



Puget Sound Regional Council

Operations Committee

Thursday, July 24, 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=JXCx2A0UMDbldexTROQBDywY7htPX.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 Ryan Mello, Chair

2. Communications and Public Comment

Public comment must relate to an action or discussion item on the agenda.

3. Consent Agenda - Action Items

- Approve Minutes of Meeting held June 26, 2025
- Approve Vouchers June 3, 2025, Through July 3, 2025, in the Amount of \$1,285,804.83

4. Action Items

- a. Approve Additional Contract Authority for Information Technology Services
- b. Approve PSRC FY 2026 Indirect Cost Rate
- c. Approve Increased Contract Authority for Transportation Projects Database & Online Applications Upgrade
- d. Approve Increased Contract Authority for Enterprise Resource Planning Software

5. Information Items

- a. Monthly Budget Report
- b. Contract Status Report
- c. Grant Status Report
- d. PSRC Equity Advisory Committee Recruitment – [Applications due August 29](#)

6. Next Meeting: NO MEETING IN AUGUST

Thursday, September 23, 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

June 26, 2025

1201 Third Avenue, Ste 500, Seattle, WA 98101

CALL TO ORDER AND ROLL CALL

Executive Ryan Mello, Chair, called the meeting to order at 9:01 a.m. and welcomed members and attendees to his first meeting as Chair of the Operations Committee. He introduced new and updated committee appointments, including Councilmember Dave Morell as alternate for Pierce County, Councilmember Stan Flemming, University Place, representing Other Cities and Towns in Pierce County, and Councilmember Sam Low as the new member for Snohomish County, with Councilmember Jared Mead as alternate.

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 (Simpson/Wahl) to

- a. Approve Minutes of Meeting held April 24, 2025
- b. Approve Vouchers Dated April 14, 2025 Through June 2, 2025, in the Amount of \$2,901,299.64
- c. Adopt 2025 Update to PSRC's Title VI Plan

The motion passed.

ACTION ITEM: APPROVE CONTRACT AUTHORITY TO EXTEND ON-CALL GIS/IT CONSULTANT SUPPORT FOR 2026-2027

Carol Naito, PSRC, presented a request to extend PSRC's contract with Blue Raster for on-call GIS and IT consultant support through June 2027, with a budget not to exceed \$50,000. The contract extension is included in the adopted biennial budget and work

program. The contract extension supports system monitoring, maintenance, and on-call support for the newly implemented cloud-based GIS systems.

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

Authorize the Executive Director to extend a consultant contract for an amount not to exceed \$50,000 for on-call GIS-related advisory and information technology services in support of the agency's GIS operations.

The motion passed.

ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR REGIONAL ECONOMIC MODEL PURCHASE AND LEASE

Craig Helmann, PSRC, presented a request for contract authority, not to exceed \$85,000, to either purchase or lease the Regional Economic Models Inc. (REMI) macroeconomic forecasting model. The model provides updated population and economic forecast data, supporting regional planning efforts. The requested authority allows staff flexibility to determine whether purchase or lease of the model is most advantageous.

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

Recommend that the Executive Board authorize the Executive Director to enter into a contract to purchase the REMI regional macroeconomic forecast model not to exceed \$85,000.

The motion passed.

ACTION ITEM: AUTHORIZE BUDGET AMENDMENT AND INCREASE CONTRACT AUTHORITY FOR THE 2025 SURVEY WAVE OF THE PUGET SOUND REGIONAL HOUSEHOLD TRAVEL SURVEY PROGRAM

Brian Lee, Program Manager for Data Solutions and Research, requested authorization to amend the budget and increase contract authority by \$200,000 for the 2025 survey wave of the Puget Sound Regional Household Travel Survey Program. The amendment utilizes Safe Streets and Roads for All (SS4A) grant funds to conduct a follow-up transportation safety survey with respondents from the 2025 household travel survey, focusing on vulnerable users and safety attitudes.

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

1. Amend the budget to add \$200,000 from PSRC's Safe Streets and Roads for All grant to the 2025 Survey Wave of the 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 \$200,000 to conduct a follow-up transportation safety survey to the 2025 Survey Wave of the Puget Sound Regional Household Travel Survey Program.

The motion passed.

INFORMATION ITEMS:

a. New Employee Status Report

Noah Boggess, PSRC, introduced two new interns: Juli Malit and Eric Alipio.

Nancy Buonanno Grennan, PSRC, announced her retirement. She shared that Marc Daily joined PSRC in June as the Director of Administrative Services and will be assuming her role. Marc will serve as the staff lead for the Operations Committee.

Josh Brown, PSRC, acknowledged Nancy's significant contributions, including overseeing the organization's office relocation and enhancing staff support through HR improvements. The committee thanked her for her service.

b. Monthly Budget Report

c. Contract Status Report

d. Grant Status Report

The committee reviewed standard monthly financial reports.

The next Operations Committee meeting is scheduled for Thursday, July 24, 2025, at 9:00 a.m. There will be no meeting in August.

