



Puget Sound Regional Council

Operations Committee

Thursday, January 23, 2025 • 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 Minutes of Meeting held December 5, 2024
- c. Approve Vouchers November 12, 2024, Through January 13, 2025, in the Amount of \$2,550,879.63.

4. Discussion Items

- a. Draft Biennial Budget & Work Program Update - Dues Scenarios

5. Information Items

- a. New Employee Status Report
- b. Staffing Update
- c. FY2024 Audit for Puget Sound Regional Council and the Central Puget Sound Economic Development District
- d. Monthly Budget Report
- e. Contract Status Report
- f. Grant Status Report
- g. 2025 Executive Board and Operations Committee Meeting Schedule

6. Next Meeting:

Thursday, February 27, 2025, 9:00 - 9:50 a.m.

7. Adjourn (9:50)

Board members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Casey Moreau, e-mail cmoreau@psrc.org 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 September 26, 2024.
- b. Approve Vouchers Dated August 31, 2024, Through October 7, 2024, in the Amount of \$1,285,257.17.

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 1% dues increase each year of the biennium. Members requested that staff provide further scenario analysis showing the result of a 1% and 2% 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

- a. Approve Minutes of Meeting Held September 26, 2024.
- b. 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

MINUTES

Operations Committee

December 5, 2024

1201 Third Avenue, Ste 500, Seattle, WA 98101

CALL TO ORDER AND ROLL CALL

Executive Dave Somers, Chair, called the meeting of the Operations Committee to order at 9:01 a.m. Chair Somers 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.

Chair Somers acknowledged outgoing members for other cities and towns in Pierce County: Mayor Josh Penner, Orting, and Mayor Dennis King, Puyallup.

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 vouchers from the consent agenda. The minutes of the October meeting were removed from the consent agenda and would be on the January 2025 consent agenda.

- b. Approve Vouchers Dated October 15, 2024, Through November 7, 2024, in the Amount of \$1,3888,932.86.

ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES FOR IT UPGRADE PLANNING AND IMPLEMENTATION

Casey Moreau, PSRC, shared that PSRC is requesting contract authority to plan and implement an information technology upgrade. PSRC's current IT infrastructure is reaching limitations in functionality. It is difficult to find content, collaborate and apply

records retention. To upgrade the system, PSRC would work with consultants to complete a current state assessment. The assessment would evaluate PSRC's information management policies and procedures. The assessment would then outline a roadmap to implementing a content management system. The assessment is estimated to cost \$25,000-\$30,000 and take up to three months. Implementation of a content management system is estimated at \$200,000 and could take 18-36 months. Total contact authority is not to exceed \$230,000.

Committee members asked if the expense was budgeted. Nancy Buonanno Grennan, PSRC, shared that PSRC has been anticipating this need. The priority had been to move to the new office space and manage paper records then address electronic content. Funding has been allocated in the budget for this work.

By consensus, the committee:

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.

DISCUSSION ITEM: REVIEW DRAFT BIENNIAL BUDGET & WORK PROGRAM

Andrew Werfelmann, PSRC, shared that the draft biennial budget and work program was available on PSRC's website. At its October meeting, the committee had requested PSRC prepare different dues increase scenarios. Staff had shared that information with the committee via email. The current draft budget assumes no increase in member dues over the biennium. Staff are seeking guidance on how to address member dues.

Committee members shared that many constituents are experiencing hardship and anticipate financial difficulties in the coming year. Mr. Werfelmann shared that members' dues can be adjusted each year of the biennium. There would be an opportunity to adjust member dues next year when developing the supplemental budget.

PSRC's reserves are in a good position. PSRC staff are comfortable with a place holder of a zero percent dues increase in the first year of the biennium and a place holder for a 1-2% percent dues increase in the second year of the biennium. Members requested to see further dues scenarios before making a decision. Mr. Werfelmann will be sharing the budget with PSRC policy boards at upcoming meetings. That will provide the opportunity for members to share feedback on the budget and comments on member dues.

INFORMATION ITEMS:

a. New Employee Status Report

Thu Le introduced one new employee: Nancy Ferber.

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

The committee reviewed standard monthly reports.

