



Puget Sound Regional Council

## Operations Committee

Thursday, February 27, 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 10 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](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. Discussion Items

- a. Fiscal Year 2024 Audit Results for Puget Sound Regional Council and the Central Puget Sound Economic Development District.

#### **4. Consent Agenda - Action Items**

- a. Approve Minutes of Meeting held January 23, 2025.
- b. Approve Vouchers January 15, 2025 Through February 3, 2025, in the Amount of \$1,437,654.97.
- c. Approve Contract Authority for 2025 General Assembly

#### **5. Information Items**

- a. Monthly Budget Report
- b. Contract Status Report
- c. Grant Status Report
- d. VISION 2050 Awards – Call for Nominations
- e. Save the Date! PSRC General Assembly, Thursday, May 22, 2025, 10:00 a.m. – 1:00 p.m. Location to be determined.

#### **6. Next Meeting:**

Thursday, March 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](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

February 20, 2025

### **DISCUSSION ITEM**

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Fiscal Year 2024 Audit Results for Puget Sound Regional Council and the Central Puget Sound Economic Development District**

### **IN BRIEF**

On February 27, 2025, the State Auditor's Office (SAO) will hold their annual exit conference at the Operations Committee meeting.

### **DISCUSSION**

The SAO will present the results of their audit of both PSRC and CPSEDD. Audit reports, including financials, are expected to be published the week of March 10, 2025, on the SAO website at: [www.sao.wa.gov](http://www.sao.wa.gov).

For more information, please contact Lili Mayer at 206-971-3268 or [LMayer@psrc.org](mailto:LMayer@psrc.org).



## Puget Sound Regional Council

### MINUTES

#### Operations Committee

January 23, 2025

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 9:00 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 membership changes:

- Councilmember Jeff Sproul, Orting, Pierce County Other Cities and Towns
- Councilmember Robyn Denson, Pierce County alternate
- Commissioner Christine Rolfes, Kitsap County and Kitsap County Other Cities and Towns, alternate
- Councilmember Joe Deets, Bainbridge Island, departed the committee.

Roll call determined that a quorum was present.

### COMMUNICATIONS AND PUBLIC COMMENT

Councilmember Brodie Nelson, Carnation, expressed interest in participating in the Operations Committee.

Chair Somers requested staff to follow up with Councilmember Nelson regarding the Operations Committee membership.

### CONSENT AGENDA

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

- a. Approve Minutes of Meeting held October 24, 2024.
- b. Approve Minutes of Meeting held December 5, 2024.
- c. Approve Vouchers Dated November 12, 2024 Through January 13, 2025, in the Amount of \$2,550,879.63.

**The motion passed.**

**DISCUSSION ITEM: DRAFT BIENNIAL BUDGET & WORK PROGRAM UPDATE – DUES SCENARIOS**

Andrew Werfelmann, PSRC, reminded the committee that at its December meeting they discussed possible dues increases for the Draft 26-27 Biennial Budget and Work Program. Mr. Werfelmann provided an overview of dues increase scenarios which were included in the agenda packet. Members discussed the parameters of the PSRC contingency goal policy and the long-term effects of not implementing a membership dues increase. Members discussed the importance of staying on track to meet the contingency goal target.

The committee directed staff to implement a 1% per year membership dues increase to meet PSRC's contingency goal target (Erickson/Wahl). The recommendation would be incorporated into the budget for final review of the Executive Board. The Executive Board would recommend the budget for General Assembly adoption.

**INFORMATION ITEMS:**

a. New Employee Status Report

Thu Le introduced one new employee: Alyssa Quinn.

b. Staffing Update

Nancy Buonanno Grennan, PSRC, provided an overview of PSRC's workforce and highlights from the annual employee survey. The committee was also briefed on major focus areas for employee engagement.

Committee members asked for the demographic make-up of staff. Ms. Buonanno Grennan would update the presentation with the information and share with the committee.

c. FY2024 Audit for Puget Sound Regional Council and the Central Puget Sound Economic Development District

Lili Mayer, PSRC, shared that PSRC's audit began December 16. The audit is expected to conclude early February. PSRC expects a good outcome from the audit with no findings.

d. Monthly Budget Report

e. Contract Status Report

f. Grant Status Report

g. 2025 Executive Board and Operations Committee Meeting Schedule

The committee reviewed standard monthly reports.

**NEXT MEETING**

The next meeting is scheduled for Thursday, February 27, 2025, 9:00-9:50 a.m.

## **ADJOURN**

The meeting was adjourned at 9:32 a.m.