ADJOURN

The meeting was adjourned at 9:37 a.m.

ATTACHMENTS

a. Attendance June 26, 2025

PSRC Operations Committee 2025

3.a - Att. A

Jurisdiction	Member	Attend
King County	2 Vacant	
	Vacant	
City of Seattle	1 CM Dan Strauss	
	Vacant Alt.	
King County Cities/Towns	1 CM Chris Roberts, Shoreline	
	MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1 MYR Becky Erickson, Poulsbo	1
	COM Christine Rolfes, Kitsap County Alt.	
Pierce County	1 Executive Ryan Mello	1
	CM Dave Morell Alt.	1
Pierce County Cities/Towns	1 CM Stan Flemming, University Place	
	CM Jeff Sproul, Orting Alt.	
Snohomish County	1 CM Sam Low	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	6
		(Quorum = 5) Quorum Total
		5



Puget Sound Regional Council

July 17, 2025

CONSENT AGENDA

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated June 3, 2025, through July 3, 2025, in the Amount of \$1,285,804.83**

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

WARRANT DATE

06/03/25 - 07/03/25

06/13/25 - 06/30/25

VOUCHER NUMBER

AP Vouchers

Payroll

TOTALS

\$ 470,443.93

\$ 815,360.90

\$ 1,285,804.83

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



Puget Sound Regional Council

July 17, 2025

ACTION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Additional Contract Authority for Information Technology Services

IN BRIEF

Executive Board authorization is required for the Executive Director to enter into a contract in excess of \$10,000. The Executive Board approved contract authority for information technology consulting services in an amount not to exceed \$50,000 for FY 2026-2027. A request is being made to increase that contract authority to reflect current consulting costs by an additional \$55,000, for a total authority not to exceed \$105,000 for FY 2026-2027.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter into contracts for information technology consulting services in a total amount not to exceed \$105,000 for FY 2026-2027.

BUDGET IMPACT

The recommended Biennial Budget and Work Program for Fiscal Years 2026-2027 includes sufficient funding for these administrative support services. Specifically, the adopted budget includes \$130,000 for information technology services, under Administrative Services (Task 900).

DISCUSSION

PSRC outsources network management and maintenance to assist PSRC's information technology (IT) staff. Services include review of PSRC's network and IT needs, incident response, project engineering and back-up "help desk" support. A new competitive

process was conducted in June 2025, as well as a review of the Washington State Department of Enterprise Services' contracted rates for comparable services. Based upon the rates quoted, additional contract authority will be needed to ensure the IT team continues to have the requisite consulting assistance for the full two fiscal years. PSRC has been spending just under \$50,000 per year for the past two years.

For more information, please contact Marc Daily, Director of Administrative Services, at (206) 464-7528 or by email at mdaily@psrc.org.



Puget Sound Regional Council

July 17, 2025

ACTION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Approve PSRC FY 2026 Indirect Cost Rate**

IN BRIEF

A request is being made for approval of PSRC's Fiscal Year 2025 Indirect Cost Rate Proposal (ICRP).

RECOMMENDED ACTION

Recommend the Executive Board approve PSRC's Fiscal Year 2025 indirect cost rate proposal with a benefit rate of 52.25% and indirect rate of 45.43%.

BUDGET IMPACT

The attached ICRP is used to allocate PSRC's budgeted benefits and indirect costs to federal awards. The benefits and indirect costs were included as part of PSRC's Biennial Budget and Work Program for Fiscal Years 2026-2027 as adopted by the General Assembly on May 22, 2025.

DISCUSSION

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

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

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

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

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

ATTACHMENTS

- A. FY2026 Indirect Cost Plan Proposal



Puget Sound Regional Council

July 7, 2025

Federal Transit Administration – Region 10
915 Second Avenue, Suite 3142
Seattle, Washington 98174

To Whom it May Concern,

Attached is the proposed indirect cost plan produced for review by the Federal Transit Administration. The rate is based on budgeted fiscal year 2026 indirect expenses and uses fixed rate with carryforward as a basis for the indirect cost plan.

The budgeted fiscal year 2026 benefit rate is 52.25% of salaries. The proposed indirect rate is 45.43% of direct labor costs.

Please also find the following attached for your review:

- Cost Allocation Rate Proposal
- An Organization Chart
- Fiscal Year 2024 Audited Financial Statements
- Proposal Reconciliation with FY 24 Financial Statements
- Certification of Conformance with 2 CFR 200

If you have any questions or concerns you may contact me at 206-971-3268 or lmayer@psrc.org.

Thank you,

Lili Mayer

Lili Mayer
Finance Manager
Phone: 206-688-8221
Email: lmayer@psrc.org
Enclosure

INTRODUCTION

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

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

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

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

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

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

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

PSRC has made a change in its accounting system. However the change does not significantly impact the approved Indirect Cost Rate Proposal and its basis of application. PSRC’s proposed indirect rate does not exceed its previously approved 2017 rate of 53.73% by more than 20%. PSRC has not changed its Indirect Cost Rate Proposal methodology. PSRC will not submit the plan to FTA for approval but the plan will be kept on file and made available to review as required.

