted and involved, as needed.

### Organizational Chart of PSRC Title VI Responsibilities



### III. Primary Program Area Descriptions & Review Procedures

#### Title VI Coordinator’s Responsibilities and Program Administration

As authorized by the Agency Administrator, the Title VI Coordinator is responsible for initiating, monitoring, and ensuring PSRC’s compliance with Title VI requirements as follows:

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
<i>Public Involvement</i>	The Communications & Public Involvement Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the	<p>-Ensure all communications and public involvement efforts comply with Title VI.</p> <p>-Develop and distribute information on Title VI and agency programs to the</p>	<p>Assist in evaluating applicability of, and help comply with, Limited English Proficiency (LEP), Environmental Justice (EJ) requirements, and Title VI compliance for all planning processes.</p> <p>Use and consider demographic data</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	agency's public involvement process.	<p>general public.</p> <p>-Provide information in languages other than English, as needed.</p> <p>-Disseminate information to minority media and ethnic/gender related organizations, to help ensure all social, economic, and ethnic interest groups in the region are represented in the planning process.</p> <p>-Include the abbreviated Title VI Notice to the Public in some press releases and on the agency Web site.</p> <p>-Notify affected, protected groups of public hearings regarding proposed actions, and make the hearings accessible to all residents. This includes the use of interpreters when requested, or when a strong need for their use has been identified.</p> <p>-Ensure that any</p>	information and other sources of information to help identify and address LEP and EJ issues, and Title VI compliance.



Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		Citizen Advisory Committee PSRC creates has representation from Title VI relevant populations	
<i>Planning &amp; Programming</i>	The Planning Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's planning process.	<p>-Ensure all aspects of the planning and programming process operation comply with Title VI.</p> <p>-Prepare and update a demographic profile of the region using the most current and appropriate statistical information available on race, income, and other pertinent data. Make the document available to the public and member agencies on PSRC's website and in the Information Center.</p> <p>-</p>	Assess the distributional effects of transportation investments in the region as part of actions on plan and programming documents.
<i>Environmental Affairs</i>	The Environmental Affairs Liaison is responsible for state environmental review, and Title VI environmental justice compliance in all aspects of PSRC's work that triggers	<p>-Ensure Title VI environmental justice compliance, in coordination with the Title VI coordinator, of all Environmental Impact Statements prepared by PSRC.</p> <p>-Analyze and make</p>	<p>Monitor compliance with Title VI requirements in all aspects of the environmental process associated with plan updates.</p> <p>Review environmental information to assess economic and social impacts to ensure compliance with Title VI and Executive Order</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	environmental review requirements under SEPA.	<p>findings regarding the population affected by the action.</p> <p>-Analyze and make findings regarding the impacts of the project on protected Title VI groups and determine if there will be a disproportionately high and adverse impact on these groups.</p> <p>-Look at the mobility needs of Title VI Populations.</p> <p>-Disseminate information to the public on the processes used and findings of the analysis, in accordance with all agency public involvement procedures. This includes dissemination to groups representing minority media and ethnic/gender related organizations, and the use of public comment periods and public hearings, interpreters, and materials in other</p>	12898, and to assist the Title VI Coordinator to identify the potential Title VI/EJ issues in the plan development process.

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
		languages, as needed.	
Consultant Contracts	The Contracts Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the agency's consultant contracts process.	PSRC's contract procedures are described in "PSRC Procurement and Contract Administration Manual." PSRC verifies Title VI compliance by consultants with the use of Title VI Compliance Review forms. Responses provided in the forms are evaluated to verify compliance on the part of the consultant. In addition, Title VI text is included in all PSRC Requests for Proposals (RFP) and contracts.	<p>PSRC will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with this Title VI program, both within PSRC and with PSRC's contractors. In conducting reviews of consultants, if a consultant is found to not be in compliance with Title VI, the Title VI Contract Liaison and Title VI Coordinator will work with the subrecipient to resolve the identified issues.</p> <p>Maintain necessary data and documentation for completion of the Annual Title VI report.</p> <p>Review directives and guidance to ensure Title VI compliance.</p> <p>Review and ensure all appropriate Title VI language is included in requests for proposals and applicable contracts.</p>
Education & Training	The Education & Training Liaison is responsible for evaluating and monitoring compliance with Title VI requirements in all aspects of the education and	<p>-Assist WSDOT in the distribution of information to PSRC staff on training programs regarding Title VI and related statutes.</p> <p>-Ensure equal access to, and</p>	<p>Maintain program administration and data necessary for preparation of the annual Title VI Report, including attendance data.</p> <p>Review operational guidance and directives to ensure the inclusion of Title VI language and provisions.</p>

Program Area	General Description	Title VI/Non-Discrimination Concerns and Responsibilities	Review Procedures for Ensuring Non-Discrimination
	training program. WSDOT will provide information on training opportunities open to PSRC staff and subrecipients, including information on training provided by NHI and NTI.	participation in, applicable NHI and NTI courses for qualified PSRC employees.  -Track staff participation in Title VI, NHI, and NTI courses.	

## **IV. Review Procedures**

PSRC assures that every effort will be made to ensure non-discrimination in all programs and activities whether those programs are federally funded or not. PSRC staff continues to review and monitor requirements through regular internal protocols which include, but are not limited to, bid evaluations, regular progress meetings with contractors and consultants, and project submittals.

### **A. Consultants and Contractors**

PSRC uses a standard contract for all consultants/contractors that was thoroughly reviewed by USDOT and FTA Region 10 representatives in December 2014 and includes Title VI requirements. It also requires consultants/contractors to include those requirements in all sub-contracting opportunities. PSRC also requires all new consultants to complete a Title VI review form.

After contract execution, the contractor is responsible for reporting requirements outlined in the contract, and adherence to all non-discrimination provisions for itself and its subcontractors.

### **B. Subrecipients**

It is the policy of PSRC to monitor subrecipients of federal, state, and local grant funds to ensure that federal awards are used for authorized purposes in compliance with 2 CFR 200.331(a)(1), and to ensure the performance goals are achieved as described by the terms of the subaward.

#### **Pre-Award**

Award agreements will include federal award information as well as necessary federal compliance information needed by subrecipients. A list of these requirements can be found at 2 CFR 200.331(a).

Prior to subaward, PSRC conducts a risk assessment to evaluate subrecipient's risk of noncompliance by reviewing:

- The subrecipient's prior experience with the same or similar subawards,
- The results of previous audits including whether the subrecipient receives a Single Audit, and the extent to which the same or similar subaward has been previously audited,
- Whether the subrecipient has new personnel or new or substantially changed systems,
- The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency),
- Title VI compliance

PSRC will document the risk assessment and include it in the subrecipient file.

#### **Post-Award**

Ongoing and annual monitoring includes the following:

- PSRC will ensure that all invoices submitted for payment from each subrecipient include adequate support for the costs incurred. Costs claimed as matching will be subject to the same standard as costs billed to PSRC.
- PSRC reviews performance reports required by the subrecipient.
- On-site reviews may be performed depending on assessed risk.
- Ensure subrecipient takes action on deficiencies in above areas or detected through audits or site reviews.
- Verify that subrecipient is audited when it is expected to expend federal awards exceeding \$750,000 per §200.501 Audit requirements.
- If a subrecipient receives an audit finding pertaining to the subaward, PSRC issues a management decision within six months of the audit acceptance by the Federal Audit Clearinghouse (FAC). PSRC staff monitors the FAC as needed for subrecipient audit results.

## **Title VI**

As a part of its subrecipient monitoring, PSRC will ensure compliance with Title VI requirements following FTA Circular 4702.1B. PSRC collects each subrecipient's Title VI plan and reviews programs for compliance with applicable requirements. PSRC's Accounting staff check annually to determine if there are significant changes to the plan. If there are significant changes, PSRC staff review them for compliance.

When a subrecipient fails or refuses to comply with Title VI requirements within a specified time frame provided by PSRC, PSRC will submit to FTA, WSDOT and FHWA documentation and recommend that the subrecipient be found in noncompliance. A follow-up review will be conducted within 180 days of the initial review to determine if the subrecipient has complied with the Title VI Program requirements in correcting deficiencies previously identified. If the subrecipient refuses to comply, PSRC and WSDOT may, with FHWA's and FTA's concurrence, initiate sanction action.

For subrecipients that are direct recipients of FTA or other federal funding (applies for and receives funds directly), PSRC is not responsible for monitoring compliance of that subrecipient.

## **V. Data Collection/Reporting/Analysis**

PSRC has a robust data department that is constantly tracking a wealth of metrics across the central Puget Sound region including socioeconomic demographics of the region, economic indicators, transportation usage, geographic analysis of the natural and built environment, and indices such as our Displacement Risk Index. The majority of these data points are collected from the US Census. These data metrics are constantly being updated and posted online on our data portal. PSRC assembles this data at different geographies across the region so our member counties, cities, and towns have access to reliable data sources.

PSRC's Data portal can be found here: <https://psrc-psregcncl.hub.arcgis.com/>

Additionally, PSRC conducts voluntary surveys for all attendees at our public meetings and workshops. These surveys ask a number of demographic questions relating to race/ethnicity, educational background, household income, and primary language.

<b>Program Area</b>	<b>Type of Data Collected &amp; Process for Collecting</b>	<b>Intended Outcome of Data Analysis (i.e. Title VI Purpose for Collecting the Data)</b>
Data	Census & Demographics, Economic, Equity, Housing, Land Use, Transportation, GIS & Maps	Prioritizing equity in our planning projects by better understanding the socioeconomic makeup of our region.
Growth Management & Regional Planning	Title VI Surveys	Understanding how effectively PSRC is reaching a diverse swath of community members at our events.

