



Puget Sound Regional Council

Operations Committee

Thursday, December 5, 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 offices.
- **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 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](#).

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 October 24, 2024
- b. Approve Vouchers Dated October 15, 2024, Through November 7, 2024, in the Amount of \$1,388,932.86.

4. Action Items

- a. Approve Contract Authority for Consultant Services for IT Upgrade Planning and Implementation

5. Discussion Items

- a. Review Draft Biennial Budget & Work Program

6. Information Items

- a. New Employee Status Report
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report
- e. 2025 Executive Board and Operations Committee Meeting Schedule

7. Next Meeting:

Thursday, January 23, 2025, 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 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

October 24, 2024

1201 Third Avenue, Ste 500, Seattle, WA 98101

CALL TO ORDER AND ROLL CALL

Mayor Becky Erickson called the meeting of the Operations Committee to order at 9:02 a.m. She shared that Executive Somers could not attend today's meeting and she would be serving as chair. Mayor Erickson announced that 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.

Roll call determined that a quorum was not present.

COMMUNICATIONS AND PUBLIC COMMENT

There was no public comment

CONSENT AGENDA

The committee did not reach a quorum. By consensus members approved the consent agenda.

- 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.

DISCUSSION ITEM: ESTIMATED REVENUES AND EXPENDITURES

Andrew Werfelmann, PSRC, noted that at its September meeting, the committee reviewed the budget development schedule and membership dues scenarios. This month the committee received estimated revenues and expenditures for FY2026-2027. Mr. Werfelmann discussed the assumptions used to estimate the revenues and expenditures. Current estimates reflect a balanced budget.

Mr. Werfelmann reviewed membership dues increase scenarios. He noted that adjustments to dues increases could be made during the development of the supplemental budget. Members discussed the financial difficulties jurisdictions are currently experiencing. The committee discussed considering a one percent dues increase each year of the biennium. Members requested that staff provide further scenario analysis showing the result of a one percent and two percent increase to dues. Staff will follow up with the information. The committee will discuss membership dues recommendations at its next meeting in December.

DISCUSSION ITEM: DEMOGRAPHIC PROFILE

Carol Naito, PSRC, noted that PSRC's Demographic Profile is one component of PSRC's Title VI plan. The demographic profile compiles demographic information for the region to inform environmental justice and equity analyses. Ms. Naito shared highlights from the demographic profile. Highlights included how the region is becoming more racially and ethnically diverse. Additionally, information on poverty, income and the intersectionality with race was shared. Members asked for further information on the federal poverty level. Staff will share information from the federal website with the committee. Members expressed interest in demographic data for specific communities within the region. Staff noted that the full demographic profile has information at the regional level as well as the county level. In the future the demographic profile will have an interactive component on PSRC's website to allow users to highlight specific areas.

CONSENT AGENDA

A quorum was established at 9:10 a.m. The committee reviewed the consent agenda.

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

- c. Approve Minutes of Meeting held September 26, 2024
- d. Approve Vouchers Dated August 31, 2024, Through October 7, 2024, in the Amount of \$1,285,257.17.

The motion passed.

INFORMATION ITEMS:

a. New Employee Status Report

Thu Le introduced five new employees: Lauren Maki, Malia Houghton, Maria Suchoski, Mira Malden and Philip Harris.

b. Monthly Budget Report

c. Contract Status Report

d. Grant Status Report

The committee reviewed standard monthly reports.

NEXT MEETING

The committee will not meet in November. The next meeting is scheduled for Thursday, December 5, 2024, 9:00-9:50 a.m.

ADJOURN

The meeting was adjourned at 9:51 a.m.