**RECONCILIATION OF ALLOCATED DIRECT EMPLOYEE BENEFITS AND OH
VS PAID DIRECT EMPLOYEE BENEFITS
FOR THE YEAR ENDING JUNE 30, 2024**

Total Employee Benefits Incurred:

Employee Leave Benefits	1,278,313
Employee non-leave Benefits	2,720,744
Total Employee Benefits Incurred	<u>\$ 3,999,056</u>

2024 Actual Benefit Rate Calcualtion:

<u>Total Actual Benefits</u>	=	<u>3,999,056</u>	62.81%
Total Actual Salaries		6,367,330	

Total Direct Salaries \$ 5,114,109

Total Allocated Direct Benefits (@ 54.49% of Total Direct Salaries) \$ 2,786,678

Total Direct Salaries and Allocated Direct Benefits \$ 7,900,787

Total Allocated Indirect Cost per Government Wide Statement

((@ 48.08% of Direct Salaries and Allocated Benefits (\$6,646,826.33 x 48.08%)) \$ 3,798,697

Less: Total Actual Net Indirect Cost for FY 2024 \$ 3,405,250

Allocated Indirect Cost less Actual Indirect Cost	Over (Under)	<u>\$ 393,448</u>
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Total Allocated Direct Benefits \$ 2,786,678

Less: Total Actual Direct Benefits \$ 3,211,960

Allocated Direct Benefits less Actual Direct Benefits	Over (Under)	<u>\$ (425,281)</u>
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Allocated Indirect Cost and Direct Benefits	Over (Under)	<u>\$ (31,834)</u>
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Indirect Salaries 1,253,221

Indirect Benefits 787,096

Indirect Costs 1,364,933

Total Indirect Incurred	<u>\$ 3,405,250</u>
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2024 Actual Indirect Rate Calcualtion:

<u>Total Actual Indirect Costs</u>	=	<u>3,405,250</u>	40.90%
Total Direct Salaries/Benefits		8,326,069	

Note: FY 2024 Allocated Benefit Rate of 48.08% and Indirect Rate of 54.49% (Based on final Budget vs Actual Report for FY2024)

**PUGET SOUND REGIONAL COUNCIL
BENEFIT RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2026**

FY 2026 Budgeted Benefits	\$ 4,102,619
FY 2026 Budgeted Direct Salaries	6,517,599
FY 2026 Budgeted Indirect Salaries	1,333,689
Total Salaries	\$ 7,851,289

BENEFIT RATE

$$\frac{\text{Total Benefits}}{\text{Total Salaries}} = \frac{4,102,619}{7,851,289} = \boxed{52.25\%}$$

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2026 BENEFIT COST**

Benefit	2025 Budget
Fica/Medicare	\$ 647,834
State L&I	33,874
State Unemployment	143,042
OR State TriMet	800
Vacation/Personal Time	751,128
Excess comp	0
Sick leave	4,264
Floating holiday	67,441
Holiday	362,432
Bereavement/Other	18,432
State Retirement	472,538
PERS Admin Fee	12,360
ICMA	339,564
Medical /Vision Insurance	995,894
Dental Insurance	73,219
LTD	46,449
Life insurance	6,333
Long term care	5,379
STD	60,485
EAP/Misc	8,000
Jury duty	309
EE recog	5,000
Transportation Incentive	47,843
Total	\$ 4,102,619

**PUGET SOUND REGIONAL COUNCIL
INDIRECT COST RATE CALCULATION
FOR THE YEAR ENDING JUNE 30, 2026**

FY 2026 Budgeted Indirect Cost	<u>\$ 4,508,478</u>
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FY 2026 Budgeted Direct Salaries	6,517,599
FY 2026 Budgeted Direct Benefits (Budgeted Salaries x Budgeted Benefit Rate)	<u>3,405,446</u>
Estimated FY 2026 Direct Salaries & Benefits	<u>\$ 9,923,045</u>

INDIRECT COST RATE

Total Indirect Cost	=	4,508,478	=	45.43%
Total Direct Salaries & Benefits		9,923,045		

**PUGET SOUND REGIONAL COUNCIL
ESTIMATED FY 2026. INDIRECT COST BUDGET**

Categories	2025 Budget
Indirect Salaries and Benefits	\$ 2,030,596
Other contract services	303,085
Accounting and auditing	93,000
legal services	150,000
Rent	709,488
Paper	2,000
Copier Expense	14,000
Graphics & Printing	10,000
Postage	2,000
Office Supplies	10,000
Records Storage	8,000
Maintenance & Repairs	20,000
Telephone	30,000
Furniture & fixtures	36,000
Delivery charges	250
Advertising	1,500
Conferences	10,000
Education & Training	52,500
Meetings	20,000
Professional Dues	57,000
Publications	4,000
Translation Services	10,000
Web Page	52,000
Equipment lease	20,000
Recruiting & Advertising	10,000
moving	80,000
Vehicle Parking & Fuel & maintenance	23,185
Data Acquisition	1,000
Miscellaneous	500
Hardware	50,000
Software	205,000
Hardware Maintenance	66,000
Software Maintenance	100,000
Telecoferencing	15,000
Internet	20,000
Computer Supplies	15,000
Cloud Services	120,000
Temporary Personnel	15,000
Insurance	141,234
Travel	15,000
Depreciation	268,000
FY2026 Total Indirect Costs	4,790,338