## **VI. Title VI Training**

PSRC formed a staff committee to create internal learning opportunities for staff on equity, diversity, and inclusion topics., including Title VI.

All new staff are required to participate in anti-discrimination and harassment training within the first 90 days of employment, with additional training required.

All PSRC employees are encouraged to participate in professional development and training. All materials received by the agency on training and education opportunities are made available to all employees, which includes all information on federally funded training, such as courses provided by the National Highway Institute (NHI) and the National Transit Institute (NTI).

## VII. Title VI Complaint Procedures

### Discrimination Complaint Procedure for PSRC

Federal law prohibits discrimination on the basis of race, color, or national origin in any PSRC program, service, or activity. This prohibition applies to all branches of PSRC, its contractors, consultants, and anyone else who acts on behalf of PSRC.

Complaints related to the Federal-aid programs may be filed with PSRC and will be forwarded to Washington State Department of Transportation – Office of Equity and Civil Rights. Complainants are instructed that if they need assistance to file their complaint or need interpretation services, to please contact Nancy Buonanno Grennan, Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527.

### Who is eligible to file a complaint?

Anyone who believes they have been excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any PSRC program, service, or activity because of their race, color, or national origin may file a complaint.

Discrimination includes lack of access, harassment, retaliation and disparate impacts from a program or activity. Harassment includes a wide range of abusive and humiliating verbal or physical behaviors. Retaliation includes intimidating, threatening, coercing, or engaging in other discriminatory conduct against anyone because they filed a complaint or otherwise participated a discrimination investigation.

### How do you file a complaint?

Complaints must be filed no later than 180 days from the last date of the alleged discrimination. Complainants are instructed to contact Nancy Buonanno Grennan, Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527 if they believe their complaint may fall outside this deadline.

Reasonable efforts will be made to assist persons with disabilities, non-English speakers, and others unable to file a written complaint. For assistance in filing a complaint, complainants are instructed to please contact Nancy Buonanno Grennan, PSRC's Title VI Coordinator, at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527.

Complaints should be in writing, signed, and may be filed by mail, fax, in person, or e-mail. If a complainant phones PSRC with allegations, the allegations of the complaint will be transcribed as provided by phone and then the written complaint will be sent to the complainant for correction and signature. A sample complaint form and fillable complaint form is available on PSRC's website.

A complaint should contain the following information:

- The complainant's contact information, including, if available: full name, mailing address, phone number (and best time to call), and email address (if available);
- The basis of the complaint (e.g., race, color, national origin);
- The names of specific person(s) and/or agencies/organizations alleged to have discriminated;



- A description of the alleged discriminatory actions, meaning sufficient information to understand the facts that led the complainant to believe that discrimination occurred in a program or activity that receives Federal financial assistance; and
- The date(s) of the alleged discriminatory act(s) and whether the alleged discrimination is ongoing.

All Title VI complaints are logged. The Complaint log must contain the following information for each complaint filed:

- The name and address of the person filing the complaint.
- The date of the complaint.
- The basis of the complaint.
- The disposition of the complaint.
- The status of the complaint.

The Complaint Log and documentation are destroyed four years (or longer, as may be required by Washington State's Local Government Common Records Retention Schedule) after the end of the fiscal year in which the case is closed.

Once logged, PSRC forwards complaints to WSDOT-Office of Equal Opportunity for processing by FHWA. WSDOT investigates complaints only if delegated by FHWA after acceptance of a complaint. FHWA is responsible for all determinations regarding whether to accept, dismiss, or transfer the complaint and finding no violation or failure to comply. PSRC will also forward the complaint to the FTA for processing under its procedures.

Complainants have the right to file a complaint directly with the federal funding agencies. The following address is where Title VI complaints may be filed directly with FHWA or the FTA:

Federal Highway Administration  
U.S. Department of Transportation Office of Civil Rights  
8th Floor E81-105  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
[CivilRights.FHWA@dot.gov](mailto:CivilRights.FHWA@dot.gov)

Office of Civil Rights  
Federal Transit Administration  
Attention: Title VI Program Coordinator  
East Building, 5th Floor – TCR  
1200 New Jersey Ave., SE Washington, DC 20590  
[888-446-4511](tel:888-446-4511)

### **What happens after a complaint is filed?**

If the complaint is forwarded to another agency, complainants are provided the name and contact information of the employee handling the complaint. PSRC may conduct its own administrative investigation and the name and contact information for PSRC's investigator will also be provided.

Federal law prohibits retaliation against individuals because they have filed a discrimination complaint or otherwise participated in a discrimination investigation. Any alleged retaliation should be reported in writing to the investigator.

FHWA will render final decisions in all cases including those investigated by WSDOT. There are no administrative appeal forums in Title VI complaints. Once FHWA issues its final agency decision, a complaint is closed.

There is no prohibition against a complainant filing a Title VI complaint simultaneously with an LPA, WSDOT, FHWA and the FTA.

## VIII. Title VI Complaint Form

This is a sample form. Forms are also located on PSRC's website located here: [Title VI | Puget Sound Regional Council \(psrc.org\)](#).

Please complete this form to the best of your ability. If you need translation or other assistance, contact Nancy Buonanno Grennan at (206)-464-7527 or at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org).

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Best time of day to contact you about this complaint: \_\_\_\_\_

Email: \_\_\_\_\_

*Basis of Complaint (circle all that apply):*

Race	Color	National Origin (includes language access)
------	-------	--

*Date of alleged incident:* \_\_\_\_\_

*Who discriminated against you?*

Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

*Explain what happened, why you believe it happened, and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. If you have any other information about what happened, please attach supporting documentation to the form. (Attach additional pages if more space is needed.)*

[illegible]

*What remedy are you seeking for the alleged discrimination? Please note that this process will not result in the payment of punitive damages or financial compensation.*

\_\_\_\_\_

*List any other persons that we should contact for additional information in support of your complaint. Please list their names, phone numbers, address, email address below.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Have you filed your complaint, grievance, or lawsuit with any other agency or court?*

Who \_\_\_\_\_ When \_\_\_\_\_

Status (pending, resolved, etc.) \_\_\_\_\_ Result, if known \_\_\_\_\_

Complaint number, if known \_\_\_\_\_

*Do you have an attorney in this matter?* \_\_\_\_\_

Name (print) \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **IX. Public Participation**

### **Public Participation Plan**

PSRC operates under a comprehensive Public Participation Plan. The Plan explains the agency role and mission, goals for public participation, governing structure, composition of boards, procedures for board meetings, program areas, interagency coordination, specific procedures for public participation in the Regional Transportation Plan and Regional Transportation Improvement Program, public engagement and notification methods, a menu of public participation techniques, an evaluation matrix, and an appendix of the various laws and regulations PSRC operates under.

The full plan is available at <https://www.psrc.org/about-us/public-participation-plan>.

In an effort to keep the Title VI Plan a reasonable size, the sections of the Public Participation Plan specifically relevant to Title VI are included below.

### **Environmental Justice and Title VI of the 1964 Civil Rights Act and the Americans with Disabilities Act**

PSRC maintains a Title VI Plan to ensure that no person in the region shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which PSRC receives federal financial assistance. PSRC's Title VI Plan is updated approximately every three years. PSRC also submits annual reports on its Title VI program to the Washington State Department of Transportation to ensure all federal regulations are being met.

### **Demographic Profile of the Metropolitan Area**

PSRC seeks out and considers the needs of people traditionally underserved by transportation systems (e.g., low-income and minority households). To identify these populations, PSRC publishes a Demographic Profile of the Metropolitan Area using Census and American Community Survey data to identify the number and locations of minority, low-income, elderly and limited English proficient populations in the region. PSRC updates this profile approximately every three years. The current demographic profile can be found at <https://www.psrc.org/about-us/title-vi>. With these data, PSRC provides an Environmental Justice analysis of the impacts of key decisions on traditionally underserved populations as part of the planning process. During plan updates, PSRC works with its Equity Advisory Committee to discuss transportation impacts and hear concerns as a way to help identify the needs of historically underserved populations.

PSRC mailing lists include EJ populations, Title VI relevant community groups, and minority-owned businesses. PSRC publishes its Title VI Notice to the Public on major publications, news releases pertaining to federal programs, and its website. Find out more on PSRC's website at [psrc.org](https://www.psrc.org).

PSRC is committed to accessibility and has an ADA coordinator to request accommodation and lodge grievance with. For more information, contact Thu Le at 206-464-6175.

### **Alternative Formats and Limited English Proficiency**

PSRC's agendas, news releases, and publications are available in alternative formats and in other languages with advance request. Notification about alternative formats and TTY Relay 711 are on agendas, psrc.org, and all publications, along with contact information for obtaining translation services. PSRC has obtained the services of a telephone translation provider, which can instantly connect anyone in the office to over 100 different languages. PSRC's website also offers a translation widget with dozens of languages available for instant translation.

PSRC has a language assistance plan, a list of staff who speak other languages, and the receptionist keeps an "I Speak" card at the front desk in case someone with limited English proficiency enters the office. PSRC maintains a Language Assistance Plan as part of its Title VI Plan and Program. This includes a four-factor analysis of language needs in the region. PSRC will translate vital documents for needed languages based on this analysis.

PSRC staff received training on how to make Word, InDesign, and PDF documents accessible for individuals using screen readers and is working towards improved accessibility of its online publications. Staff is currently on updating the agency's website to meet the Department of Justice's recently adopted mandatory compliance rules that special purpose districts must follow to make the website accessible to people with disabilities.

