Operations Committee
Thursday, July 26, 2018 • 9:30 – 9:50 AM
Central Meeting Room • 1011 Western Avenue Suite 500, Seattle, WA 98104

1. Call to Order and Roll Call (9:30) - Executive Bruce Dammeier, Chair
2. Communications and Public Comment
3. Consent Agenda
   a. Approve Minutes of Meeting held June 28, 2018
   b. Approve Vouchers Dated June 15 through July 13, 2018 in the Amount of $852,727.18
4. Action Items
   a. Budget Amendment to Add Revenues from Donations for Space Sector Study
   b. Budget Amendment and Contract Authority for Consultant Services for Regional Aviation Baseline Study
   c. Appointment of a New Successor Trustee for the Regional Council's Deferred Compensation Plan
5. Information/Discussion Items
   a. Monthly Budget Progress Report
   b. Contract Status Report
   c. Completed Contracts
   d. Grant Status Report
6. Next Meeting:
   NO MEETING IN AUGUST
   Thursday, September, 27, 2018, 9:30 - 9:50AM, PSRC Central Meeting Room
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; fax 206-587-4825; or mail.

Sign language and communication material in alternate formats can be arranged given sufficient notice by calling 206-464-7090 or TTY Relay 711. 中文 | Chinese, 한국 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese Call 206-587-4819.
MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, JUNE 28, 2018
PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM
9:30 am

1. Call to Order and Roll Call
Executive Bruce Dammeier, Chair, called the meeting of the Operations Committee to order at 9:30 am.

Members and Alternates present for all or part of the meeting included:
Mayor Nancy Backus, Auburn
Executive Bruce Dammeier, Pierce County
Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns
Councilmember Kathy Lambert, King County
Mayor Ron Lucas, Town of Steilacoom, Pierce County Other Cities & Towns – via phone
Councilmember Rick Talbert, Pierce County – via phone
Councilmember Stephanie Wright, Snohomish County – via phone

Guests and staff present for all or part of the meeting were:
Josh Brown, PSRC
Tammi Chick, PSRC
Diana Lauderbach, PSRC
Thu Le, PSRC
Lili Mayer, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Binh Nguyen, PSRC
Ryan Thompto, PSRC
Alex Tsimerman, Stand Up America
Carrie White, PSRC

2. Communications and Public Comments
Alex Tsimerman provided public comment.

3. Consent Agenda
   a. Approve Minutes of Meeting held April 26, 2018
   b. Approval of Vouchers dated April 10 through June 15, 2018 in the Amount of $2,085,059.53

Consent Agenda—Action: It was moved and seconded (Backus/Lambert) to approve the minutes of the Operations Committee meeting April 26, 2018 and approve the vouchers...
dated April 10 through June 15, 2018 in the amount of $2,085,059.53. The motion was unanimous.

4a. Action Item–Increase Contract Authority for 2018 General Assembly
Ms. Diana Lauderbach informed the committee that the Operations Committee and Executive Board previously approved contract authority for the General Assembly not to exceed $20,000. The General Assembly incurred additional expenses due to a higher than expected attendance and additional audio-visual expenses. The request before the committee was to increase the contract authority to cover the additional expenses. The committee agreed that the venue worked well and the event was very successful.

Action: It was moved and seconded (Backus/Erickson) to recommend that the Executive Board authorize an additional $4,000 of contract authority to the Executive Director to cover the contracted costs of rental, catering and audio/visual expenses for support of the 2018 General Assembly.

5a. Information Item–Monthly Budget Progress Report
5b. Information Item–Contract Status Report
5c. Information Item–Completed Contracts
5d. Information Item–Grant Status Report
Ms. Lauderbach reviewed the standard reports with the committee.

5e. Information Item–New Employee Status Report
Thu Le introduced new employees: Binh Nguyen and Carrie White in the Data Department, Tammi Chick in the Regional Planning Department, and Ryan Thompto in the Transportation Department.