Ms. Buonanno Grennan shared that Jennifer Barnes and Kelly McGourty, PSRC had requested contract authority for updates to PSRC's Transportation Improvement Program (TIP) application database. Next week staff will be completing a lean process improvement to redesign the TIP application and make the application process easier for member jurisdictions. Staff will report out on the process next year.

This week PSRC hosted a successful Housing Research Center Summit. Robin Koskey, PSRC, will share further information at today's Executive Board meeting.

Mayor Joe Deets shared that the Kitsap Regional Coordinating Council will host its legislative reception this evening in Bremerton.

Members discussed getting information comparing low-cost housing versus workforce housing. Ms. Buonanno-Grennan shared that the Executive Board would receive a presentation on the state of the region's housing. She encouraged members to ask the questions at the Executive Board meeting.

NEXT MEETING

The next meeting is scheduled for Thursday, January 23, 2025, 9:00-9:50 a.m.

ADJOURN

The meeting was adjourned at 9:29 a.m.

ATTACHMENTS

- A. Attendance December 5, 2024

PSRC Operations Committee 2024 - December 5, 2024

3.b - 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.	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	
		CM Dennis King, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Pro Tem Bryan Wahl, Mountlake Terrace	
		Vacant Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	
		COM Glen Bachman, Port of Everett	1
Members	10		6
		(Quorum = 5) Quorum Total	4



Puget Sound Regional Council

January 16, 2025

CONSENT AGENDA

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated November 12, 2024, Through January 13, 2025 in the Amount of \$2,550,879.63**

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>
11/12/24 - 01/13/25	AP Vouchers	\$ 956,245.37
11/15/24 - 12/31/24	Payroll	\$ 1,594,634.26
		<hr/> \$ 2,550,879.63

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



Puget Sound Regional Council

January 16, 2025

DISCUSSION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Draft Biennial Budget & Work Program Update - Dues Scenarios

IN BRIEF

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 its meeting in January, the committee will recommend the potential dues increases for the Fiscal Years 2026 and 2027.