### **Techniques for Involving, ADA Low-Income Communities and Communities of Color**

- Outreach in the community (farmer's markets, festivals, churches, health centers, etc.)
- Personal interviews or use of audio recording devices to obtain oral comments
- Focus groups to obtain oral comments
- Translate materials; have interpreters and cultural mediators available at meetings as requested
- Include information on meeting notices on how to request translation or ADA assistance
- Robust use of "visualization" techniques, including maps and graphics to illustrate trends, choices being debated, etc.
- Use of community and minority media outlets to announce participation opportunities
- Use of Regional Equity Network to engage communities

PSRC conducts workshops, community forums, and other events to keep the public informed and involved in various high-profile transportation projects and plans, and to elicit feedback from the public, partners, and stakeholders. Most public meetings took place over Zoom webinar. PSRC asks attendees to voluntarily identify their race and ethnicity, language spoken at home, gender identification, and other information through completion of on-line forms and/or to self-identify orally during focus groups. The form used is contained in Attachment 4 of this Plan.

### **X. Limited English Proficiency**

PSRC provides the following documents translated into the most frequently spoken languages in the region: Arabic, Simplified Chinese, French, German, Korean, Russian, Spanish, Tagalog, and Vietnamese.

- ADA Commitment
- ADA Grievance Procedure
- Title VI Notice
- Title VI Complaint Form and Procedures

PSRC has a streamlined process for individuals requesting language assistance. This procedure has been translated in the languages listed above and is available on PSRC's Language Assistance page: <https://www.psrc.org/contact-center/language-assistance>.

In addition to vital documents, PSRC translated the following documents into simplified Chinese, traditional Chinese, Somali, Spanish and Vietnamese:

- Equity Advisory Committee (EAC) Application and Interview Questions
- EAC Call for applications
- EAC FAQ

These were all posted on our website and pushed through our outreach networks and community partners.

## **XI. Environmental Justice**

When PSRC adopts new planning documents, or substantively amends existing documents in a manner that requires action by the General Assembly, the agency is required to comply with the Washington State Environmental Policy Act (SEPA), and with federal and state environmental justice requirements. When this occurs, a systematic process is used to study and evaluate all necessary environmental aspects of the proposed action(s), as set forth in EB-2016-01. Depending on the scope, complexity, and impacts of the project, a SEPA checklist, Determination of Non-significance (DSN), or SEPA Environmental Impact Statement (EIS) will be produced. In some cases, an existing environmental document may be adopted and a Supplemental EIS or Addendum may be prepared. When one of these documents is required, the agency's Environmental Affairs Liaison (also designated as the SEPA Responsible Official) oversees the process, and ensures all federal and state requirements are met, and that the public has been involved as appropriate.

Title VI was a part of the EIS process for VISION 2050. A Supplemental Environmental Impact Statement (SEIS) was prepared that built on the Final EIS from VISION 2040. In the Final SEIS, refer to Chapter 5 for the Environmental Justice analysis and outreach, Appendix H for the Equity Analysis, and Appendix I for comments and responses on the VISION 2050 Draft SEIS. Information on the scoping process and comments received are available on the VISION 2050 environmental review webpage. Future major updates of the Regional Transportation Plan will include a comprehensive outreach and environmental justice analysis and SEPA review.

## **XII. Notice of Title VI Rights**

The paragraph below is inserted in all significant publications that are distributed to the public, such as future versions and updates of the Growth Management, Economic, and Transportation Strategy; Metropolitan Transportation Plan; and Regional Transportation Improvement Program for the central Puget Sound region. The text will remain permanently on the agency's website, <https://www.psrc.org/> and in the office. The version below is the preferred text, but where space is limited, the abbreviated version can be used in its place.

### **Your Rights against Discrimination under Title VI of the Civil Rights Act of 1964**

The Puget Sound Regional Council (PSRC) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes

and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which PSRC receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with PSRC. Any such complaint must be in writing and filed with PSRC's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. For more information, or to obtain a Title VI Discrimination Complaint Form, please see our Web site at <https://www.psrc.org/> or call (206) 587-4819.

To file a Title VI discrimination complaint, contact:

Nancy Buonanno Grennan at nbgrennan@psrc.org  
PSRC  
1011 Western Avenue, Suite 500  
Seattle, WA 98104-1035  
(206) 464-7527

Washington State Department of Transportation  
Office of Equity and Civil Rights – Title VI  
Box 47314  
Olympia, WA 98504-7314  
TitleVI@wsdot.wa.gov  
Phone: (360) 705-7090

### Abbreviated Title VI Notice to the Public

The following shortened version of the above paragraph can be used in communications where space or cost is an issue. This is what appears in PSRC news releases.

PSRC fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <http://www.psrc.org> or call (206) 587-4819.

### Title VI Plan Amendment Log

Date	Section(s) Amended	Summary of Amendments
Anticipated: September 26, 2024	2024 Title VI Plan Adopted	All sections updated to reflect current Title VI work program



**Attachments:**

1. [USDOT 1050.2A, Standard Assurances with Appendices](#)
2. [List of Title VI Investigations, Complaints, and Lawsuits](#)
3. [Demographic Information](#)
4. [Public Involvement Form](#)

**The United States Department of Transportation (USDOT) Standard Title VI/Non-Discrimination**

**Assurances**

**DOT Order No. 1050.2A**

The Puget Sound Regional Council (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Washington State Department of Transportation (WSDOT), is subject to and will comply with the following:

**Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

**General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, "for which the Recipient receives Federal financial assistance from DOT, including the Washington State Department of Transportation.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

**Specific Assurances**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23(b) and 21.23(e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard

to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.

2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The Puget Sound Regional Council, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

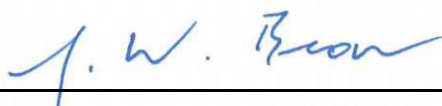
3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Puget Sound Regional Council also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Washington State Department of Transportation access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Washington State Department of Transportation. You must keep records, reports, and submit the material for review upon request to Washington State Department of Transportation, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

Puget Sound Regional Council gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal Highway Administration. This ASSURANCE is binding on Washington State Department of Transportation, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Puget Sound Regional Council (***Name of Recipient***)

by   
\_\_\_\_\_  
(***Signature of Authorized Official***)

DATED: September 19, 2024

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## APPENDIX B

## CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Puget Sound Regional Council will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of Washington State Department of Transportation, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Puget Sound Regional Council all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

## (HABENDUM CLAUSE)

**TO HAVE AND TO HOLD** said lands and interests therein unto ***Puget Sound Regional Council*** and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the ***Puget Sound Regional Council***, its successors and assigns.

The ***Puget Sound Regional Council***, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the ***Puget Sound Regional Council*** will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended [, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

## APPENDIX C

### CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY, OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the ***Puget Sound Regional Council*** pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, ***Puget Sound Regional Council*** will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the ***Puget Sound Regional Council*** will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the ***Puget Sound Regional Council*** and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)



## APPENDIX D

### CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by **Puget Sound Regional Council** pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, **Puget Sound Regional Council** will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, **Puget Sound Regional Council** will there upon revert to and vest in and become the absolute property of **Puget Sound Regional Council** and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
  - Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
  - Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
  - The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
  - Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
  - The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
  - Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
  - The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
  - Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
  - Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
  - Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**ATTACHMENT 2:**

**LIST OF TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS**

Background

As a recipient of federal funding, PSRC is required to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;
- Lawsuits; and
- Complaints naming PSRC

Between October 1, 2021, through September 27, 2024, PSRC has not had any such investigations, lawsuits or complaints to report.

## ATTACHMENT 3

**Demographic Identification**

PSRC has formed an Equity Advisory Committee (EAC): The EAC is composed of residents as well as governmental and community-based organizations in the Puget Sound region representing BIPOC communities (see demographics below). The Committee co-creates products (*e.g.*, data tools and planning resources) for the Regional Equity Strategy and other agency projects with staff and the Executive Board as well as advises PSRC committees and policy boards on policies and programs with an equity lens. The EAC meets monthly, on the first Thursday of every month, from 5:30 PM to 7:30 PM.

Race / Ethnicity	Number of Members
Asian American/Pacific Islander	5
Black	8
Multi-racial	6
Hispanic/LatinX	1

Gender	Number of Members
Men	4
Women	16

**ATTACHMENT 4**

**Public Involvement Form**

Title VI of the Civil Rights Act of 1964 requires PSRC to be sure that everyone in our region has a chance to be heard and to respond to transportation programs and activities that may affect their community. To help with that, we ask that you voluntarily provide us information about your race, ethnicity and/or gender, which we will collect and maintain as de-identified. You are not required to disclose the information requested in order to participate in this meeting. PSRC will handle the information gathered as confidentially as possible. For further information regarding this process please contact the Title VI Coordinator at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org).

Gender:

Male

Female

Non-binary

Other

Prefer not to disclose

Disability:

Yes

No

Prefer not to disclose

General Ethnic Identification Categories (Check as many as apply):

American Indian/Alaskan Native

Asian

Black or African American

Hispanic or Latinx

Native Hawaiian/Pacific Islander

White

Other

Prefer not to disclose

Language Spoken at Home:

English Only

Language other than English

Multiple languages

Age:

Under 18

18-34

35-54

55-64

65+

Prefer not to disclose

**4.a - Att. A**

What is your approximate average household income?

Less than \$25,000

\$25,000-\$75,000

\$75,000 - \$125,000

\$125,000-\$175,000

\$175,000-\$199,9999

\$200,000+

Prefer not to disclose

Zip Code:

Thank you for your cooperation



## Puget Sound Regional Council

September 19, 2024

### ACTION ITEM

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Authorize Budget Amendment and Increase Contract Authority for Consultant Services for the Second Survey Wave (2025) of an Eight-Year Household Travel Survey Program**

### IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter a contract in excess of \$10,000, or to amend a contract in excess of \$10,000. A request is to authorize an increase in the consultant contract to perform work on the second wave (2025) of PSRC's eight-year household travel survey. In addition, two of PSRC's member jurisdictions are seeking to purchase additional data as part of this wave of the travel survey. Staff are seeking approve to amend the budget to reflect the additional revenue.