ATTACHMENTS

- a. Attendance October 24, 2024

PSRC Operations Committee October 24, 2024

3.a - Att. A

Jurisdiction		Member	Attend
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.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		MYR Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Josh Penner, Orting	
		DEP MYR Dennis King, Puyallup Alt.	1
Snohomish County	1	EXEC Dave Somers, Chair	
		CM Jared Mead Alt.	
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		7
		(Quorum = 5) Quorum Total	6



Puget Sound Regional Council

November 25, 2024

CONSENT AGENDA

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated October 15, 2024, Through November 7, 2024, in the Amount of \$1,388,932.86**

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>
10/15/24 - 11/07/24	AP Vouchers	\$ 606,126.14
09/30/24 - 10/15/24	Payroll	\$ 782,806.72
		<hr/>
		\$ 1,388,932.86

For additional information, please contact Andrew Werfelmann, Budget Manager, at awerfelmann@psrc.org or 206-971-3292.



Puget Sound Regional Council

November 25, 2024

ACTION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Contract Authority for Consultant Services for IT Upgrade Planning and Implementation

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 one or more consultant contracts to evaluate PSRC's information technology (IT) infrastructure then plan and implement an electronic document and records management (EDRM) system.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services to provide an assessment of PSRC's IT infrastructure and implementation of an EDRM system. The total budget for consultant(s) is not to exceed \$230,000 over a 3-year period with an option to extend for an additional year.

BUDGET IMPACT

The current adopted Biennial Budget and Work Program includes funding for the first year of this project. Future years funding will be subject to budget approval.

DISCUSSION

In August 2017, PSRC moved from an onsite server to a cloud-based IT infrastructure. PSRC was favorably situated to shift to remote work during the pandemic and it continues to support a flexible work environment. However, PSRC continues to rely on legacy network drives to store digital content. In the absence of a file plan and content

management system, the agency practice has been to keep most electronic records.

The current setup can make collaboration difficult, especially across departments. Also, digital content is created at an increasing speed without controls in place for records management. New staff must rely on institutional knowledge to find files, which may be in duplicate, experiencing frustration with version control and a lack of guidance on where to save files.

Transitioning away from network drives provides an opportunity to analyze, understand and organize unstructured data. PSRC would be in the position to implement a file plan that would streamline the application of retention policies and records requests. Additionally, the agency would benefit from identifying duplicate, redundant, obsolete and trivial data. This content could be dispositioned in accordance with the Washington State Archives retention schedule.

PSRC leverages consulting resources to obtain specialized technical expertise. PSRC would partner with consultants that have experience transitioning local governments to a modern IT infrastructure and EDRM. Their wisdom from other assessments and migrations unique to local government will inform PSRC on best practices that support agency needs.

Technology has evolved with tools like SharePoint Online becoming an industry standard. Many vendors provide enterprise document management systems to capture, manage and distribute electronic content. Consultants with experience working with local governments would advise PSRC on the best platform based on the agency's size, staff needs, business use and compliance requirements.

It is anticipated that the work will be implemented in phases. The first would include a current state assessment and strategic guidance on an updated cloud-based workspace that would incorporate records management. It is expected to take up to three months to conduct and document the current state assessment. The next phase would include implementation and migration to an updated IT infrastructure with on-call consultant support. Migration to a new EDRM system can take between 18-36 months.

Phase One - Current Assessment

The consultant will:

- Discovery: meet with key staff to gather insights on business processes. Assess PSRC's Microsoft 365 environment.
- Provide guidance on solution(s) to manage, categorize, retain and dispose of electronic records. The solution will ensure information integrity, compliance with legal and regulatory requirements and optimized access for stakeholders.

The initial assessment is expected to be completed within the next six months. PSRC

has budgeted \$25,000-30,000. The consultant will document findings in a “roadmap” detailing PSRC’s IT infrastructure, information governance strategies and identify areas for improvement and recommended action steps.

Phase Two – Solution Implementation

- Project planning and management: migration, governance and change management planning
- Solution design, configuration and validation: ensure access controls
- System Administrator training
- Site owner/user training, such as department onboarding
- Testing quality and user acceptance testing
- On-going support

The assessment will allow PSRC to have a better sense of the anticipated timeline and budget for solution implementation. A general estimate is 18-36 months and up to \$200,00 for an implementation of EDRM.