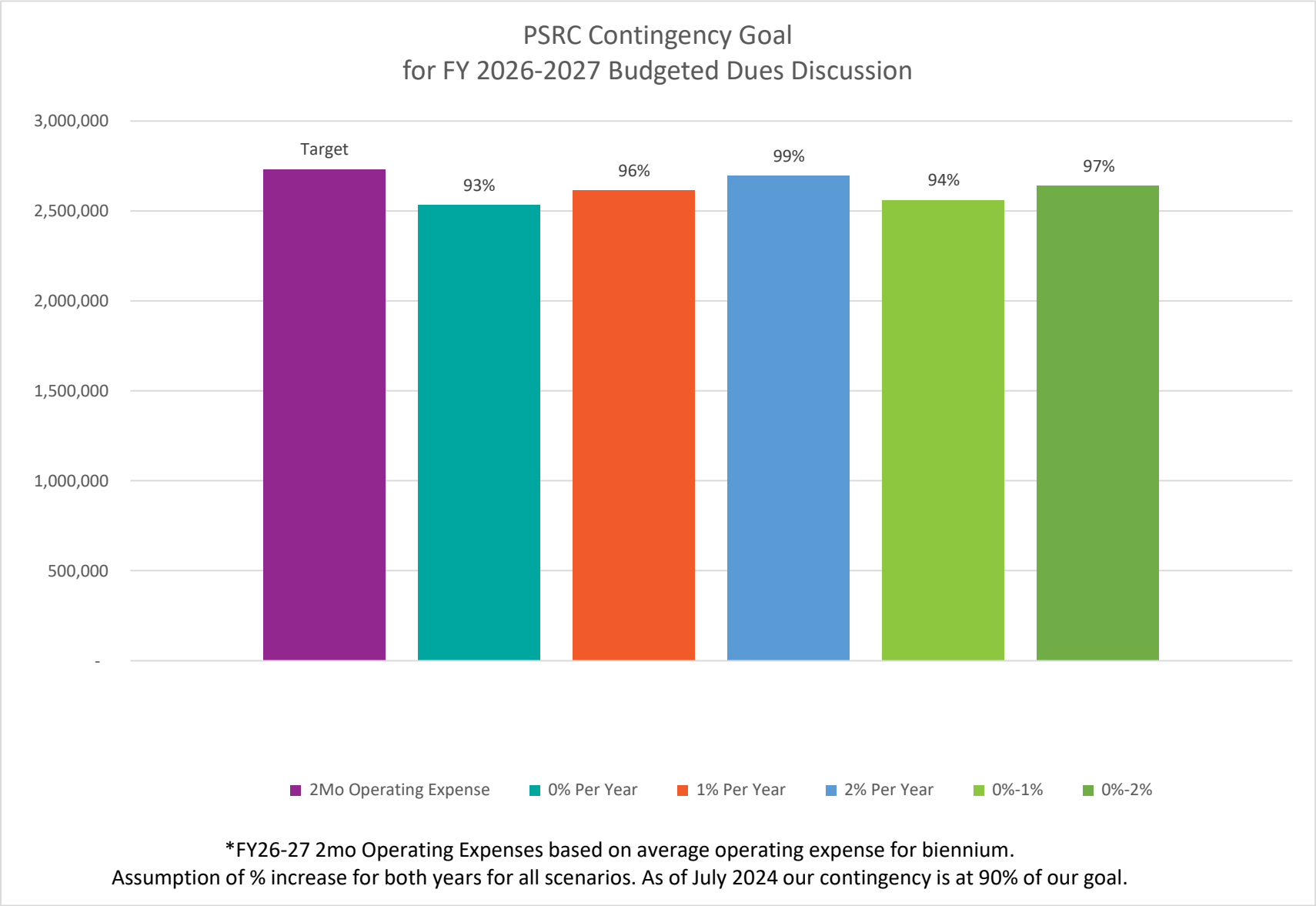
DISCUSSION

PSRC has been using an annual dues increase to fund its contingency reserve. At the end of the FY2024-2025 Biennial Budget period, PSRC is at 93% of the contingency goal. The current draft budget does not reflect an increase in membership dues for the FY2026-2027 biennial budget period. PSRC is requesting guidance if an increase is needed and if so, how much of an increase should be budgeted for the upcoming biennial budget.

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

ATTACHMENTS

A. Dues Scenarios 0-1-2 (FY26-27)





Puget Sound Regional Council

January 16, 2025

INFORMATION ITEM

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

PSRC has one new employee:

Alyssa Quinn – Senior Government Relations Specialist in Government Relations and Communications Department

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



Puget Sound Regional Council

January 16, 2025

INFORMATION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **FY2024 Audit for Puget Sound Regional Council and the Central Puget Sound Economic Development District**

DISCUSSION

On December 31, 2024, the State Auditor's Office (SAO) held the audit entrance conference for the Puget Sound Regional Council and the Central Puget Sound Economic Development District (CPSEDD). PSRC staff and PSRC President Becky Erickson attended to discuss the audit scope.

The audit began December 16, 2024. The committee will be briefed on the audit as it proceeds. Upon conclusion of the audit, the committee will be updated on the outcome and provided with the final audit report and financials.

For additional information, please contact Lili Mayer, Finance Manager, at lmayer@psrc.org or 206-688-8221.

ATTACHMENTS

- A. State Auditor's Office Entrance Conference Letter



Office of the Washington State Auditor

Pat McCarthy

Entrance Conference:

Puget Sound Regional Council and Central Puget Sound Economic Development District

The Office of the Washington State Auditor's vision is increased trust in government. Our mission is to provide citizens with independent and transparent examinations of how state and local governments use public funds, and develop strategies that make government more efficient and effective.

The purpose of this meeting is to share our planned audit scope so that we are focused on the areas of highest risk. We value and appreciate your input.

Audit Scope

Based on our planning, we will perform the following audits:

Accountability audit for July 1, 2023 through June 30, 2024 (PSRC only)

We will examine the management, use and safeguarding of public resources to ensure there is protection from misuse and misappropriation. In addition, we will evaluate whether there is reasonable assurance for adherence to applicable state laws, regulations and policies and procedures.

We plan to evaluate the following areas

- Open public meetings – compliance with minutes, meetings and executive session requirements
- Financial condition – reviewing for indications of financial distress
- Interlocal Agreements
- Accounts Payable - Vendor Payments
- Accounts Payable - Credit Cards

Financial statement audit for July 1, 2023 through June 30, 2024 (PSRC and CPSEDD)

We will provide an opinion on whether your financial statements are presented fairly, in all material respects, in accordance with the applicable reporting framework. The audit does not attempt to confirm the accuracy of every amount, but does search for errors large enough to affect the conclusions and decisions of a financial statement user.