### RECOMMENDED ACTION

1. Amend the budget to add up to \$470,000 in contributions from two jurisdictions (\$200,000 from Pierce County; up to \$270,000 from the City of Seattle<sup>1</sup>) who are partnering with PSRC in the second wave (spring 2025) of an eight-year Puget Sound Regional Household Travel Survey Program, and to increase the authorized consultant expenditures by the same amount.
2. Authorize the increase in contract authority by up to \$970,000 to conduct wave 2 of the eight-year household travel survey; \$500,000 for the PSRC portion, plus an additional amount up to \$470,000 from two jurisdictions for their respective portions.

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<sup>1</sup> As of the writing of this memo, the City of Seattle has yet to confirm their commitment due to budgetary constraints. They may choose to not participate, commit only \$135,000, or commit \$270,000 if a transportation levy passes in the November election.

## BUDGET IMPACT

The adopted FY 2024-2025 biennial budget includes \$500,000 to conduct this second wave of the household travel survey in spring 2025. The additional revenue will be contributed by Pierce County and the City of Seattle for their respective portions of the 2025 survey. The total amount for survey work in 2025 for the three agencies is up to \$970,000. Future surveys are subject to budget availability and approval.

## DISCUSSION

In March 2022, the Executive Board authorized contract authority in the amount of \$500,000 towards the first wave of the household travel survey. In June 2022, the Board approved \$470,000 in additional funds towards the contract and a budget amendment in that amount, reflecting the contributions from the Cities of Bellevue, Bothell, and Seattle, who expressed interest to partner with PSRC in wave one (spring 2023) of the household travel survey. Subsequently, the Cities of Bellevue and Seattle proceeded with the partnership and the City of Bothell did not.

Following a competitive request for proposal, PSRC entered into a contract for the full eight-year program, subject to future budget availability and approval.

Data from wave one of the household travel survey was collected in spring 2023 and the project was completed in 2024; the [2023 Puget Sound Regional Travel Study](#) report and the [data](#) are publicly available on the [PSRC Household Travel Survey Program](#) webpage. The 2023 travel study was the first data collection in household travel survey program expected to include four waves, with surveys in 2023, 2025, 2027, and 2029 (a survey wave is one data collection period). PSRC has a long history of conducting travel surveys, dating back to the 1960s.

We found the multi-year, frequent program to be a more cost-effective and timely approach to collect the data needed for monitoring and modeling regional travel and land use patterns than larger surveys every eight to ten years. We have been better able to track transportation changes over time and respond to unexpected influential events such as COVID-19 and technological advances. Frequent surveying has allowed us to build staff knowledge and internal computing systems that would not be feasible on a more sporadic cycle. Finally, the more frequent surveying approach will reduce initial survey startup efforts since each survey design and analysis phase will occur more often and with a smaller time gap since last survey.

Data produced by the travel survey is used by PSRC and many member agencies to develop models that predict household travel behavior. In addition, the surveys have been used to build household location models used in land use analysis. The biennial survey approach (*i.e.*, conducting a survey every other year) also provides information for performance measures such as mode choices in regional centers and for before-after studies of infrastructure improvements.



For FY2024-2025, a survey in spring 2025 supported by a PSRC budget of \$500,000 for consultant services is planned for implementation. This amount was included the adopted biennial budget. Two jurisdictions, Pierce County and the City of Seattle, have expressed interest to PSRC to purchase additional household survey samples for their communities. The proposed budgets are \$200,000 for Pierce County and up to \$270,000 for the City of Seattle; each is subject to final approval by the jurisdiction before a Memorandum of Agreement (MOA) with PSRC can be executed. In this arrangement, the jurisdictions are purchasing additional data and PSRC is managing project oversight, budgeting, and data cleaning to ensure all partners receive useful, high-quality datasets. These add-on samples can help each jurisdiction better understand more specific travel and land use behaviors and needs in their communities. Once all MOAs from committed partners have been executed, then PSRC can execute a consultant contract.

For additional information, please contact Brian Lee, Ph.D., Program Manager – Data Solutions and Research, at [blee@psrc.org](mailto:blee@psrc.org) or 206-971-3270; or Suzanne Childress, Data Scientist, at [schildress@psrc.org](mailto:schildress@psrc.org) or 206-971-3282.



## Puget Sound Regional Council

September 19, 2024

### **ACTION ITEM**

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Contract Authority for Consultant Services for Regional Transportation Plan Regional Transit Access Assessment**

### **IN BRIEF**

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000. A request is being made to authorize a consultant contract to provide support for development of a regional transit access assessment as part of the development of the Regional Transportation Plan (2026-2050).

### **RECOMMENDED ACTION**

Recommend the Executive Board authorize the Executive Director to enter into a contract for consultant services to develop a regional transit access assessment for the Regional Transportation Plan (2026-2050). The total budget for consultant work shall not exceed \$125,000.

### **BUDGET IMPACT**

The adopted Biennial Budget and Work Program for Fiscal Years 2024-2025 includes funding for these consultant services.

### **DISCUSSION**

Federal law and regulations require PSRC to develop a new Regional Transportation Plan (RTP) every four years. The current RTP was adopted in May 2022 and the next plan is scheduled to be adopted by May 2026. The plan includes an action to "Develop and update tools and resources to help identify where access to transit can be

improved, particularly for bicyclists and pedestrians.” This action builds upon work PSRC has completed in conjunction with its members to develop regional transit access strategies associated with all modes of access to transit.

As a first step in implementing this action, PSRC assessed the region’s existing transit access tools and resources with the assistance of an ad hoc transit access working group. The findings and recommendations developed by the working group can be found here: <https://www.psrc.org/media/8532>.

A PSRC staff team reviewed the RTP action for a regional transit access assessment in conjunction with the working group findings and developed a project purpose statement and assessment of needs to complete a regional transit access assessment for the RTP (2026-2050). The project purpose is to develop a regional transit access assessment that identifies needs and potential priority solutions that result in improved transit access and ridership for incorporation in the Regional Transportation Plan 2026-2050, and a companion interactive transit access tool that can applied at more localized contexts for PSRC members in support of their implementation activities.

The staff team identified two project deliverables:

1. A regional scale transit access assessment that provides enough detail on existing and future transit access needs and potential solutions that it will inform local jurisdiction, transit agency, and WSDOT actions, such as development and implementation of projects that maximize transit access opportunities.
2. A transit access interactive tool that aligns with the regional transit access assessment in Deliverable 1 but allows for incorporation of locally available data and knowledge to allow local jurisdictions and transit agencies the ability to develop finer grained transit access solutions to address needs identified for the local context.

Consultant support will be sought to provide technical assistance on this work. The total cost under this procurement shall not exceed \$125,000.00.

For additional information, please contact Kelly McGourty at [kmcgourty@psrc.org](mailto:kmcgourty@psrc.org) or 206-971-3601 or Gil Cerise at [gcerise@psrc.org](mailto:gcerise@psrc.org) or 206-971-3053.



## Puget Sound Regional Council

September 19, 2024

### INFORMATION ITEM

**To:** Operations Committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Annual Weighted Votes Revision**

### IN BRIEF

Every September, the weighted vote for the General Assembly and the Executive Board is revised to reflect the most recent population figures from the Washington State Office of Financial Management (OFM). The weighted votes as revised effective August 2024 are attached.

### DISCUSSION

The methodology for allocating the weighted votes for the General Assembly and the Executive Board is set forth in the Interlocal Agreement (ILA), Article V, Section B.2, which provides that the total votes of all city and county jurisdictions within each county will be proportional to each county's share of the regional population. Further, county government will be entitled to fifty (50) percent of their respective county's total vote. City and town votes will be based on their respective share of the total incorporated population of their county.

For example, the April 1, 2024, OFM population figures show the region's member jurisdictions as a whole has a population of 4,473,450, up from 4,426,640 in 2023. Kitsap County's share of that regional population is 6.396%, with a total resident population of all member jurisdictions of 286,100. Therefore, Kitsap and all the member jurisdictions receive 63.96 total weighted votes ( $6.396\% \times 1000$  weighted votes). Half of those total weighted votes or 31.98 go to Kitsap County and the other half are allocated to the cities within Kitsap County based upon their respective share of the total incorporated population of the county.

The weighted votes are updated every September, and Executive Board representatives are reviewed every three years, pursuant to the ILA Article V, Section C.3. The Operations Committee's next review of representatives will be in the fall of 2025.