The Washington State Archives [Local Records Grant Program](#) offers grants to support the implementation of technology to improve records management. This project has two phases, with each phase being eligible for grant applications. The alignment of the grant cycle and project timing will determine whether PSRC applies for a grant in either the 2025 or 2026 cycle.

Moving from traditional network drives to an updated IT infrastructure would support agency processes, staff collaboration and take the agency into the next evolution of technology. Avoiding this change would hinder the agency’s ability to stay current and functional, risking poor informational governance across the agency.

For additional information, please contact Nancy Buonanno Grennan, Deputy Executive Director, at nbgrennan@psrc.org.



Puget Sound Regional Council

November 25, 2024

DISCUSSION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Review Draft Biennial Budget and Work Program**

Work on the draft biennial budget and work program began at the September 26, 2024 meeting with a review of key dates. In October, the committee was given the opportunity to review the revenue and expenditure assumptions as well as discuss the need for dues increase. At the December 5, 2024 meeting the committee will have access to the full draft budget which will be available to all members.

A [full draft budget](#) will be prepared and available on PSRC's website by November 27, 2024.

The Executive Board, Economic Development District Board, Transportation Policy Board, Growth Management Policy Board and Regional Staff Committee will be given information on the draft budget and work program beginning December 2024 through January 2025.

The final budget is scheduled for approval by the Executive Board in April and adoption by the General Assembly in May 2025.

For more information, please contact Andrew Werfelmann at 206-971-3292, or awerfelmann@psrc.org.