Plus: Estimated Cumulative Under Allocation as of 06/30/2024

Totals	<u>\$ 4,508,478</u>
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PUGET SOUND REGIONAL COUNCIL
SCHEDULE OF DIRECT AND INDIRECT COST
FOR THE YEAR ENDING JUNE 30, 2026

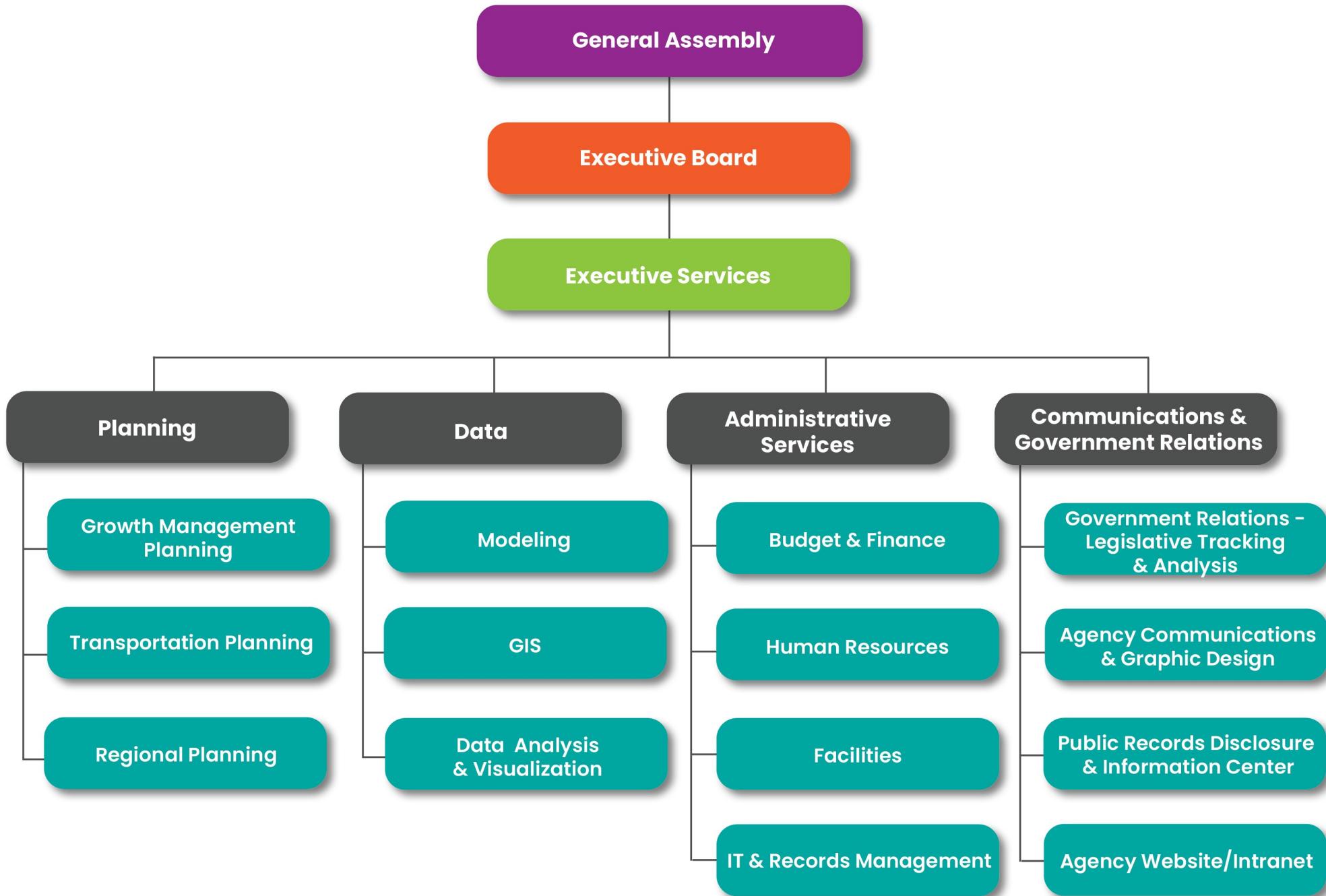
Categories	Total Cost	Direct Cost	Indirect Cost
Salaries	\$ 6,367,330	\$ 5,114,109	\$ 1,253,221
Benefits	3,999,056	3,211,960	787,096
Total Salaries & Benefits	\$ 10,366,386	\$ 8,326,069	\$ 2,040,317
Other contract services	1,349,634	1,237,850	111,783
Accounting and auditing	55,055	0	55,055
legal services	18,302	0	18,302
Rent	95,243	0	95,243
Outreach Compensation	726	726	0
Paper	255	0	255
Copier Expense	12,489	0	12,489
Graphics & Printing	16,599	893	15,706
Postage	679	0	679
Office Supplies	31,240	355	30,884
Records Storage	23,601	0	23,601
Maintenance & Repairs	6,800	0	6,800
Telephone	18,897	0	18,897
Furniture & fixtures	18,819	0	18,819
Delivery charges	0	0	0
Advertising	1,033	756	277
Conferences	41,832	34,185	7,647
Education & Training	28,496	3,000	25,496
Meetings	48,639	39,513	9,126
Professional Dues	18,038	400	17,638
Publications	3,561	715	2,846
Translation Services	17,638	0	17,638
Web Page	11,327	0	11,327
Equipment lease	0	0	0
Recruiting & Advertising	4,521	0	4,521
moving	13,851	0	13,851
Vehicle & Parking	14,153		14,153
Data Acquisition	21,537	18,479	3,058
Miscellaneous	0	0	0
Hardware	70,026	0	70,026
Software	66,511	79	66,432
Hardware Maintenance	3,886	0	3,886
Software Maintenance	63,819	53,825	9,994
Teleconferencing	11,503	0	11,503
Internet	20,791	0	20,791
Computer Supplies	4,257	0	4,257
Cloud Services	105,238	0	105,238
Temporary Personnel	91,286	91,286	0
Insurance	68,049	1,421	66,628
Travel	58,605	50,977	7,628
Interest Expense (Office)	327,061	0	327,061
Depreciation	135,395	0	135,395
Totals	\$ 2,899,391	\$ 1,534,459	\$ 1,364,933
Total Actual Net Indirect Cost for FY 2024			<u>\$ 3,405,250</u>