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

## **ATTACHMENTS**

- A. PSRC Executive Board Votes and Representatives effective 9/26/2024

**PSRC Executive Board Weighted Votes and Representatives**  
**effective September 26, 2024**

	OFM 4/1/2024 Population	% of Population	Rep. Based on % of Population	Representatives	FY 2024 Weighted Vote
<b>King</b>	2,378,100	53.160%	15.948	15.88	531.60
County	249,575	5.579%	1.674	2	265.80
Seattle	797,700	17.832%	5.350	4	99.60
Bellevue	155,000	3.465%	1.039	1	19.36
Federal Way	102,500	2.291%	0.687	1	12.80
Kent	140,400	3.139%	0.942	1	17.53
Kirkland	96,710	2.162%	0.649	1	12.08
Redmond*	80,040	1.789%	0.537	1	10.00
Renton	108,800	2.432%	0.730	1	13.59
Auburn	78,890	1.764%	0.529	0.88	9.85
Other Cities & Towns	568,485	12.708%	3.812	3	70.99
<b>Kitsap</b>	286,100	6.396%	1.919	4	63.96
County	184,070	4.115%	1.234	1	31.98
Bremerton	45,390	1.015%	0.304	1	14.23
Port Orchard*	18,300	0.409%	0.123	1	5.74
Other Cities & Towns	38,340	0.857%	0.257	1	12.02
<b>Pierce</b>	951,220	21.264%	6.379	5.12	212.64
County	447,645	10.007%	3.002	2	106.32
Tacoma	225,100	5.032%	1.510	1	47.53
Auburn	10,060	0.225%	0.067	0.12	2.12
Lakewood*	64,620	1.445%	0.433	1	13.64
Other Cities & Towns	203,795	4.556%	1.367	1	43.03
<b>Snohomish</b>	858,030	19.181%	5.754	5	191.81
County	376,700	8.421%	2.526	2	95.90
Everett	114,800	2.566%	0.770	1	22.87
Other Cities & Towns	366,530	8.193%	2.458	2	73.03
<b>Cities/Towns/Counties</b>	4,473,450	100%	30.000	30	1,000.00
<b>Statutory Members</b>					
Port of Bremerton				1	3
Port of Seattle				1	50
Port of Tacoma				1	30
Port of Everett				1	10
WA State Dept of Trans				1	30
WA Trans. Commission				1	30
Statutory Members				6	153
<b>Grand Total</b>				36	<b>1,153.00</b>
<b>NOTE:</b> Population figures provided by OFM and only include member jurisdictions. (Non-members include Brier, Carbonado, Gold Bar, Index and South Prairie.) Weighted votes are updated every September, and representatives for the Executive Board are reviewed every three years, per Interlocal Agreement, Article V.c.3. and as prescribed in RCW 47.80.010 and RCW47.80.060. The Executive Board Representatives will be reviewed next by the Operations Committee in the fall of 2025.					
*Principal City Per OMB					



## Puget Sound Regional Council

September 19, 2024

### INFORMATION ITEM

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Development Update of Fiscal Years 2026-2027 Budget and Work Program**

### IN BRIEF

In September, the Operations Committee will be presented with a tentative schedule for developing the FY26-27 budget and work program (attachment A). The budget and work program will be developed in the fall of 2024 and is scheduled for adoption by the General Assembly in the spring of 2025.

The committee will also review Adopted Financial & Budgetary Policies as well as discuss dues increase options.

If you have any questions, please contact Andrew Werfelmann at [awerfelmann@psrc.org](mailto:awerfelmann@psrc.org) or 206-688-8220.

### ATTACHMENTS

- A. Key Dates FY26-27
- B. Financial & Budgetary Policies
- C. Dues Scenarios

## FY2026-27 Biennial Budget & Work Program Development Key Dates

### July - August 2024

Prepare estimates of revenues and expenses.

### August 2024

Executive Management Team begins discussion on proposed budget schedule and deadlines, initial budget assumptions, and outline of work program elements and format.

### September 2024

Operations Committee receives proposed budget schedule.

### September – November 2024

Executive Management Team coordinates with STE FTA Caucus on proposed use of FTA5307 funds.

### September – November 2024

Executive Management Team collects information from project leads and program managers on individual work element narratives, review the budget assumptions and review the initial revenue and expenditure projections. Staff describe the major tasks and milestones proposed over the next two years.

### October 2024

Operations Committee reviews budget assumptions for revenue and expenditures, reviews budgetary policies, and recommends dues increase for Fiscal Years 2026-2027

### November 2024

Accounting staff prepare Internal Draft Biennial Budget and Work Program and distribute to Directors and Program Managers. Discuss proposed budget assumptions and schedule at all staff meeting.

### December 2024

Operations Committee finalizes full Draft Budget and Work Program and briefs Executive Board. Staff authorized to release Draft Budget and Work Program. The draft budget is posted on PSRC.org website for review by members of Transit Operators Committee (TOC), ED Board, PSRC Policy Boards, the Regional Staff Committee, RPEC, STE FTA Caucus, Transit General Managers and other PSRC staff committees, member jurisdictions, countywide planning agencies, state and federal funding agencies and other interested parties.

### December 2024

Economic Development Board reviews budget and work plan for the Central Puget Sound Economic Development District.

### January - February 2025

Transportation Policy Board, Growth Management Policy Board, and Executive Board review Draft Budget and Work Program, forward comments to Operations Committee for consideration by March. All PSRC staff committees forward comments on draft budget to Operations Committee by March 16.

### March 2025

Operations Committee submits Final Draft Budget and Work Program and any additional changes to Executive Board.

### April 2025

Executive Board transmits Final Draft Budget including revisions to General Assembly.



**May 2025**

General Assembly Agenda including Final Draft Budget and Work Program mailed.

**May 2025**

General Assembly acts on Final Draft Budget.

**May/June 2025**

Final Budget and Work Program submitted to and reviewed by federal and state funding agencies.

**April – June 2025**

PSRC staff works with state and federal funding agencies on grant applications that support Budget and Work Program, status reports on the progress are given to the Operations Committee and Executive Board as needed.

**June or July 2025**

Economic Development Board adopts Economic Development portion of the budget.

**July 1, 2025**

Biennial Work Program and Budget Begins.

**September 2025**

Operations Committee given Supplemental Budget Schedule.

**October 2025**

Supplemental Biennial Budget updated revenues and expenditures is drafted and reviewed by the Operations Committee.

**December 2025**

Supplemental Biennial Budget is drafted and reviewed by the Operations Committee.

**January – February 2026**

Draft Supplemental Biennial Budget and Work Program is reviewed by the Growth Management Policy Board, the Transportation Policy Board, the Economic Development Board, Regional Staff Committee, and the Executive Board.

**March - April 2026**

The Executive Board is asked to propose action on the Supplemental Biennial Budget and Work Program by the General Assembly in May.

**May 2026**

General Assembly adopts the Supplemental Biennial Budget and Work Program.

**July 2026**

Economic Development Board adopts Economic Development portion of the Supplemental Budget and Work Program.

## PSRC FINANCIAL & BUDGETARY POLICIES

The following financial and budgetary policies were developed to guide and inform decision making, and related administrative procedures and practices. These policies will be incorporated into the Biennial Budget and Work Program and will be reviewed and updated every two years by the Operations Committee during the budget development process, or as necessary.

PSRC exercises its authority and carries out its responsibilities pursuant to a variety of statutes per Resolution No. PSRC-EB-2015-01, adopted July 23, 2015 (Appendix A-2).

### FINANCIAL & BUDGETARY PLANNING POLICIES

#### 1. **Balanced Budget Policy**

PSRC is committed to a balanced budget and will maintain a balanced budget over the two-year period of the Biennial Budget and Work Program. This means that operating revenues must fully cover operating expenditures.

#### 2. **Budgeted Carryover**

Awarded grant revenues that were not expended in the biennium will be carried over into the next biennium. The local funds required to match the remaining grant would also be carried over into the next biennium. Project progress will be monitored by quarterly progress meetings with finance and Program Directors.

#### 3. **Budgetary Authority**

Two levels of budgetary authority exist to amend budgetary amounts within the corresponding budgetary classifications of Task and Sub-Tasks within the Biennial Budget and Work Program:

- Directors will have the flexibility to transfer budgetary amounts from one sub-task to another within a task provided the amount transferred does not exceed 10% of the total biennial budget.
- The Executive Director will have authority to transfer budgetary amounts between tasks provided that the amount transferred does not exceed 10% of the total biennial budget.
- The Executive Board's approval will be required to transfer budgetary amounts between Work Elements when the amount exceeds 10% of the biennial total budget.

#### 4. **Budget Development, Adoption and Amendment**

The Operations Committee has primary responsibility for the development and maintenance of the biennial budget and work program. Every two years a biennial budget is prepared with the option of a supplemental budget after the first year. The Operations Committee recommends budgets and budget amendments to the Executive Board for approval. The General Assembly meets annually in the spring and votes to adopt the approved biennial budget or supplemental budget.

**Budget amendments:** A budget amendment is needed for a major revision to the budget and work program that involves either the addition or deletion of a major work task; the addition or deletion of a new funding source; or any transfer of funds within the budget that exceeds 10% of the overall budget. Budget amendments require Executive Board approval.

Administrative budget modifications: Administrative budget modifications include minor changes to the funding of a previously- included work task; or minor changes (less than 10% of total budget amount) to a previously included funding amounts. Administrative budget modifications do not require Operations Committee review or Executive Board approval. Budget modifications are approved by the Executive Director or their designee.

## **5. Unified Planning Work Program Amendments (UPWP)**

Washington State Department of Transportation (WSDOT) tracks all amendments to the UPWP. Budget amendments that do not exceed 10% of the total budget may be amended without approval by WSDOT. All other budget amendments, including those that add new sources of funding and new scopes of work, must be included in an UPWP amendment request sent to WSDOT, Federal Highway Administration and Federal Transit Administration for approval before funds can be spent.

## **6. Long Range Financial Planning**

PSRC will assess the long-term financial implications of changes to our current or proposed budget. PSRC will develop and maintain a six-year financial plan and project a long-term revenue and expenditure forecast of proposed changes. The six-year financial plan will serve as a forecast of likely financial outcomes of our proposed workplan.

## **7. Assets**

### **a. Inventory**

Accounting is responsible for maintaining records for all assets (capital and small and attractive assets) belonging to the Puget Sound Regional Council.