The meeting adjourned at 9:54 am. The next Operations Committee meeting will be July 26, 2018 at 9:30 am, Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.
CONSENT AGENDA

July 19, 2018

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Vouchers Dated June 15 through July 13, 2018 in the Amount of $852,727.18

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:

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<th>REQUESTED WARRANT DATE</th>
<th>VOUCHER NUMBER</th>
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<td>06/30/18 - 07/13/18</td>
<td>Payroll</td>
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</table>

$852,727.18

For additional information, please contact Diana Lauderbach at 206-464-5416; email dlauderbach@psrc.org.
ACTION ITEM

July 19, 2018

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Budget Amendment to Add Revenues from Donations for Space Sector Study

IN BRIEF

PSRC has prepared this budget amendment to add revenues from donations to support PSRC’s Space Sector Study within Council Support (Task 500).

RECOMMENDED ACTION

Recommend that the Executive Board approve the proposed budget and work program amendment, increasing the budget by an additional $18,000 as outlined in the discussion below. This increase in revenues is due to public and private sector contributions made to support the Space Sector Study.

BUDGET IMPACT

The proposed work program amendment would increase the adopted Biennial Budget and Work Program by $18,000 from $27,521,000 to $27,539,000.

DISCUSSION

At its December 2017 meeting, the Executive Board authorized the Executive Director to enter into a contract not to exceed $45,000 to perform a Space Sector Study. The existing budget and work program included sufficient consultant budget for Strategic Initiatives under the Council Support work element. Public and private sector contributions have since been received to support this study, with an increase in the budget needed to account for those additional revenues.

The proposed amendment includes the following changes:

- Update Revenue Comparison by Source on Table 4, to reflect differences between estimated revenues and actual revenues. (Please see attached updated Table 4.)
- Add $18,000 of Donations for Strategic Initiatives (Council Support)

**Update Expenditures shown on Table 2 (please see attached) as follows:**
- Increase consultant by $18,000

For more information, please contact Diana Lauderbach at (206) 464-5416, or dlauderbach@psrc.org.
ACTION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: Budget Amendment and Contract Authority for Consultant Services for Regional Aviation Baseline Study

IN BRIEF

A request is being made to amend the budget to add anticipated grant revenues from the Federal Aviation Administration (FAA) for aviation planning and to authorize the hiring of a consultant to assist staff in preparing a Regional Aviation Baseline Study. Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of $10,000 per year.

RECOMMENDED ACTIONS

Action 1: Amend the Adopted Supplemental Budget and Work Program for Fiscal Years 2018-2019 to add an additional $935,000 in anticipated funds from the Federal Aviation Administration (FAA) as outlined in the discussion below.

Action 2: Authorize the Executive Director to enter into one or more consultant contracts for preparation of the Regional Aviation Baseline Study, not to exceed $1,250,000.

BUDGET IMPACT

The proposed work program amendment would increase the adopted Supplemental Budget and Work Program by $935,000 from $27,539,000 to $28,474,000.

DISCUSSION

The proposed amendment includes the following changes:

Update Revenue Comparison by Source on Table 4 as follows:
- Increase the amount shown for FAA Anticipated funding from $315,000 to $1,250,000.

Update Expenditures shown on Table 2 as follows:
- Increase Anticipated by $935,000
Update the description for Aviation Planning (Sub-Task 2) under Planning Management (Task 000) by replacing the existing description with the following:

“In cooperation with the Federal Aviation Administration, airport operators, and the WSDOT Aviation Division, develop a Regional Aviation Baseline Study to provide a clear picture of the aviation activities and needs in the central Puget Sound region and set the stage for future planning. Master planning is underway at several airports within the central Puget Sound region, including King County International Airport (Boeing Field), Renton Municipal Airport, and Seattle-Tacoma International Airport. Overall growth in activity at the region’s airports is increasing due to the strength of the regional economy. Now is the time to identify how future demand for air transportation will be met. The baseline study is expected to produce information critical for understanding the region’s aviation needs and options for policy makers to consider for meeting those needs in the future. This will be the first phase of potentially more focused studies on specific areas of emphasis. This Study is not intended to provide final solutions, but is intended to inform follow-on actions.”

These actions would increase the amount anticipated from FAA for Aviation Planning to $1,250,000 for the purposes of supporting staff and a consultant or consultants to conduct a Regional Aviation Baseline Study.

The total budget for the study is estimated at $1,389,000, which includes $139,000 of PSRC matching funds.