Total Indirect Cost Collected :

(Direct Salaries + Allocated Benefits) x Indirect Rate	\$ 3,798,697
Total Allocated Indirect Cost less Actual Net Indirect Cost	\$ 393,448
Total Allocated Direct Employee Benefits less	
Direct Employee Benefits Paid	\$ (425,281)
Allocated Cost FY2024 less Actual Cost	Over (Under) Allocated
	\$ (31,834)

Total Over (Under) Allocated Cost Collected for Year Ending 06/30/24	\$ (31,834)
Cumulative Over (Under) Allocated Carryforward from 06/30/23	<u>313,694</u>
Cumulative Over (Under) Allocated @ 06/30/24	<u>281,860</u>

Puget Sound Regional Council Functional Organization Chart



CERTIFICATE OF COST ALLOCATION PLAN

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

(1) All costs included in this proposal for the fiscal year ending June 30, 2026, are to establish billing or final indirect costs rates for July 1, 2025 through June 30, 2026 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR 200 Appendix VII "States and Local Government and Indian Tribe Indirect Cost Proposals". Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct

Governmental Unit: Puget Sound Regional Council

Signature: *Lili Mayer*

Name of Official: Lili Mayer

Title: Finance Manager

Date of Execution: 07/08/2025



Puget Sound Regional Council

July 17, 2025

ACTION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Increased Contract Authority for Transportation Projects Database & Online Applications Upgrade

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of \$10,000, or to amend a contract in excess of \$10,000. A request is being made to authorize an increase and extension to the current consultant contracts supporting the upgrade and modernization of the transportation project database and online application system, not to exceed \$100,000.

The current consultants were selected through competitive processes in 2023. Their ongoing services are needed to complete the transportation project database and online application system upgrade, and concurrently, to provide technical support for the existing system until the upgrade is complete.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to extend two consultant contracts and increase authority for a total amount not to exceed \$100,000.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for Fiscal Years 2026-2027 includes sufficient funds to support the upgrade and modernization of the transportation databases and online applications system. The total budget for this extension is not to exceed \$100,000.

DISCUSSION

Background

The transportation project database is foundational to PSRC's role as steward of public transportation funds. PSRC utilizes the database to maintain records of all transportation projects that have been programmed into the Regional Transportation Improvement Program (TIP), including each project's scope, schedule, budget, and funding by source. The TIP is the mechanism through which PSRC meets and maintains state and federal requirements for transportation projects and funding. In addition to serving this critical function, the TIP database also provides information needed for PSRC to monitor project progress and implement measures necessary to ensure the region meets its annual federal delivery target. Additionally, PSRC maintains a related database for Regional Capacity Projects identified in the Regional Transportation Plan (RTP) and utilizes other databases to support grant funding competitions.

PSRC's Transportation Projects Online Application Services is a web-based suite of forms that work in coordination with these databases, providing the means for project sponsors and funding applicants to submit and manage their applications. These forms allow PSRC staff to track, review and organize applications as they are submitted. The existing system is supported by an on-call consultant to provide maintenance and updates as needed, most recently under an on-call contract authorized by the Executive Board in April 2023.