## **ATTACHMENTS**

A. Attendance January 23, 2025

**PSRC Operations Committee January 23, 2025**

<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
		COM Christine Rolfes, Kitsap County Alt.	
Pierce County	1	CM Dave Morell	1
		CM Robyn Denson Alt.	
Pierce County Cities/Towns	1	Vacant	
		CM Jeff Sproul, Orting Alt.	1
Snohomish County	1	EXEC Dave Somers, Chair	1
		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		8
		(Quorum = 5) Quorum Total	7



## Puget Sound Regional Council

February 20, 2025

### CONSENT AGENDA

**To:** Operations Committee

**From:** Josh Brown, Executive Director

**Subject:** **Approve Vouchers Dated January 15, 2025 Through February 3, 2025 in the Amount of \$1,437,654.97**

### 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>
01/21/25 - 02/03/25	AP Vouchers	\$ 483,848.74
01/15/25 - 01/31/25	Payroll	\$ 953,806.23
		<hr/>
		<b>\$ 1,437,654.97</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

February 20, 2025

### **CONSENT AGENDA**

**To:** Operations committee  
**From:** Josh Brown, Executive Director  
**Subject:** **Approve Contract Authority for 2025 General Assembly**

### **IN BRIEF**

Executive Board authorization is required for the Executive Director to enter into a contract in excess of \$10,000 per year. A request is being made to authorize the Executive Director to enter into one or more contracts to include but not limited to space rental, catering, speaker and audio-visual expenses related to the 2025 General Assembly.

### **RECOMMENDED ACTION**

Recommend the Executive Board authorize the Executive Director to enter into one or more contracts in support of the 2025 General Assembly. The total cost for all contracts will not exceed \$47,000.

### **BUDGET IMPACT**

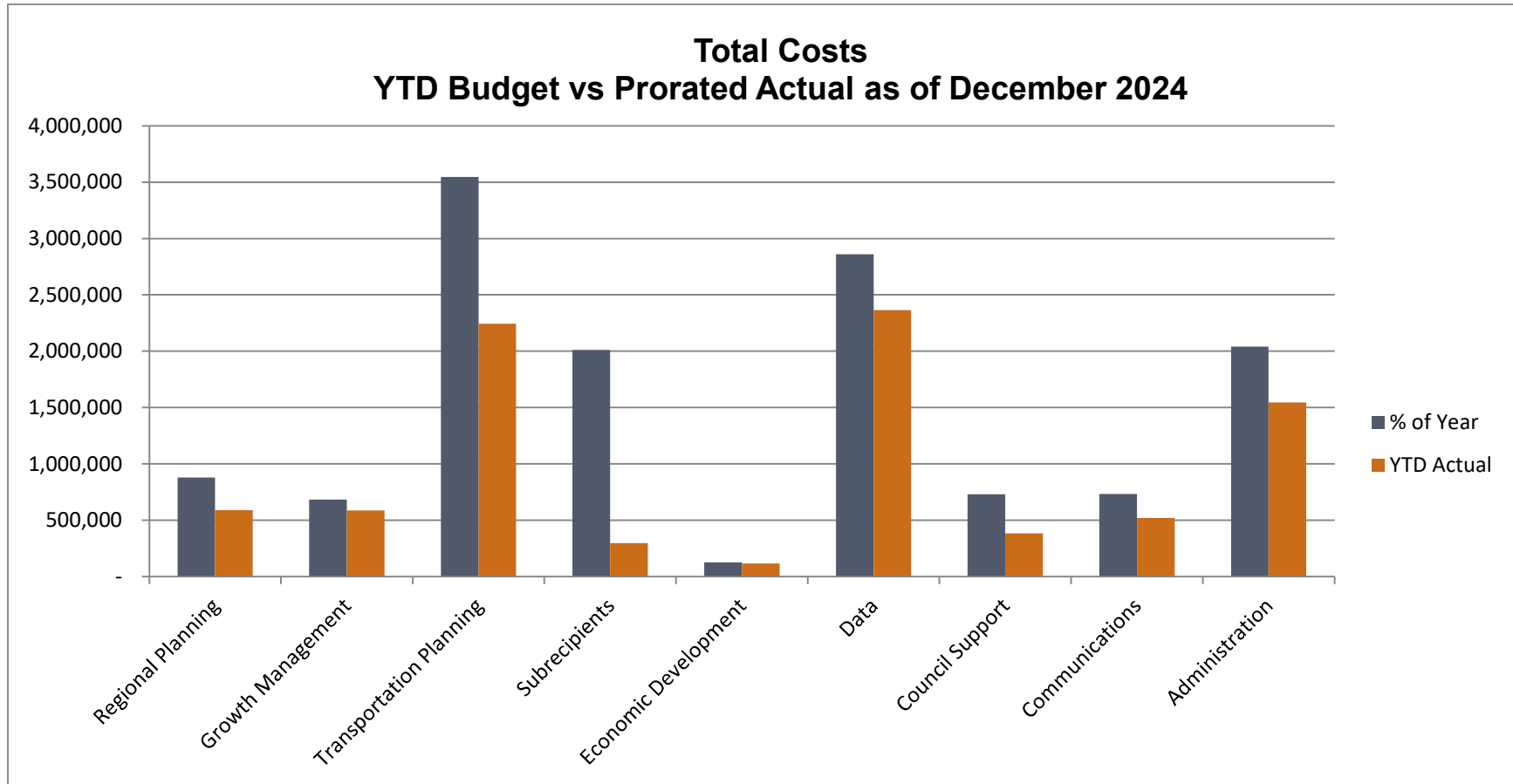
The adopted Fiscal Year 2024-2025 Supplemental Biennial Budget and Work Program includes funding for this project. The total budget for the contracts is not to exceed \$47,000.