BACKGROUND

Master planning is underway at several airports within the central Puget Sound region, including King County International Airport (Boeing Field), Renton Municipal Airport, and Seattle-Tacoma International Airport. Sea-Tac has also seen significant growth in the number of passengers served and aircraft operations over the past several years. New commercial service is expected to begin at Paine Field in Everett in late 2018.

The Federal Aviation Administration (FAA) has requested that the PSRC lead a new Regional Aviation Baseline Study that would build on the emerging master plans and set the stage for future planning. It is a timely opportunity to understand the dynamics of the region’s growing aviation activity, the unique role of the regional aviation system in supporting this global center for aerospace manufacturing, the economic impact of the region’s airports, and community issues and concerns with airport activities.

PSRC staff has worked with the FAA and the region’s airport operators to develop a scope of work for the study, a summary of which is included in Attachment A. The baseline study is expected to produce information critical for understanding the region’s aviation needs and options for policy makers to consider for meeting those needs. The proposed study would be launched mid-2018 and likely completed by the end of 2019.

This Study is the first phase of potentially more focused studies on specific areas of emphasis. This Study is not intended to provide solutions, but is intended to inform follow-on actions.

The FAA-funded grant is expected to be approximately $1,250,000 and should be available by September 1, 2018. PSRC will not enter into a contract until funding is secured.
For more information, please contact Ben Bakkenta at 206-971-3286 or bbakkenta@psrc.org

Attachments:
A - Regional Aviation Baseline Study - Scope of Work Summary
Attachment A
Regional Aviation Baseline Study – Scope of Work Summary

OVERVIEW

The objective of the Regional Aviation Baseline Study is to provide a clear picture of the aviation activities and needs in the central Puget Sound region (King, Kitsap, Pierce, and Snohomish) and set the stage for future planning. Master planning is underway at several airports within the central Puget Sound region, including King County International Airport (Boeing Field), Renton Municipal Airport, and Seattle-Tacoma International Airport. Overall growth in activity at the region’s airports is increasing due to the strength of the regional economy and therefore, now is the time to identify how future demand for air transportation will be met. The baseline study is expected to produce information critical for understanding the region’s aviation needs and options for policy makers to consider for meeting those needs in the future.

SCOPE OF WORK

• **Project Administration and Management** – This task includes the overall management of the project, including working closely with the Federal Aviation Administration (FAA) on grant administration, invoicing and billing with the selected consultant, and providing oversight on the other study tasks and adjusting work accordingly.

• **Stakeholder Engagement and Education** - The study will be conducted with an emphasis on transparency and education with all interested stakeholders. A focus will be placed on providing clear communication for a diverse audience and robust communication and regular engagement with interested parties. Expected work will:
  - Develop and implement a communication and engagement strategy, including social media, web based communication, media and community relations, and a mechanism for stakeholders to provide meaningful input
  - Identify stakeholders and provide regular outreach and engagement opportunities, including community members, aviation stakeholders, and businesses
  - Develop and complete a public opinion survey on the region’s aviation activities to identify views about the region’s current and future aviation activities
  - Develop visuals and infographics to communicate on topics identified in the study
  - Perform government relations and engagement with policy makers (local, state, and federal) and prepare and provide presentations to a wide variety of interested parties

• **Existing Conditions and Trends** – This task will identify what is happening in the region’s system of airports, including documentation of existing conditions and recent trends. Work products associated with this task will provide an overview of the region’s civil and military airports, indicate the share, interaction between, and recent growth of different aviation sectors, describe the economic impact of airports and aviation sectors to the region, and identify the key relationships and dependencies between airports within and outside the region. Expected work will:
  - Develop an inventory of all airports in the region and identify significant trends, issues and anticipated needs among them, including impacts on surrounding communities, beginning with information from existing plans
  - Conduct an economic analysis of the region’s airports and describe how the region’s population and economic growth pressures are influencing each airport within the region
  - Identify the aviation markets and sectors in the region (e.g. commercial service, air cargo, aerospace manufacturing, general aviation, military, etc.) and conduct an analysis that identifies trends and influencing factors by sector
• Identify how the airspace is currently configured within the region to serve each airport. Identify the current challenges facing operation of that airspace given the regional population and economic growth pressures