- Capital assets are any asset such as computers, office equipment and software systems, with a unit cost greater than \$5,000 and an estimated useful life in excess of two years. Capital assets are recorded at cost and depreciated or amortized on the straight-line method over the estimated useful life of the asset. PSRC will recognize an half year's depreciation in the year of acquisition and a half year's depreciation in the final year of useful life, regardless of when the asset was acquired during the fiscal year. Additional assets may be capitalized if their individual acquisition is below \$5,000 but if in the aggregate collectively exceeds \$100,000. Such assets may include computers and furniture.
- A small and attractive asset includes, but is not limited to, any asset, excluding furniture, with a unit cost of less than \$5,000 but:
  - More than \$300 for laptops, tablets, and smart phones.
  - More than \$1,000 for camera equipment, desktop computers, server equipment, and television equipment.

Small and attractive assets are inventoried for physical and accounting control, but not capitalized.
- Finance staff, with the help of IT staff, will inventory and assess the condition of all capital assets annually, or periodically, as needed. Information recorded about assets may include description, location, physical dimension, condition, warranties, maintenance history, estimated replacement cost, usage statistics (mileage), book value, original useful life and remaining useful life. Assets will also be evaluated periodically to determine if they still provide the most appropriate method to deliver services.
- Staff complete an Employee Use Agreement Form for all PSRC equipment issued to them and are responsible for safeguarding those assets. The Budget Manager in charge of inventory is the custodian of these forms and will keep them current.

- As needed, the Senior IT Specialist regularly monitors the list of assets that need replacement and proposes to the Deputy Executive Director and Finance. Procurement for asset replacement(s) will follow PSRC's Purchasing Policies.
- The biennial budget will anticipate the need for asset replacements and provide ample budget within the depreciation line item of the indirect cost budget to cover the cost of replacing obsolete assets.

#### **b. Lost or Stolen Property**

It is PSRC's duty to immediately report any known or suspected loss of public funds or assets or illegal activities (RCW 43.09.185). If, after a thorough search, an asset is determined to be lost or stolen, it will be reported immediately to the Finance Manager. The Finance Manager will report the loss to the State Auditor's Office. For more information on reporting known or suspected losses, refer to the SAO website at <http://www.sao.wa.gov>. In addition, a police report may also be filed.

## **REVENUE POLICIES**

### **8. Revenue Diversification & Stabilization**

PSRC encourages diversification of revenue sources by seeking funding opportunities that contribute to accomplishing the Budget and Work Program and fulfill the mission of PSRC. Diversified sources of revenue enhance agency stabilization and allow PSRC to handle fluctuation in any one revenue source.

### **9. Membership Dues**

PSRC and Central Puget Sound Economic Development District (EDD) assess dues to membership annually. Revenue from membership dues is used to provide match funds for Federal and State grants and to support the agency Work Program.

PSRC and EDD dues are invoiced annually to each member on a single combined invoice. Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase.

### **10. Use of Project Specific Revenues**

Project specific revenues will support project specific expenditures as well as the appropriate overhead cost.

### **11. Use of Unpredictable Revenues**

For budgeting purposes, revenues shall be estimated conservatively. Highly likely but uncertain revenue sources will be classified as anticipated. The expenditures associated with these anticipated revenues will be shown in the budget as encumbered until the anticipated revenues are secured.

## EXPENDITURE POLICIES

### 12. Debt Capacity

Use of debt requires authorization of the Operations Committee and Executive Board. PSRC may use short-term debt, with a term of three years or less, to cover cash flow shortages that may be caused by a temporary delay in receiving federal and or state grant reimbursements.

The use of long term debt, with a term of more than three years, may be considered on a case-by-case basis subject to approval by the Executive Board.

### 13. Reserve Account

A reserve fund amount will be budgeted every two years to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs or decreases in revenue.

PSRC will maintain a reserve fund balance of between one and three months of projected expenditures. A target reserve fund balance of two months of operating expenditures is recommended. If PSRC falls below the recommended reserve fund balance then any excess year-end local funds will be used to build or replenish the reserve fund.

#### a. Authorization of Use of Reserve Funds

Reserve funds can be authorized for use in either a non-emergency or emergency situation.

Authorization of reserve funds in a non-emergency situation will be approved by the Operations Committee and Executive Board. A non-emergency situation can include, but is not limited to temporary revenue shortfalls, temporary cash flow shortfalls or unpredicted one-time expenditures.

Either the PSRC Executive Board President or Vice President may determine if an emergency situation exists and authorize the Executive Director or their designated representative to use reserve funds to provide continuity of business. Use of reserve funds for an emergency shall not exceed more than 50% of total reserve funds. An emergency is generally considered to be an event or set of circumstances—natural, technological, or human-caused—that requires a response to protect life or property, or results in loss of life or property (e.g., earthquakes, severe weather, flood or water damage, fire, tsunamis, public health and medical emergencies, and other occurrences requiring an emergency response).

Following an emergency, financial staff will complete a financial reconciliation report of emergency funds expended for review by the Operations Committee.

### 14. Operating Expenditure Accountability

To help project managers stay on time and under budget with their projects, monthly budget-to-actual, grant status, and contract status reports are produced by finance and distributed to directors, program managers and project managers as needed. Quarterly meetings between financial management and program management ensure that project progress is monitored and operating expenditures are consistent with revenues. Budget adjustments are made as necessary.

## AMENDMENTS

Approved by the Operations Committee December 4, 2014

Adopted by the General Assembly April 30, 2015

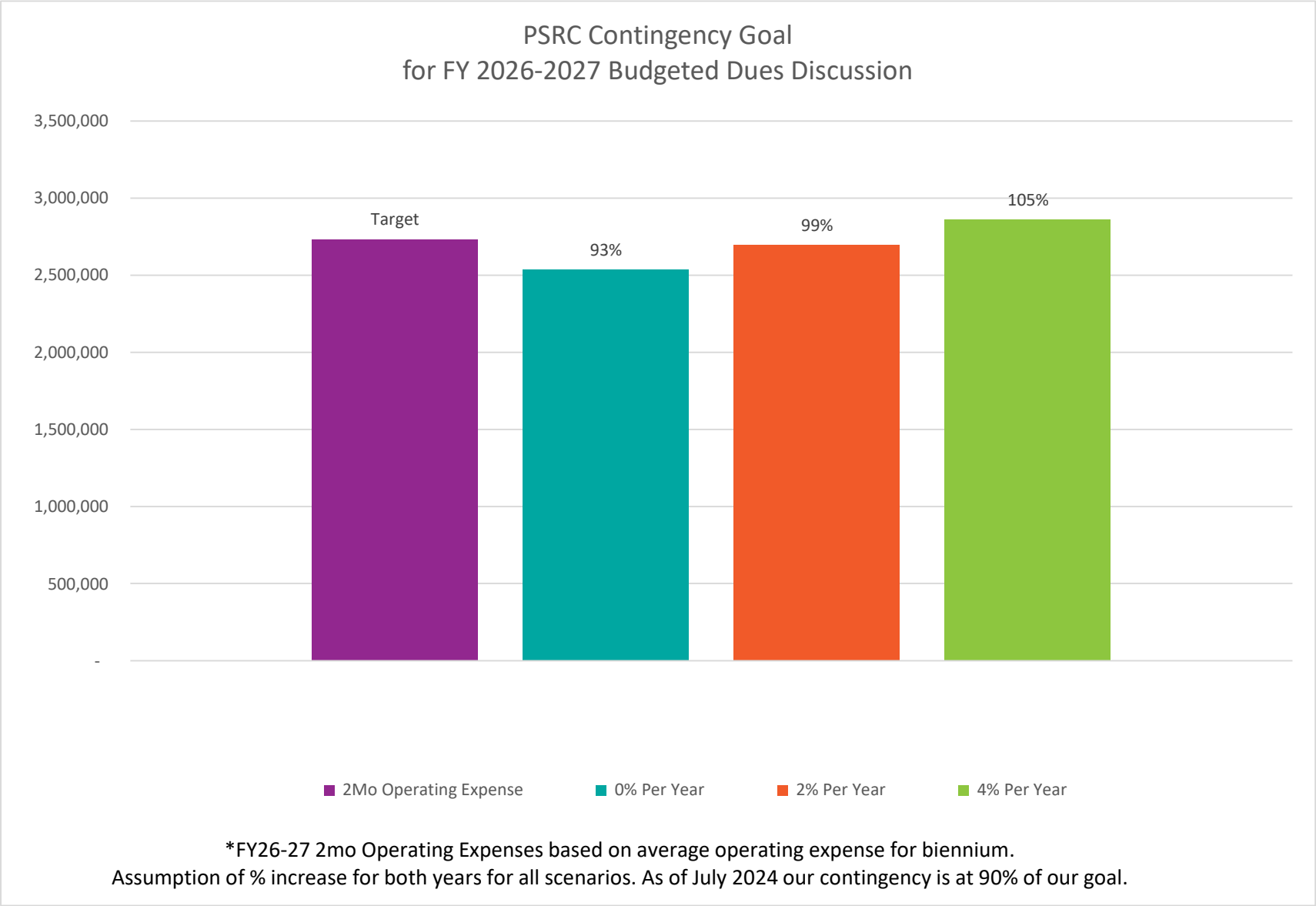
Amended by the Operations Committee December, 2016

Administratively Amended May, 2017

Administratively Amended August 2021

Administratively Amended August 11, 2023

Administratively Amended December 5, 2023





## Puget Sound Regional Council

September 19, 2024

### INFORMATION ITEM

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **PSRC 2024 Base Pay Market Study**

### IN BRIEF

PSRC contracts with its human resources consultant, Amy Efroymsen, of etairosHR, to perform an annual base pay market study. Beginning in 2022, PSRC asked Ms. Efroymsen to complete the annual market survey to coincide with PSRC's annual merit process because of inflationary and market trends. Ms. Efroymsen completed the 2024 study in August 2023 comparing PSRC's pay with the external market to ensure that the agency's salaries remain competitive with comparable jurisdictions.