Federal grant compliance audit for July 1, 2023 through June 30, 2024 (PSRC only)

This audit is required by federal law when a local government spends \$750,000 or more annually in federal financial assistance. We will provide an opinion on compliance with federal requirements that could have a direct and material effect on your major federal programs.

We plan to test the following federal programs:

- Metropolitan Transportation Planning and State and Non- Metropolitan Planning and Research, ALN 20.505
- Federal Transit Formula Grants, ALN 20.507

This report must be submitted, along with the Data Collection Form, to the federal clearinghouse within 30 days after receipt of the report or nine months after the end of the audit period, whichever is earlier.

Engagement Letter

We have provided an engagement letter that confirms both management and auditor responsibilities, and other engagement terms and limitations. Additionally the letter identifies the cost of the audit, estimated timeline for completion and expected communications.

Levels of Reporting

Findings

Findings formally address issues in an audit report. Findings report significant results of the audit, such as significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations or policies. You will be given the opportunity to respond to a finding and this response will be published in the audit report.

Management Letters

Management letters communicate control deficiencies, non-compliance, misappropriation, or abuse that are less significant than a finding, but still important enough to be formally communicated to the governing body. Management letters are referenced, but not included, in the audit report.

Exit Items

Exit items address control deficiencies, non-compliance with laws or regulations, or errors that have an insignificant effect on the audit objectives. These issues are informally communicated to management.

Important Information

Confidential Information

Our Office is committed to protecting your confidential or sensitive information. Please notify us when you give us any documents, records, files, or data containing information that is covered by confidentiality or privacy laws.

Audit Costs

The cost of the audit is estimated to be approximately \$52,000 for PSRC and \$11,200 for CPSEDD.

Expected Communications

During the course of the audit, we will communicate with Lili Mayer, Finance Manager on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed.

Please let us know if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect Lili to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

Loss Reporting

Washington state law requires all state agencies and local governments to immediately notify SAO if staff know or suspect loss of public resources, or of other illegal activity including a cyber-attack if it resulted in a loss of public resources or potentially impacted financial records or systems. State and local government employees should alert us to suspected fraud through the online Report a Suspected Fraud or Loss form below. These notifications can be made on our website at www.sao.wa.gov/report-a-concern/how-to-report-a-concern/fraud-program/.

Peer Reviews of the Washington State Auditor's Office

To ensure that our audits satisfy *Government Auditing Standards*, our Office receives external peer reviews every three years by the National State Auditors Association (NSAA). The most recent peer review results are available online at www.sao.wa.gov/about-sao/who-audits-the-auditor/. Our Office received a “pass” rating, which is the highest level of assurance that an external review team can give on a system of audit quality control.

Emerging Issues

Some of the emerging issues affecting local governments are the following:

- [Local governments can receive a free cyber checkup from the State Auditor's Office](#)

Working Together to Improve Government

Audit Survey

When your report is released, you will receive an audit survey from us. We value your opinions on our audit services and hope you provide us feedback.

Local Government Support Team

This team provides support services to local governments through the Budget, Accounting, and Reporting System (BARS) and annual online filing technical assistance, provides accounting, reporting and BARS training. Our website and client portal offers many resources, including a client Help Desk that answers auditing and accounting questions, updated BARS manuals, access to resources and recorded trainings, and additional accounting and reporting resources. Additionally this team assists with the online filing of your financial statements.

Center for Government Innovation

The Center for Government Innovation of the Office of the Washington State Auditor offers services designed to help you, help the residents you serve at no additional cost to your government. What does this mean? They provide expert advice in areas like building a Lean culture to help local governments find ways to be more

efficient, effective and transparent. The Center also provides financial management technical advice and best practices and resources. These can be accessed from the “Improving Government” tab of our SAO website and help you act on accounting standard changes, comply with regulations, protect public resources, minimize your cybersecurity risk and respond to recommendations in your audit. The Center also offers the Financial Intelligence Tool, better known as FIT, to help you assess and monitor your finances and compare your financial operations to other local governments like you. You can email the Center for a personal training session to learn all the benefits using the FIT tool can provide. The Center understands that time is your most precious commodity as a public servant, and wants to help you do more with the limited hours you have. If you are interested in learning how the Center can help you maximize your effect in government, call them at (564) 999-0818 or email them at Center@sao.wa.gov.