• Evaluate Aviation Issues and Needs and Identify Challenges and Opportunities - This task draws on the findings and products from the work described above, as well as the outputs associated with various airport master planning efforts currently underway. It will evaluate known and anticipated issues and needs for the continued operation of a safe, efficient, and high-functioning aviation system that underpins the region’s economy and population growth. To the extent practicable, it will identify challenges and opportunities and implications and trade-offs for different types of scenarios. Expected work will:
  ◦ Summarize existing airport master planning and air cargo study efforts
  ◦ Conduct a high-level analysis of future regional aviation needs vis-à-vis existing and future capacity by activity type. This includes both landside and airside
  ◦ Conduct an assessment of the highest priority challenges and implications of approaches to address them
  ◦ Outline potential scenarios that could emerge based on the study’s findings
  ◦ Summarize issues that need further analysis

• Final Report & Presentation - This task would summarize the key findings of the study in a variety of formats (e.g. executive summary, final report, presentation, etc.) and to communicate these to study stakeholders and policy makers to set the stage for future planning.
ACTION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: Appointment of a New Successor Trustee for the Regional Council's Deferred Compensation Plan

IN BRIEF

The attached resolution would enable PSRC to appoint VantageTrust Company as the new successor trustee for PSRC’s 457 deferred compensation plan and 401 governmental money purchase plan, which are managed by ICMA-Retirement Corporation. This resolution will also authorize removal of the current trustee MG Trust d/b/a Matrix Trust Company (“Matrix Trust”).

RECOMMENDED ACTION

Recommend the Executive Board adopt Resolution PSRC-EB-18-01 authorizing appointment of a new successor trustee for the Regional Council’s 457 Deferred Compensation Plan and 401 Governmental Money Purchase Plan.

If you have questions, please call Diana Lauderbach, PSRC Chief Financial Officer, at (206) 464-5416 or email dlauberbach@psrc.org.

Attachments:
Resolution No. PSRC-EB-18-01
RESOLUTION NO. PSRC-EB-2018-01

A RESOLUTION of the Puget Sound Regional Council
Authorizing Removal of MG Trust d/b/a Matrix Trust Company ("Matrix Trust") currently serving as non-discretionary Trustee for the Puget Sound Regional Council’s Plan that includes a 457 Deferred Compensation Plan Number 302899 and a 401Governmental Money Purchase Plan and Trust Number 107639

WHEREAS, the Puget Sound Regional Council (the “Corporation”) maintains the Puget Sound Regional Council Plan (the Plan) which is qualified under Sections 401(a) and 457 of the Internal Revenue Code of 1986 as amended:

NOW THEREFORE BE IT RESOLVED that the Puget Sound Regional Council appoints VantageTrust Company (the “Successor Trustee”) to act as Trustee of the Trust established as part of the Plan and is authorized to hold the assets of the Trust under the terms of the Trust Agreement entered into with the Successor Trustee.

BE IT FURTHER RESOLVED that the MG Trust Company d/b/a Matrix Trust Company ("Matrix Trust") currently serving as non-discretionary Trustee of the Plan be removed as Trustee effective as of the date of the Successor Trustee accepts their appointment.

ADOPTED by the Executive Board this 26th day of July 2018.

________________________________________
Executive Dave Somers
Snohomish County
President, Puget Sound Regional Council

ATTEST: ________________________________
Josh Brown, Executive Director
Current expenses as of July 16, 2018. Waiting for additional outstanding FY18 invoices to be entered for year-end.

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.

Staff departure in Regional Planning.


Long-Range Transportation budget includes open positions. Consultant contracts carryforward to FY2019.

Short-Range Transportation budget reflects open positions.

Data budget includes open positions and Consultant budget not yet spent which will carryforward to FY2019.

Council Support budget includes Consultant budget not yet spent and will carryforward to FY2019.

Administration consultant and direct cost spending under budget.
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.

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** Staff Directory

** Percentage of DBE/WBE as certified by Washington State

1 Updated end date to reflect total program rather than individual survey Waves.

Minimum Annual Payments:

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Communication: Contract Status Report (Information/Discussion Items)
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<tr>
<th>Contractor</th>
<th>Description</th>
<th>Project Manager</th>
<th>Contract #</th>
<th>Board Auth. Date</th>
<th>Date Issued</th>
<th>Contract Amount</th>
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