While they have served the agency well for many years, the current transportation project databases have become obsolete. In June 2023, the Executive Board authorized \$150,000 to begin the upgrade and modernization of the transportation projects database and online application system. A Request for Proposals (RFP) was issued in September 2023 and consultants selected in November 2023.

Work Completed to Date

The database and application upgrade work to date was completed in two phases. The first phase consisted of detailed review and documentation of PSRC's key processes, data flows and other requirements related to the TIP, RTP Regional Capacity Projects list, funding applications and project tracking processes. The current systems and processes were analyzed to identify requirements and potential improvements, culminating in a comprehensive set of specifications for the new system.

The second phase focused first on establishing the architecture for the overall system. A key new feature is integration of the various databases into one centralized system that will provide efficiency and support quality control throughout PSRC's various processes. The updated TIP database has also been developed, along with its internal interfaces and report generators. This is the most complex element of the database structure and will provide the foundation for integration of the other database components.

Throughout this time, PSRC has continued to utilize the existing transportation project database and online application system, with a separate on-call consultant to help maintain the system and provide updates as needed to support the TIP, RTP and project funding processes.

Phase 3 Work

At the time of the original contract authorization, PSRC acknowledged that full implementation of the database/online form system could require a third phase, but that the need or extent of additional work would not be known until the completion of Phases 1 and 2. The RFP stipulated that upon satisfactory performance by the consultant and availability of funds, this project and associated contract could be extended to include Phase 3 tasks, pending approval of PSRC's FY 2026-2027 biennial budget.

Under this requested authorization, the Phase 3 work will include completion of the remaining components of the integrated database system. In this phase, the external user interfaces, including the online application system, will also be completed. The new system will allow PSRC staff to create and update forms and analysis tools as needed, reducing reliance on an outside consultant to perform these functions. It will also allow sponsors to more easily view their own project data within the system.

While the upgrade work is being completed, a small portion of the additional budget will be directed toward on-call technical support as needed to maintain the existing system until it is replaced.

Ultimately, the upgrade of the transportation database and online form system will allow PSRC to further streamline the data-gathering and analysis processes, reduce reliance on outside contractors to maintain the system, and improve customer service to our member jurisdictions.

For additional information, please contact Jennifer Barnes, Program Manager, at jbarnes@psrc.org or 206-389-2876.



Puget Sound Regional Council

July 17, 2025

ACTION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Increased Contract Authority for Enterprise Resource Planning Software

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter a contract in excess of \$10,000. A request is being made to authorize a contract extension with PSRC's enterprise resource planning (ERP) software system consultants (PC Bennett).

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to extend a consultant contract for an amount not to exceed \$200,000 for ERP software, implementation and software support services in support of the agency's financial operations.

BUDGET IMPACT

The recently adopted Biennial Budget and Work Program for Fiscal Years 2026-2027 includes funding for ERP software and software support services under Administration. The additional total budget for this consultant work is not to exceed \$200,000.