### **DISCUSSION**

The Puget Sound Regional Council's General Assembly includes all mayors, county executives, commissioners and councilmembers of PSRC member jurisdictions, tribes and statutory members. Each elected representative is a voting member of the General Assembly. The General Assembly will meet on May 22, 2025 to adopt the FY

2026-2027 Biennial Budget and Work Plan, elect new officers and adopt the Regional Safety Plan.

For additional information, please contact Josh Brown, Executive Director, at [jborwn@psrc.org](mailto:jborwn@psrc.org) or 206-464-7515 or Sheila Rogers, Executive Administrator, at [srogers@psrc.org](mailto:srogers@psrc.org) or 206-464-5815.



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.

44.0% of labor, 17.6 % of consultant budget not including Safe Streets and Roads for All Subrecipients, and 40.9% of direct budget expended.

7.4% 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 2/18/2025

5.b

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>										
<b>AMENDED</b>										
<b>COMPLETED *** NONE</b>										
Botanocal Designs, Inc.	Plant Design, Installation, and Maintenance 1201 Third	Nancy Buonanno Grennan	09/28/23	10/03/23	0%	\$16,736	\$16,458	\$278	98%	12/31/25
Quivas Street Consulting LLC	Government Relations Support	Robin Koskey	04/25/24	05/24/24	0%	\$60,000	\$14,864	\$45,136	25%	01/31/25
Upaup, Inc	Website Usability & Accessibility Audit	Carolyn Downs	04/25/24	06/21/24	0%	\$24,970	\$24,966	\$4	100%	1/31/2025
<b>PROJECT SPECIFIC</b>										
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	\$33,819	\$16,181	68%	06/30/25
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	06/27/24	12/20/24	0%	\$228,000	\$11,250	\$216,750	5%	06/19/25
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	\$127,811	\$72,189	64%	06/30/34
Resource Systems Group	RTP Project Consistency Evaluation Framework	Kelly McGourty	06/27/24	11/11/24	0%	\$100,000	\$6,093	\$93,907	6%	03/31/25
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	\$57,257	\$642,656	8%	03/31/26
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	0%	\$100,000	\$78,623	\$21,377	79%	06/30/25
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	0%	\$200,000	\$162,072	\$37,928	81%	06/30/25
Triskelle Software Solutions, LLC	Transportation Projects Database & Online Apps Upgrade	Jennifer Barnes	06/22/13	02/07/24	0%	\$150,000	\$28,633	\$121,367	19%	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	\$503,613	\$146,387	77%	06/30/25
Upaup, Inc.	Website Support	Carolyn Downs	09/22/22	10/01/22	0%	\$31,000	\$25,475	\$5,525	82%	09/30/25
VisionSnap, Inc.	Upgrades to Transp. Projects Online Application Services	Jennifer Barnes	04/27/23	08/18/23	0%	\$30,000	\$24,675	\$5,325	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%	\$998,719	\$654,474	\$344,244	66%	6/31/25
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
<b>ON-CALL</b>										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	0%	\$235,000	\$167,395	\$67,605	71%	06/30/25
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	100%	\$47,500	\$45,862	\$1,638	97%	06/30/25
Fisko Kretscher 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
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
						<b>TOTAL</b>	<b>\$6,231,627</b>	<b>\$3,165,271</b>	<b>\$3,066,356</b>	
* Staff Directory										
** Percentage of DBE/WBE as certified by Washington State										
*** A list of Completed Contracts is available on request.										
<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>Operating Leases</b>										
Copiers NorthWest Copier Lease	36 months beginning November 2020					FY 2023	FY 2024	FY 2025	Thereafter	Contract End Date
Granicus Web Streaming & Closed Captioning	24 months beginning June 2023					\$5,784	\$8,250	\$8,250	\$8,250	11/30/26
Waterfront Holdings/1201 Third Ave.	New lease begins June 1, 2024					\$28,052	\$25,444	\$26,717	tbd	05/31/25
						\$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
Upaup, Inc.	Website Hosting	Carolyn Downs	N/A	10/1/2023	0%	\$8,400	\$2,100	\$6,300	25%	09/30/25
Anne Avery	On-Call Writing Support	Robin Koskey	N/A	8/23/2024	0%	\$8,000	\$1,050	\$6,950	13%	08/31/25