Audit Team Qualifications

Kelly Collins, CPA, CFE, Director of Local Audit – Kelly has been with the Washington State Auditor’s Office since 1992. In her role, she oversees the audit teams that perform the audits for over 2,200 local governments. She serves on the Washington Finance Officers Association Board and is a member of the Washington Society of Certified Public Accountants’ Government Auditing and Accounting Committee. Phone: (564) 999-0807 or Kelly.Collins@sao.wa.gov

Wendy Choy, Assistant Director of Local Audit - Wendy has been with the Washington State Auditor’s Office since 2002. In her role as Assistant Director, she assists with statewide oversight and management of all the audits for local government. She is also the program manager for public hospital districts. She served as an Audit Manager for six years prior to becoming an Assistant Director of Local Audit. Phone: (425) 502-7067 or Wendy.Choi@sao.wa.gov

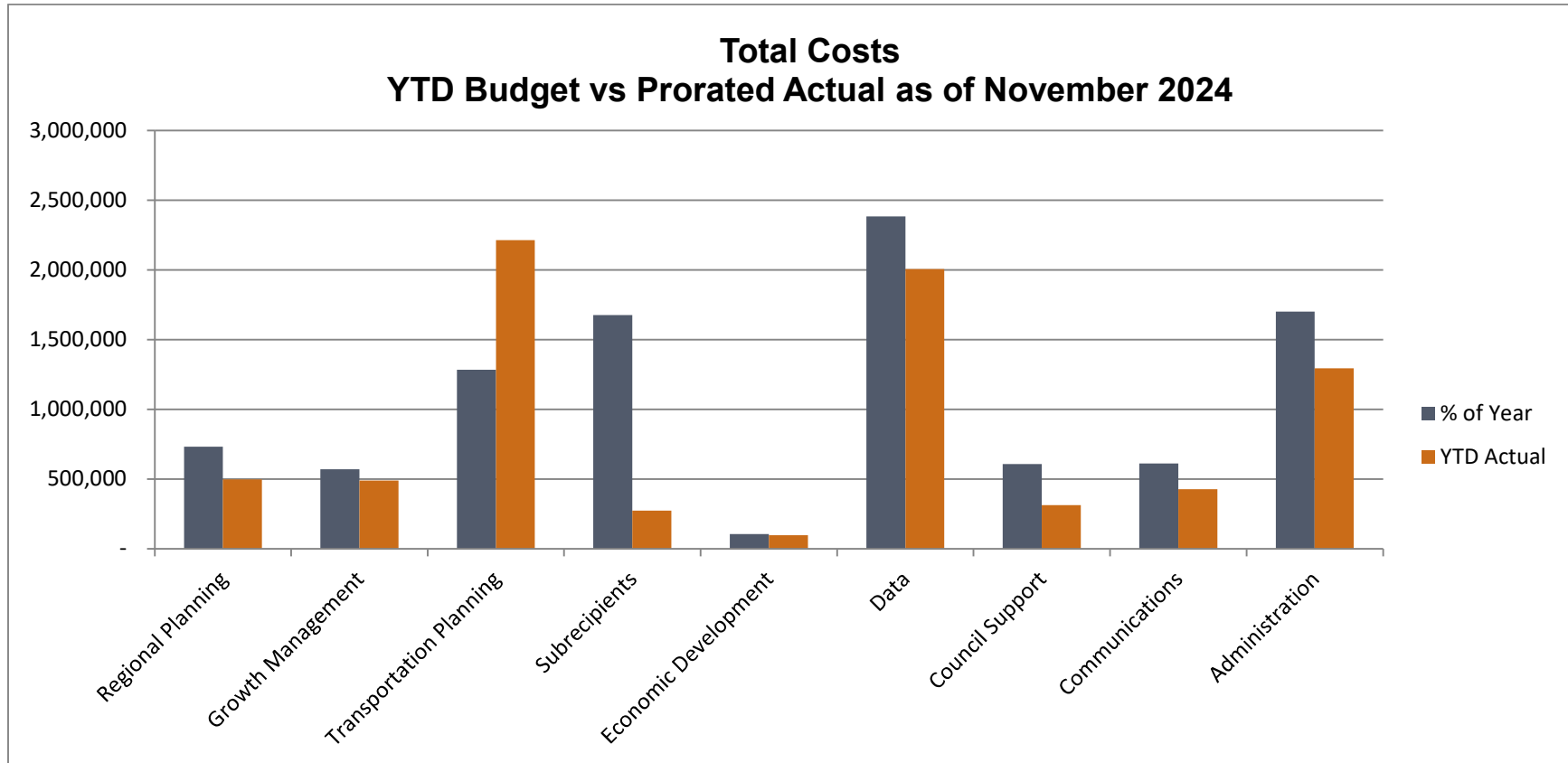
Joe Simmons, CPA, Program Manager – Joe has been with the State Auditor’s Office since 1987 and became Audit Manager of Team Central King County in November of 2015. In his prior role as Assistant Audit Manager on two different teams he worked on audits of state and local governments throughout Pierce, Kitsap, Mason, Clallam, and Jefferson counties. He has also provided support as one of our Office’s county and city subject matter specialists and is currently the CPA audit Program Manager. Phone: (206) 613-7628 SimmonsJ@sao.wa.gov