### DISCUSSION

In general, PSRC's salaries remain competitive with the salaries of comparable classifications in the market. To ensure continued market competitiveness, and to acknowledge salary adjustments made following the rise in inflation over the past year, the following recommended changes were made effective September 1, 2024:

1. The minimum of each salary range was increased to reflect the market survey minimum. Increases to the minimum ranged from three and one-half (3.5%) to ten percent (10%).
2. The midpoint and maximum rate of each salary range was increased by three and one-half percent (3.5%).
3. Additional increases were made to the maximum rate of pay grades F & G to ensure sufficient differential between the midpoint and the maximum rates of pay.

These changes maintain PSRC's competitiveness, which is critical to acquiring and retaining the talent needed to meet the demands and goals of the Regional Council.



Based upon Ms. Efroymson's recommendations, PSRC will continue to revisit external base pay competitiveness annually to monitor adjustments to overall market conditions.

For more information, please contact Amy Efroymson at [amy@etairoshr.com](mailto:amy@etairoshr.com) or Nancy Buonanno Grennan, Deputy Executive Director, at [nbgrennan@psrc.org](mailto:nbgrennan@psrc.org) or 206-464-7527.

**ATTACHMENTS**

- A. 2024 Base Pay Market Study Report
- B. 2024 Base Pay Market Study Parameters
- C. 2024 Pay Bands

**2024 Base Pay Market Study**  
 Puget Sound Regional Council  
 Prepared by Amy Efroymson, etairosHR

The purpose of the base pay market study was to compare the 2024 PSRC Pay Bands to local and regional industry related base pay survey data to determine if the current pay band structure was externally competitive. PSRC's current compensation structure has ten pay bands with a minimum, midpoint (normally considered average market pay), and a maximum.

**Methodology**

Twenty-two positions were selected for the market study, which is sixty-seven percent of PSRC's positions. However, three positions did not have sufficient market data. Sixty-six percent of staff are represented by these positions. These positions represent a cross section of the Regional Council organization at all levels and are representative of the positions in the published surveys. See **attachment B** for a list of the positions surveyed.

Four published surveys and NEOGOV data were used to conduct the market study. These surveys reflect the external competitive market for local and regional base pay. The analysis compared PSRC's minimum, midpoint, and maximum pay bands to the minimum, average, and maximum ranges in the published surveys.

<b>Survey/Data Source</b>	<b>Number of Participants</b>
2024 Washington Public Employers Salary Survey	45 Organizations
2024 Puget Sound Area Compensation Survey	90 Organizations
2024 Washington County Survey	King, Kitsap, Pierce & Snohomish Counties
2024 Washington City Survey	Central Sound Cities with 130,000 + population (Bellevue, Kent, Seattle, Tacoma)
Data pulled from NEOGOV reports	Varies

**Results**

The results of this study confirmed that PSRC has continued to move forward with a competitive footing in the market and there are relatively minor adjustments to be made. Ongoing annual range adjustments and individual market related salary adjustments have continued to move PSRC employees towards the mid-point of the ranges. Conducting the annual market survey review has continued to provide real time data to assist in maintaining competitive salary ranges. The survey did demonstrate the minimum of several of the salary bands needed to be adjusted upward to reflect current market comparable rates.

As a result of this year's study, the following changes have been made:

1. **Range Increase:** The midpoint and maximum of all salary ranges were adjusted by 3.5% to account for a cost-of-living increase in the region. Additional adjustments were made to reflect market survey results on the minimum pay rates of four pay bands and/or to increase the spread between midpoint and maximum in all pay bands. Also, there are no positions currently in Pay Band A, therefore, that pay band is not shown on the Pay Bands sheet. All changes were effective as of September 1, 2024.

These changes do not impact the salaries of incumbent employees.

### **Future Recommendations**

Following are the recommendations for future refinements to PSRC's pay band structure:

1. **Annual Adjustment to Pay Bands:** We recommend the continued practice of annual adjustments to the pay bands to reflect the cost-of-living index changes. This change does not result in automatic pay increases for staff. The adjustment only keeps the pay bands externally competitive.
2. **Annual Base Pay Market Study:** We recommend PSRC continue to revisit external base pay competitiveness annually to monitor any adjustments to overall market conditions.

Questions about this market study can be directed to Amy Efroymsen, etairosHR at amy@etairoshr.com.

**Puget Sound Regional Council  
2024 Compensation Market Study Parameters**

The following chart shows the positions that will be matched for the market study. We will pull minimum, and maximum of salary ranges and average pay, when available.

<b>2023 (19 positions)</b>	<b>2024 (19 positions)</b>
• Administrative Assistant I	
• Office Support Specialist	
• Administrative Assistant II	• Administrative Assistant II
• Executive Assistant	• Executive Assistant
• Executive Administrator	• Executive Administrator
• Accountant	• Accountant
• Senior Accountant	• Senior Accountant
• Budget Manager	• Budget Manager
• Finance Manager	• Finance Manager
• Associate Graphic Designer	• Associate Graphic Designer
	• Digital Graphic Designer
• Senior IT Specialist	• Senior IT Specialist
• Senior Data Programmer & Analyst	• Senior Data Programmer & Analyst
• Senior Communications Specialist	• Senior Communications Specialist
	• Principal Communications Manager
• HR Manager	• HR Manager
	• Program Manager
• Assistant Planner	• Assistant Planner
• Associate Planner	• Associate Planner
• Senior Planner	• Senior Planner
• Principal Planner	• Principal Planner
• GIS Analyst	

<b>Survey/Data Source</b>	<b>Number of Participants</b>
2024 Washington Public Employers Salary Survey	45 Organizations
2024 Puget Sound Area Compensation Survey	90 Organizations
2024 Washington County Survey	King, Kitsap, Pierce & Snohomish Counties
2024 Washington City Survey	Central Sound Cities with 130,000 + population (Bellevue, Kent, Seattle, Tacoma)
Data pulled from NEOGOV reports	Varies