**Puget Sound Regional Council  
GRANT STATUS REPORT**

**5.c**

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 12/31/24	Remaining to be Expended	Billed as of 12/31/24	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	3,770,927.17	4,661,943.19	3,770,927.17	4,661,943.19	7/1/23-6/30/25
				12,690,917.11	8,028,973.92	4,661,943.19	8,028,973.92	4,661,943.19	
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	1,254,038.62	1,641,949.43	1,254,038.62	1,641,949.43	7/1/23-6/30/25
				4,214,459.43	2,572,510.00	1,641,949.43	2,572,510.00	1,641,949.43	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	1,130,364.00	376,794.00	1,130,364.00	376,794.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,500,013.80	499,986.20	1,500,013.80	499,986.20	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	175,000.00	125,000.00	175,000.00	125,000.00	4/1/23 - 3/31/26
FY24 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	1,037,500.00	212,500.00	1,037,500.00	212,500.00	4/3/24 - 3/31/26
USDOT Office of Safety	Safety Action Plans Phase 1	Ben Bakkenta	Multiple	4,860,363.00	1,558,593.23	3,301,769.77	1,558,593.23	3,301,769.77	5/19/23 - 12/31/25
USDOT Office of Safety	Safety Action Plans Phase 2	Ben Bakkenta	Multiple	2,870,000.00	18,742.94	2,851,257.06	18,742.94	2,851,257.06	4/17/24 - 6/30/27
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	140,338.32	59,661.68	140,338.32	59,661.68	7/1/23 - 6/30/25
				34,107,356.97	13,730,861.33				
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

# VISION 2050 AWARDS



5.d



Puget Sound Regional Council

## Call for Nominations 2025

The Puget Sound Regional Council is seeking nominations for the VISION 2050 Awards Program through April 18, 2025.

The VISION 2050 Awards celebrate progress to enhance the region's communities and natural environment while advancing equity and opportunity for all. The awards recognize innovative work to create a better future for central Puget Sound.

We welcome nominations in the following categories:

### On the Ground

Projects that show VISION 2050 in action today, including housing, mixed-use development or redevelopment, expanding access to opportunity, open space preservation, and transportation investments.

### Planning Ahead

Comprehensive or subarea plans, economic development plans, climate action plans, equity initiatives, design guidelines, outreach programs, and other similar efforts that are shaping a positive future for the region.

### Working Together

Cross-jurisdictional or public/private partnerships focused on solutions or working together to tackle tough problems and advance VISION 2050. Examples include multijurisdictional work on housing affordability, environmental and climate initiatives, corridor transportation planning, or other similar efforts to face long-term regional challenges.

### The region's vision for 2050

is to provide exceptional quality of life, opportunity for all, connected communities, a spectacular natural environment, and an innovative, thriving economy. More information about the goals and themes of VISION 2050 can be found at [www.psrc.org](http://www.psrc.org)



## Eligibility

PSRC will only be accepting nominations directly from its [membership](#). Others seeking to nominate projects can do so through the member jurisdiction in which the project is located. PSRC will help connect potential nominees with local governments to help with the nomination process. Please contact [Michele Leslie](#) with questions.

Nominations must be for projects, programs, plans or partnerships within the four-county region of King, Kitsap, Pierce and Snohomish counties that help achieve VISION 2050. More information about the goals and themes of VISION 2050 can be found at [psrc.org/vision](https://psrc.org/vision).

All nominated projects must be completed and open, plans must be adopted by their jurisdictions, programs must be in operation and partnerships must be formally working together.

## Submit a Nomination!

Nominations must be submitted online through the [VISION 2050 Awards Nomination Form](#)

Learn more at: [www.psrc.org](https://www.psrc.org)

Scan the code for  
the nomination form



## Schedule

- April 18, 2025 – Nominations due
- April–May 2025 – Awards Selection Committee composed of PSRC board members will select the award winners
- Summer 2025 – Awards presented on location around the region





5.e



SAVE THE DATE

Puget Sound Regional Council

# 2025 ANNUAL GENERAL ASSEMBLY

 **Thursday, May 22, 2025 | 10:00 AM to 1:00 PM**

 **Location TBD**

PSRC's General Assembly will meet on **May 22, 2025**, to vote on major decisions, establish the budget, and elect new officers. Please save the date!

All mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions and tribes have votes at the Assembly and are encouraged to participate.

Registration will open in **early April**.

For questions, please contact **Sheila Rogers** at (206) 354-6560 or email [srogers@psrc.org](mailto:srogers@psrc.org).



Puget Sound Regional Council

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