Sherry Chang, Assistant Audit Manager – Sherry graduated from University of Oregon with a Bachelor of Arts degree in Accounting and has been with the State Auditor’s Office since 2003. In her role as Assistant Audit Manager on three different teams, Sherry supervised and worked on financial statement, federal grant compliance and accountability audits for state and local governments throughout King, Kittitas, Yakima and south Snohomish Counties. Phone (206) 613-7625 or Sherry.Chang@sao.wa.gov

Omaira Garcia, Assistant State Auditor – Omaira graduated from University of Washington Tacoma with a degree in Finance. She has been with the Washington State Auditor’s Office since April 2023. In her role as an Assistant State Auditor, she has audited the City of Seattle, Seattle Park District, Seattle Housing Authority and King County. | Phone: 206-613-7608 | Email: omaira.garcia@sao.wa.gov

Jeanea Mejia, Assistant State Auditor - Jeanea started at SAO in May 2024 after graduating from University of Washington Bothell with a degree in Accounting. In her role as an Assistant State Auditor, Jeanea has worked

on financial audits for King County. Phone: (206)- 613- 7615 | Email: jeanea.mejia@sao.wa.gov



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.

36.8% of labor, 13.5 % of consultant budget not including Safe Streets and Roads for All Subrecipients, and 38.9% of direct budget expensed.