DISCUSSION

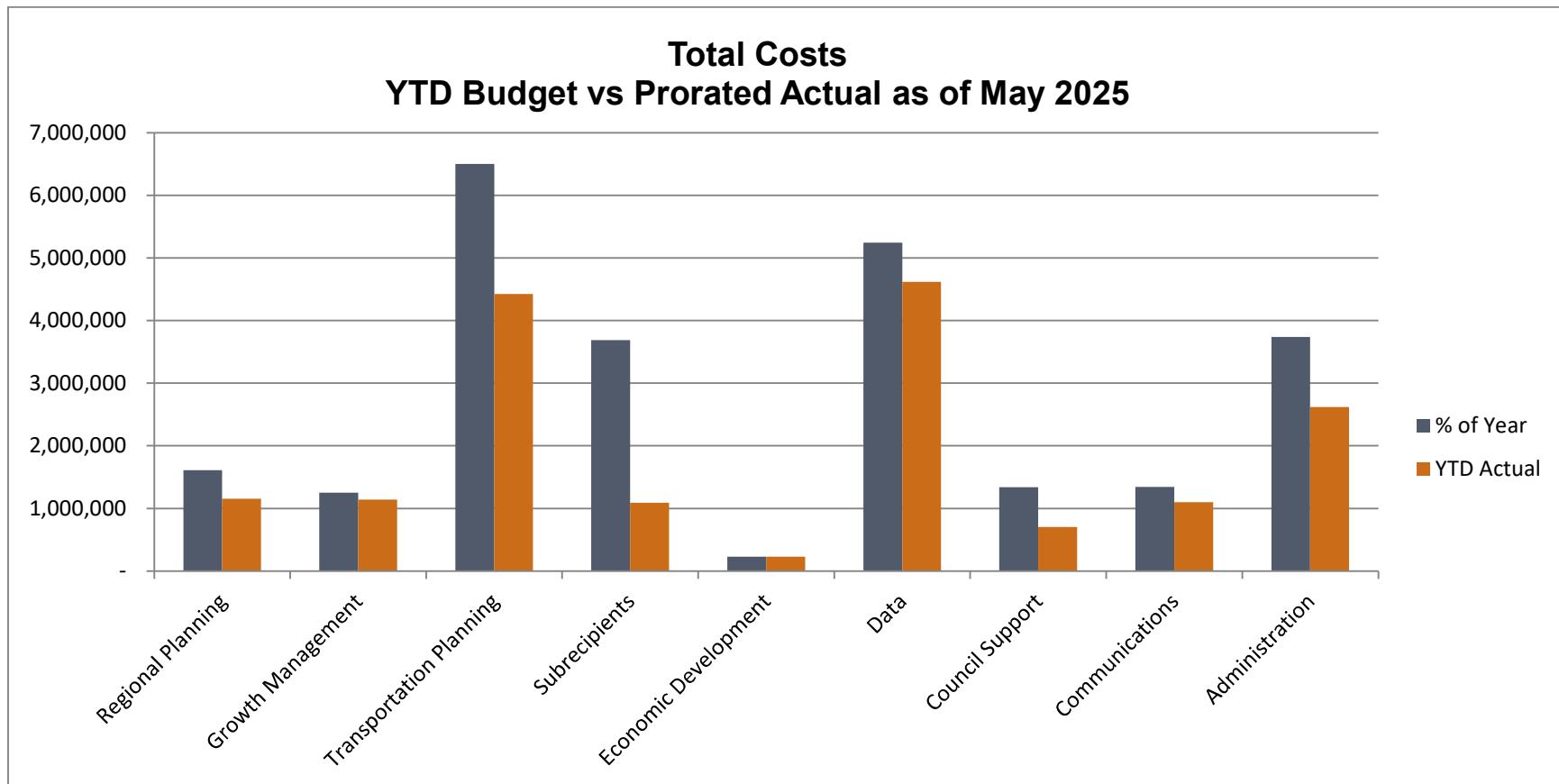
PC Bennett (consultant) and Acumatica (ERP system) were selected through a competitive process in spring 2024. During our first year, we've paid for roughly half of the software, implementation, and support costs. Additional budget is needed in the

FY2026-2027 biennium to complete PSRC's installation of the system.

With support from the consultant over the previous fiscal biennium, PSRC successfully completed a project to install and implement Acumatica.

The intent of this contract is to provide agency staff with software support to maintain and continue using the consultant's enterprise resource planning software system. We expect annual costs to decrease in FY2028 and later.

For more information, please contact Lili Mayer at 206-971-3268 or LMayer@psrc.org



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.

84.0% of labor, 36.1% of consultant budget not including Safe Streets and Roads for All Subrecipients, and 70.7% of direct budget expensed.