Puget Sound Regional Council

November 25, 2024

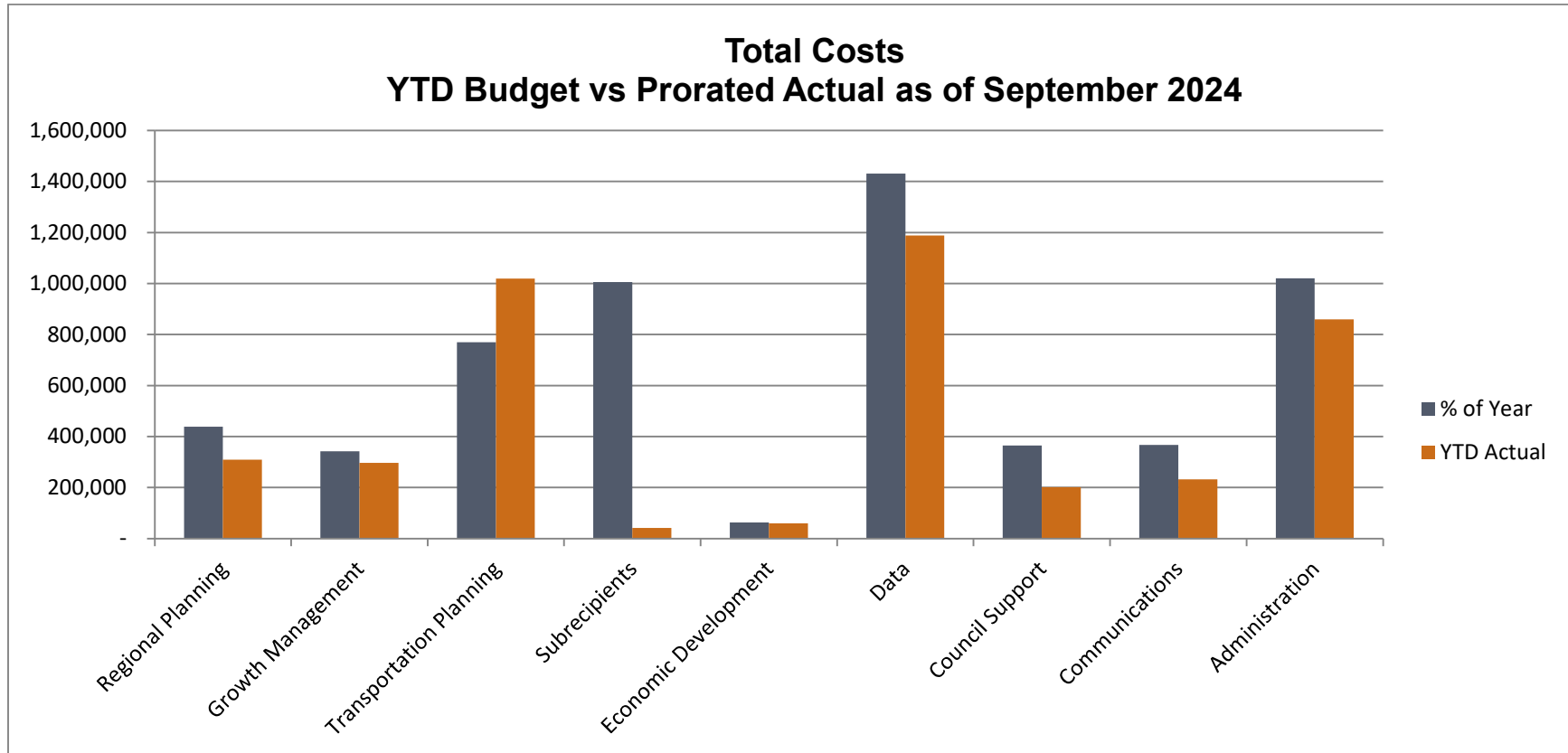
INFORMATION ITEM

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

PSRC has one new employee:

Nancy Ferber – Senior Planner in Growth Management Planning Division

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



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.

21.3% of labor, 6.3 % of consultant budget not including Safe Streets and Roads for All Subrecipients, and 30.7% of direct budget expended.

1% of total Subrecipient budget expended for both Safe Streets and Roads for All programs. Grants run for 5 years.

Most of the consultant budget has not been expended.

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 11/13/2024

6.c

Large contracts are those contracts having a value over \$10,000. Authorization to award a contract over \$10,000 goes before the Operation Committee for approval and their recommendation to the Executive Board to authorize the Executive Director to enter into a consultant contract for a particular work project in the adopted budget										
Contractor	Description	Project* Manager	Board Approved	Date Issued	% DBE/ WBE**	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
NEW										
AMENDED										
Quivas Street Consulting LLC	Government Relations Support	Robin Koskey	04/25/24	05/24/24	0%	\$60,000	\$8,464	\$51,536	14%	01/31/25
COMPLETED *** NONE										
PROJECT SPECIFIC										
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	\$33,160	\$16,840	66%	06/30/25
Botanocal 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	\$163,646	\$71,354	70%	12/31/24 ¹
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$47,500	\$41,662	\$5,838	88%	06/30/25
Holland & Knight	Federal Affairs and Funding Consultant Servi	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$209,000	\$19,000	92%	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	\$126,474	\$73,526	63%	06/30/34
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$1,569,913	\$825,502	\$744,411	53%	08/31/26
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$61,188	\$38,812	61%	06/30/25
Seitel Systems	Information Systems and Network Support St	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$149,708	\$50,292	75%	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	\$315,386	\$334,614	49%	06/30/25
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$23,390	\$7,610	75%	09/30/25
Upanup, Inc	Website Usability & Accessibility Audit	Carolyn Downs	04/25/24	06/21/24	0%	\$24,970	\$12,483	\$12,487	50%	1/31/2025
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	\$464,003	\$335,997	58%	5/31/25
ON-CALL										
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	\$7,998	\$7,003	53%	12/31/24
						TOTAL	\$4,975,019	\$2,780,015	\$2,195,004	
* Staff Directory										
** Percentage of DBE/WBE as certified by Washington State										
*** A list of Completed Contracts is available on request.										
¹ Added \$75,000 to budget for 24/25 biennium support										
² Final invoice received-payment pending final walk-through.										
Minimum Annual Payments:										
Operating Leases	Description					FY 2023	FY 2024	FY 2025	Thereafter	Contract End Date
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
Small Contract Status Report										
Small contracts are those contracts having a value \$10,000 and under. Authorization from the Operation Committee is not needed for approval.										
Contractor	Description	Project Manager	Board Approved	Date Issued	% DBE/ WBE*	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
Upanup, Inc.	Website Hosting	Carolyn Downs	N/A	10/1/2023	0%	\$8,400	\$2,100	\$6,300	25%	09/30/25