6.8% 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 1/15/25

5.e

Large contracts are those contracts having a value over \$10,000. Authorization to award a contract over \$10,000 goes before the Operation Committee for approval and their recommendation to the Executive Board to authorize the Executive Director to enter into a consultant contract for a particular work project in the adopted budget.										
Contractor	Description	Project* Manager	Board Approved	Date Issued	% DBE/ WBE**	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
NEW										
Resource Systems Group	RTP Project Consistency Evaluation Framework	Kelly McGourty	06/27/24	11/11/24	0%	\$100,000	\$566	\$99,434	1%	03/31/25
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	06/27/24	12/20/24	0%	\$228,000	\$0	\$228,000	0%	06/19/25
WSP, Inc.	Town of Eatonville Local Safety Plan	Gary Simonson	04/27/23	11/22/24	0%	\$200,000	\$0	\$200,000	0%	12/31/25
AMENDED										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$235,000	\$165,655	\$69,345	70%	06/30/25
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	100%	\$227,976	\$185,059	\$42,917	81%	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%	06/30/25
WSP, Inc.	U.S. DOT SSFA Technical Support	Gary Simonson	04/27/23	01/08/24	0%	\$998,719	\$563,150	\$435,569	56%	6/31/25
COMPLETED *** NONE										
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	12/01/22	01/03/23	0%	\$228,000	\$228,000	\$0	100%	12/19/24
PROJECT SPECIFIC										
AMPORF	Travel Model Software Development Cooperative	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	\$33,589	\$16,411	67%	06/30/25
Botancl Designs, Inc.	Plant Design, Installation, and Maintenance 1201 Third	Nancy Buonanno Grennan	09/28/23	10/03/23	0%	\$16,736	\$9,398	\$7,338	56%	12/31/25
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$47,500	\$45,549	\$1,951	96%	06/30/25
Jennifer Ziegler Public Affairs Consulting, Inc.	WA State Legislative Monitoring	Robin Koskey	04/25/24	05/10/24	0%	\$160,000	\$32,000	\$128,000	20%	04/30/26
PC Bennett Solutions	Enterprise Resource Planning Software System	Lili Mayer	12/07/23	07/10/24	0%	\$200,000	\$126,474	\$73,526	63%	06/30/34
Quivas Street Consulting LLC	Government Relations Support	Robin Koskey	04/25/24	05/24/24	0%	\$60,000	\$10,384	\$49,616	17%	01/31/25
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$1,569,913	\$830,600	\$739,313	53%	08/31/26
Resource Systems Group	2023 Household Survey Program - Wave 2	Brian Lee & Suzanne Childress	03/24/22	10/12/22	0%	\$699,913	\$37,252	\$662,662	5%	03/31/26
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 Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$159,629	\$40,371	80%	06/30/25
Triskelle Software Solutions, LLC	Transportation Projects Database & Online Apps Upgrade	Jennifer Barnes	06/22/13	02/07/24	0%	\$150,000	\$15,384	\$134,616	10%	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	\$428,839	\$221,161	66%	06/30/25
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$25,475	\$5,525	82%	09/30/25
Upanup, Inc	Website Usability & Accessibility Audit	Carolyn Downs	04/25/24	06/21/24	0%	\$24,970	\$20,805	\$4,165	83%	1/31/2025
VisionSnap, Inc.	Upgrades to Transp. Projects Online Application Services	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
ON-CALL										
Fisko Kretschmer Smith Dixon Ormseth	On-Call Legal Services for Commercial Leases	Nancy Buonanno Grennan	05/27/21	06/08/22	0%	\$15,000	\$10,042	\$4,958	67%	tbd
						TOTAL	\$6,459,627	\$3,137,716	\$3,321,911	
* 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.										
Operating Leases										
Description		Minimum Annual Payments:				Totals		Contract		
								End Date		

**Puget Sound Regional Council
GRANT STATUS REPORT**

5.f

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 11/30/24	Remaining to be Expended	Billed as of 11/30/24	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY22-23 FHWA Funding (through Sep 30, 2024) total FHWA	Regional Planning	Lili Mayer	Multiple	4,258,046.75	4,258,046.75	-	4,258,046.75	-	7/1/21 - tbd
	Regional Planning	Lili Mayer	Multiple	8,432,870.36	3,469,253.70	4,963,616.66	3,469,253.70	4,963,616.66	7/1/23-6/30/25
				12,690,917.11	7,727,300.45	4,963,616.66	7,727,300.45	4,963,616.66	
FTA 5303 Carry Forward Funding FY22-23 FTA 5303 Funding (through Sep 30, 2024) total FTA 5303	Regional Planning	Lili Mayer	Multiple	1,318,471.38	1,318,471.38	-	1,318,471.38	-	7/1/21 - tbd
	Regional Planning	Lili Mayer	Multiple	2,895,988.05	2,331,175.00	564,813.05	2,331,175.00	564,813.05	7/1/23-6/30/25
				4,214,459.43	3,649,646.38	564,813.05	3,649,646.38	564,813.05	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	1,067,566.00	439,592.00	1,067,566.00	439,592.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,416,679.70	583,320.30	1,416,679.70	583,320.30	7/1/23 - 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	933,104.46	316,895.54	933,104.46	316,895.54	4/3/24 - 3/31/26
USDOT Office of Safety	Safety Action Plans Phase 1	Ben Bakkenta	Multiple	4,860,363.00	1,503,533.44	3,356,829.56	1,503,533.44	3,356,829.56	5/19/23 - 12/31/25
USDOT Office of Safety	Safety Action Plans Phase 2	Ben Bakkenta	Multiple	2,870,000.00	16,290.78	2,853,709.22	16,290.78	2,853,709.22	4/17/24 - 6/30/27
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	121,769.80	78,230.20	121,769.80	78,230.20	7/1/23 - 6/30/25
				34,107,356.97	13,307,006.53				
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
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



Puget Sound Regional Council

January 16, 2025

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](#).