27.1% 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 7/14/2025

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
NEW										
Cascadia Law Group	On-Call Legal Services	Marc Daily	04/24/25	07/01/25	N	\$225,000	\$0	\$225,000	0%	06/30/27
Etairos HR	On-Call Human Resources Services	Thu Le	04/24/25	07/01/25	Y	\$40,000	\$0	\$40,000	0%	06/30/27
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	04/24/25	07/01/25	N	\$50,000	\$0	\$50,000	0%	12/31/25
AMENDED										
Blue Raster	GIS and IT Services	Carol Naito	07/27/23	10/02/23	N	\$99,960	\$40,737	\$59,224	41%	06/30/27
Holland & Knight	Federal Affairs and Funding Consultant Services	Robin Koskey	06/27/24	12/20/24	N	\$275,000	\$56,250	\$218,750	20%	12/31/27
Triskelle Software Solutions, LLC	Transportation Projects Database & Online Apps Upgrade	Jennifer Barnes	06/22/13	02/07/24	Y	\$150,000	\$148,517	\$1,483	99%	06/30/26
Upnup, Inc.	Website Support	Carolyn Downs	09/22/22	10/01/22	N	\$96,000	\$35,085	\$60,915	37%	06/30/27
VisionSnap, Inc.	Upgrades to Transp. Projects Online Application Services	Jennifer Barnes	04/27/23	08/18/23	N	\$30,000	\$27,750	\$2,250	93%	06/30/26
COMPLETED										
Cascadia Law Group	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	N	\$235,000	\$200,806	\$34,194	85%	06/30/25
Etairos HR	On-Call Human Resources Services	Thu Le	05/27/21	09/15/21	Y	\$47,500	\$46,112	\$1,389	97%	06/30/25
Resource Systems Group	Travel Model Implementation & Tech Support	Stefan Coe	07/28/22	12/02/22	N	\$100,000	\$78,623	\$21,377	79%	06/30/25
Sebris Busto James	On-Call Legal Services	Nancy Buonanno Grennan	06/27/19	01/02/20	N	\$15,000	\$7,998	\$7,003	53%	06/30/25
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	05/27/21	07/01/21	N	\$200,000	\$183,522	\$16,478	92%	06/30/25
PROJECT SPECIFIC										
AMPORF	Travel Model Software Development Cooperative	Stefan Coe	07/28/22	09/01/22	N	\$210,000	\$105,000	\$105,000	50%	06/30/28
Fehr & Peers	Regional Transit Access Assessment	Gil Cerise	09/26/24	03/24/25	N	\$125,000	\$32,698	\$92,303	26%	06/30/26
Jennifer Ziegler Public Affairs Consulting, Inc.	WA State Legislative Monitoring	Robin Koskey	04/25/24	05/10/24	Y	\$160,000	\$52,000	\$108,000	33%	04/30/26
PC Bennett Solutions	Enterprise Resource Planning Software System	Lili Mayer	12/07/23	07/10/24	Y	\$200,000	\$127,811	\$72,189	64%	06/30/34
Resource Systems Group	2023 Household Survey Program - Wave 1	Brian Lee & Suzanne Childress	03/24/22	10/12/22	N	\$870,000	\$830,600	\$39,400	95%	08/31/26
Resource Systems Group	2023 Household Survey Program - Wave 2	Brian Lee & Suzanne Childress	03/24/22	10/12/22	N	\$699,913	\$343,169	\$356,744	49%	08/31/26
Uncommon Bridges (BDS Planning and Urban Design, INC)	Regional Transportation Plan Public Engagement	Noah Boggess	06/27/24	03/12/25	Y	\$225,000	\$36,565	\$188,435	16%	06/30/26
WSP, Inc.	U.S. DOT SSFA Technical Support	Gary Simonson	04/27/23	01/08/24	N	\$998,719	\$792,202	\$206,517	79%	12/31/25
WSP, Inc.	Town of Eatonville Local Safety Plan	Gary Simonson	04/27/23	11/22/24	N	\$200,000	\$89,803	\$110,197	45%	12/31/25
ON-CALL										
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	Y	\$227,976	\$185,059	\$6,379	81%	02/28/26
						TOTAL	\$5,480,068	\$3,420,306	\$2,023,224	

* Staff Directory

** Qualify or identify as Small/Minority/Women/VOB/Disadvantaged Business Enterprise as defined by WA State OMWBE? (Y/N)

*** A list of Completed Contracts is available on request.

Operating Leases	Description	Minimum Annual Payments:					Contract End Date
		FY 2023	FY 2024	FY 2025	Thereafter	Totals	
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
Upnup, Inc.	Website Hosting	Carolyn Downs	N/A	10/1/2023	N	\$8,400	\$2,100	\$6,300	25%	09/30/25
Anne Avery	On-Call Writing Support	Robin Koskey	N/A	8/23/2024	Y	\$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 05/30/25	Remaining to be Expended	Billed as of 05/30/25	Remaining to bill	Grant Period
FHWA Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	4,258,046.75	4,258,046.75	-	4,258,046.75	-	7/1/21 - tbd
FHWA Funding (through Mar 14, 2025)	Regional Planning	Lili Mayer	Multiple	9,770,251.36	6,237,575.00	3,532,676.36	6,237,575.00	3,532,676.36	7/1/23-6/30/25
total FHWA				14,028,298.11	10,495,621.75	3,532,676.36	10,495,621.75	3,532,676.36	
FTA 5303 Carry Forward Funding FY22-23	Regional Planning	Lili Mayer	Multiple	1,318,471.38	1,318,471.38	-	1,318,471.38	-	7/1/21 - tbd
FTA 5303 Funding (through Sep 30, 2024)	Regional Planning	Lili Mayer	Multiple	2,895,988.05	2,469,616.35	426,371.70	2,469,616.35	426,371.70	7/1/23-6/30/25
total FTA 5303				4,214,459.43	3,788,087.73	426,371.70	3,788,087.73	426,371.70	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,158.00	1,444,354.00	62,804.00	1,444,354.00	62,804.00	7/1/23 - 6/30/24
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,916,684.30	83,315.70	1,916,684.30	83,315.70	7/1/23 - 6/30/24
EDA Planning Grant	Regional Planning	Jason Thibedeau	Multiple	300,000.00	220,669.00	79,331.00	200,000.00	100,000.00	4/1/23 - 3/31/26
FY24 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	1,250,000.00	-	1,250,000.00	-	4/3/24 - 3/31/26
USDOT Office of Safety	Safety Action Plans Phase 1	Ben Bakkenta	Multiple	4,860,363.00	2,682,413.03	2,177,949.97	2,682,413.03	2,177,949.97	5/19/23 - 12/31/25
USDOT Office of Safety	Safety Action Plans Phase 2	Ben Bakkenta	Multiple	2,870,000.00	158,529.96	2,711,470.04	158,529.96	2,711,470.04	4/17/24 - 6/30/27
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	200,000.00	-	200,000.00	-	7/1/23 - 6/30/25
35,444,737.97								9,094,587.77	
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

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