**Puget Sound Regional Council
GRANT STATUS REPORT**

6.d

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 9/30/24	Remaining to be Expended	Billed as of 9/30/24	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY22-23 FHWA Funding (through Sep 30, 2024) total FHWA	Regional Planning	Lili Mayer	Multiple	5,674,823.11	5,674,823.11	-	5,674,823.11	-	7/1/21 - tbd
	Regional Planning	Lili Mayer	Multiple	5,726,477.00	1,238,924.83	4,487,552.17	1,238,924.83	4,487,552.17	7/1/23-6/30/25
				11,401,300.11	6,913,747.94	4,487,552.17	6,913,747.94	4,487,552.17	
FTA 5303 Carry Forward Funding FY22-23 FTA 5303 Funding (through Sep 30, 2024) total FTA 5303	Regional Planning	Lili Mayer	Multiple	1,861,706.43	1,861,706.43	-	1,861,706.43	-	7/1/21 - tbd
	Regional Planning	Lili Mayer	Multiple	2,352,753.00	97,518.57	2,255,234.43	97,518.57	2,255,234.43	7/1/23-6/30/25
				4,214,459.43	1,959,225.00	2,255,234.43	1,959,225.00	2,255,234.43	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	941,970.00	565,188.00	941,970.00	565,188.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,250,011.50	749,988.50	1,250,011.50	749,988.50	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	150,000.00	150,000.00	150,000.00	150,000.00	4/1/23 - 3/31/26
FY24 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	697,307.00	552,693.00	697,307.00	552,693.00	4/3/24 - 3/31/26
USDOT Office of Safety	Safety Action Plans Phase 1	Ben Bakkenta	Multiple	4,860,363.00	984,028.28	3,876,334.72	984,028.28	3,876,334.72	5/19/23 - 12/31/25
USDOT Office of Safety	Safety Action Plans Phase 2	Ben Bakkenta	Multiple	2,870,000.00	10,582.31	2,859,417.69	10,582.31	2,859,417.69	4/17/24 - 6/30/27
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	85,780.65	114,219.35	85,780.65	114,219.35	7/1/23 - 6/30/25
University of Washington	Models Research	Brian Lee	004.72.0.0	99,716.00	99,716.00	-	99,716.00	-	9/1/22 - 9/30/24
				32,917,455.97	15,610,627.86				
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



Puget Sound Regional Council

November 25, 2024

INFORMATION ITEM

To: Executive Board

From: Josh Brown, Executive Director

Subject: **2025 Executive Board and Operations Committee Meeting Schedule**

The Executive Board and Operations Committee meet on the **fourth Thursday of every month**. Unless noted, Operations Committee meetings are held from 9:00-9:50 AM and the Executive Board from 10:00 AM - 12:00 PM. Meeting dates and times are subject to change. Members will be notified if a meeting is changed or canceled.

January 23

February 27

March 27

April 24

May – date to be determined

June 26

July 24

August – No meeting

September 25

October 23

November – No meeting

December 4 – Early meeting date

Questions can be directed to Sheila Rogers at (206) 464-5815 or srogers@psrc.org. For additional board information, visit [PSRC's website](#).