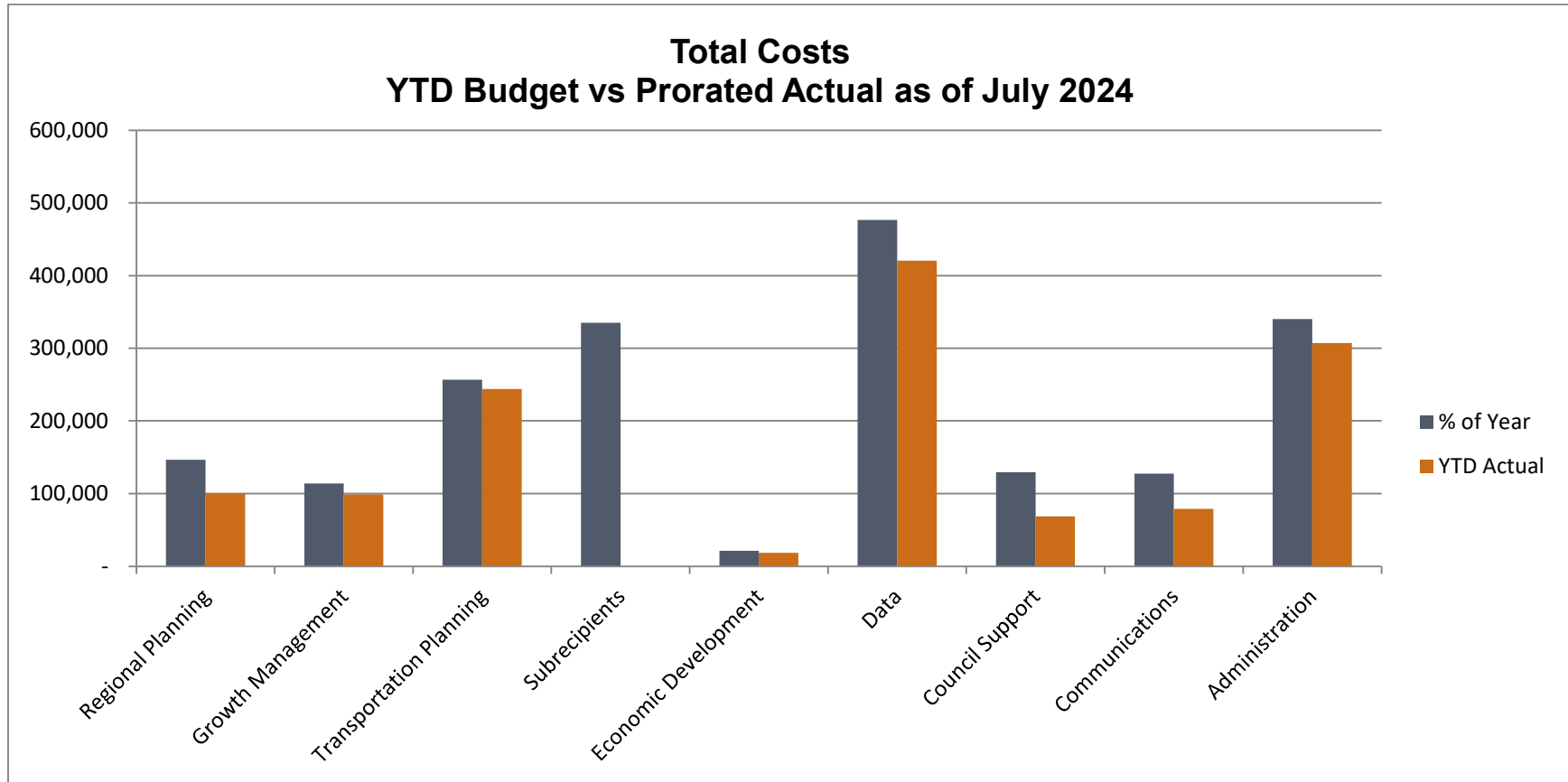
**PSRC Pay Bands**

Effective September 2024

Pay Bands	Positions (Listed alphabetically within each band)	Annual Salary Range		
		Minimum	Midpoint	Maximum
<b>J</b>	Executive Director	\$250,000	\$310,000	\$365,000
<b>I</b>	Deputy Executive Director	\$157,000	\$200,000	\$240,000
<b>H</b>	Director	\$145,000	\$176,000	\$221,000
<b>G</b>	Program Manager	\$129,000	\$156,000	\$185,000
<b>F</b>	Budget Manager Data Scientist Finance Manager HR Manager Principal Communications Manager Principal IT Specialist Principal Modeler Principal Planner	\$110,000	\$136,000	\$163,000
<b>E</b>	Database Manager Senior Data Programmer and Analyst Senior IT Specialist Senior Modeler Senior Planner Senior Planner/GIS Analyst Senior Public Engagement Specialist	\$95,000	\$116,000	\$145,000
<b>D</b>	Associate Data Programmer and Analyst Associate Planner Executive Administrator Library Manager Senior Accountant Senior Communications Specialist	\$83,000	\$101,000	\$132,000
<b>C</b>	Accountant Assistant Planner Associate Communications Specialist Associate Graphic Designer Digital Graphic Designer Executive Assistant	\$75,000	\$91,000	\$114,000
<b>B</b>	Administrative Assistant II Data Technician Office Support Specialist	\$65,000	\$79,000	\$94,000

Updated 9/1/2024

**NOTE:** Minimum increased to market survey minimum; Midpoint and Maximum increased by 3.5%; Additional adjustments made to reflect market survey results and/or increase the spread between the midpoint and maximum for the pay band; All ranges rounded to the nearest 1,000.



Budget as of July 2024 Amended Supplemental Biennial 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.

6.7% of labor, 0.2% of consultant budget not including Safe Streets and Roads for All Subrecipients, and 11.4% of direct budget expensed.

0% of total Subrecipient budget expensed for both Safe Streets and Roads for All programs. Grants run for 5 years.

Most of the consultant budget has not been expensed.

Puget Sound Regional Council  
**LARGE CONTRACT STATUS REPORT**  
as of 9/12/2024

**6.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
<b>NEW</b>										
Upanup, Inc	Website Usability & Accessibility Audit	Carolyn Downs	04/25/24	06/21/24	0%	\$24,970	\$0	\$24,970	0%	1/31/2025
<b>AMENDED</b>										
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$47,500	\$39,662	\$7,838	83%	06/30/25
<b>COMPLETED *** NONE</b>										
<b>PROJECT SPECIFIC</b>										
AMPORF	Travel Model Software Development Cooper	Stefan Coe	07/28/22	09/01/22	0%	\$210,000	\$105,000	\$105,000	50%	06/30/28
Blue Raster	GIS and IT Services	Carol Naito	07/27/23	10/02/23	0%	\$50,000	\$29,761	\$20,239	60%	06/30/25
Botanecal Designs, Inc.	Plant Design, Installation, and Maintenance 1	Nancy Buonanno Grennan	09/28/23	10/03/23	0%	\$16,736	\$9,398	\$7,338	56%	12/31/25
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$235,000	\$161,295	\$73,705	69%	12/31/24 <sup>1</sup>
Holland & Knight	Federal Affairs and Funding Consultant Servi	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$190,000	\$38,000	83%	12/19/24
Jennifer Ziegler Public Affairs Consulting, Inc.	WA State Legislative Monitoring	Robin Koskey	04/25/24	05/10/24	0%	\$160,000	\$16,000	\$144,000	10%	04/30/26
PC Bennett Solutions	Enterprise Resource Planning Software Syst	Lili Mayer	12/07/23	07/10/24	0%	\$200,000	\$125,821	\$74,179	63%	06/30/34
Quivas Street Consulting LLC	Government Relations Support	Robin Koskey	04/25/24	05/24/24	0%	\$60,000	\$3,264	\$56,736	5%	12/31/24
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$48,857	\$51,143	49%	06/30/25
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$870,000	\$820,776	\$49,224	94%	08/31/24
Seitel Systems	Information Systems and Network Support S	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$144,312	\$55,688	72%	06/30/25
Triskelle Software Solutions, LLC	Transportation Projects Database & Online A	Jennifer Barnes	06/22/13	02/07/24	0%	\$150,000	\$7,353	\$142,647	5%	06/30/25
Uncommon Bridges (BDS Planning and Urban Design, INC)	U.S. DOT SSFA Public Engagement	Noah Boggess	04/27/23	03/20/24	0%	\$650,000	\$211,689	\$438,311	33%	06/30/25
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$21,305	\$9,695	69%	09/30/25
VisionSnap, Inc.	Upgrades to Transp. Projects Online Applicat	Jennifer Barnes	04/27/23	08/18/23	0%	\$30,000	\$24,450	\$5,550	82%	06/30/25
Weaver Architects	Architect Design Services	Nancy Buonanno Grennan	10/27/22	08/17/22	0%	\$11,900	\$11,231	\$669	94%	tbd
WSP, Inc.	U.S. DOT SSFA Technical Support	Gary Simonson	04/27/23	01/08/24	0%	\$800,000	\$327,134	\$472,866	41%	5/31/25
<b>ON-CALL</b>										
Fisko Kretschmer Smith Dixon Ormseth	On-Call Legal Services for Commercial Lease	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%	\$170,000	\$154,476	\$15,524	91%	02/28/26
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
TOTAL						\$4,275,106	\$2,469,523	\$1,805,583		
<b>** Percentage of DBE/WBE as certified by Washington State</b>										
<b>*** A list of Completed Contracts is available on request.</b>										
<sup>1</sup> Added \$75,000 to budget for 24/25 biennium support										
<sup>2</sup> Final invoice received-payment pending final walk-through.										
<b>Minimum Annual Payments:</b>										
<b>Operating Leases</b>		<b>Description</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Thereafter</b>	<b>Totals</b>	<b>Contract End Date</b>		
Copiers NorthWest Copier Lease		36 months beginning November 2020	\$5,784	\$8,250	\$8,250	\$8,250	\$30,534	11/30/26		
Granicus Web Streaming & Closed Captioning		24 months beginning June 2023	\$28,052	\$25,444	\$26,717	tbd	\$80,214	05/31/25		
Waterfront Holdings/1201 Third Ave.		New lease begins June 1, 2024	\$1,087,920	\$1,022,830	\$664,206	see lease	\$3,665,339	01/31/38		
<b>Small Contract Status Report</b>										
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	10/1/2023	0%	\$8,400	\$2,100	\$6,300	25%	09/30/25
Paul Lambros	WA Housing Research Center Fundraising	Robin Koskey	N/A		0%	\$9,600	\$6,400	\$3,200	67%	10/02/24



**Puget Sound Regional Council  
GRANT STATUS REPORT**

**6.f**

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 7/31/24	Remaining to be Expended	Billed as of 7/31/24	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY22-23 FHWA Funding (through Sep 30, 2024) total FHWA	Regional Planning Regional Planning	Lili Mayer	Multiple	5,674,823.11	5,674,823.11	-	5,674,823.11	-	7/1/21 - tbd
		Lili Mayer	Multiple	5,726,477.00	399,235.03	5,327,241.97	399,235.03	5,327,241.97	7/1/23-6/30/25
				11,401,300.11	6,074,058.14	5,327,241.97	6,074,058.14	5,327,241.97	
FTA 5303 Carry Forward Funding FY22-23 FTA 5303 Funding (through Sep 30, 2024) total FTA 5303	Regional Planning Regional Planning	Lili Mayer	Multiple	1,861,706.43	1,697,995.00	163,711.43	1,697,995.00	163,711.43	7/1/21 - tbd
		Lili Mayer	Multiple	2,352,753.00	-	2,352,753.00	-	2,352,753.00	7/1/23-6/30/25
				4,214,459.43	1,697,995.00	2,516,464.43	1,697,995.00	2,516,464.43	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	816,374.00	690,784.00	816,374.00	690,784.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,083,343.30	916,656.70	1,083,343.30	916,656.70	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	134,038.66	165,961.34	125,000.00	175,000.00	4/1/23 - 3/31/26
FY24 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	487,182.00	762,818.00	487,182.00	762,818.00	4/3/24 - 3/31/26
USDOT Office of Safety	Safety Action Plans Phase 1	Ben Bakkenta	Multiple	4,860,363.00	700,324.20	4,160,038.80	700,324.20	4,160,038.80	5/19/23 - 12/31/25
USDOT Office of Safety	Safety Action Plans Phase 2	Ben Bakkenta	Multiple	2,870,000.00	5,509.89	2,864,490.11	5,509.89	2,864,490.11	4/17/24 - 6/30/27
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	69,225.54	130,774.46	69,225.54	130,774.46	7/1/23 - 6/30/25
University of Washington*	Models Research	Brian Lee	004.72.0.0	99,716.00	96,627.06	3,088.94	96,627.06	3,088.94	9/1/22 - 8/31/24
				32,917,455.97	17,547,357.41				
Recently Completed									
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,500,000.00	-	2,500,000.00	-	1/5/22 - 3/31/24
*Deobligated funds in the amount of \$34,743 in July 2024.									