Operations Committee
Thursday, September 27, 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 July 26, 2018
   b. Approve Vouchers Dated July 17 through September 14, 2018 in the Amount of $1,693,890.32

4. Action Items
   a. Authorize a Budget Amendment and an Increase in Authority for Consultant Services for the Second Two-Year Cycle (Wave 2) of the Six-Year Puget Sound Regional Household Travel Survey Program
   b. Contract Authority for Consultant Services for Regional Aviation Baseline Study

5. Information/Discussion Items
   a. PSRC Weighted Votes
   b. Review of Schedule for Development of Fiscal Years 2020-2021 Budget and Work Program
   c. Monthly Budget Progress Report
   d. Contract Status Report
   e. Completed Contracts
   f. Grant Status Report
   g. New Employee Status Report

6. Next Meeting:
   Thursday, October 25, 2018, 9:30 - 9:50AM, PSRC Central Meeting Room

7. Adjourn (9:50)
MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, JULY 26, 2018
PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM
9:39 am

1. Call to Order and Roll Call
Executive Bruce Dammeier, Chair, called the meeting of the Operations Committee to order at 9:39 am.

Members and Alternates present for all or part of the meeting included:
Mayor Nancy Backus, Auburn – via phone
Executive Bruce Dammeier, Pierce County
Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns
Councilmember Lorena González, Seattle
Councilmember Rick Talbert, Pierce County – via phone
Councilmember Mike Todd, Snohomish County Other Cities & Towns
Councilmember Stephanie Wright, Snohomish County – via phone

Guests and staff present for all or part of the meeting were:
Ben Bakkenta, PSRC
Josh Brown, PSRC
Mark Gulbranson, PSRC
Joe Kunzler
Diana Lauderbach, PSRC
Paul W. Locke
Lili Mayer, PSRC
Casey Moreau, PSRC
Marguerite Richard
Jason Thibedeau, PSRC
Alex Tsimerman, Stand Up America
Andrew Werfelmann, PSRC

2. Communications and Public Comments
Alex Tsimerman, Paul W. Locke, Joe Kunzler and Marguerite Richard provided public comment.

3. Consent Agenda
a. Approve Minutes of Meeting held June 28, 2018
b. Approval of Vouchers dated June 15 through July 13, 2018 in the Amount of $852,727.18

Consent Agenda–Action: It was moved and seconded (Erickson/González) to approve the minutes of the Operations Committee meeting June 28, 2018 and approve the
vouchers dated June 15 through July 13, 2018 in the amount of $852,727.18. The motion was unanimous.

4a. Action Item–Budget Amendment to Add Revenues from Donations for Space Sector Study
Jason Thibedeau explained that the Operations Committee and Executive Board previously approved contract authority to perform a Space Sector Study in December 2017. Since that time, PSRC has received contributions from public and private sector agencies in the amount of $18,000. The action before the committee will increase the budget to account for the contributions.

Action: It was moved and seconded (Todd/González) to 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. This increase in revenues is due to public and private sector contributions made to support the Space Sector Study.

4b. Action Item–Budget Amendment and Contract Authority for Consultant Services for Regional Aviation Baseline Study
Ben Bakkenta shared that in February 2018, the Executive Board directed PSRC to work with the Federal Aviation Administration (FAA) to pursue a grant to complete a Regional Aviation Baseline Study. PSRC has worked with FAA to develop a more detailed scope of work and started the process to identify a consultant. FAA is expected to approve the scope of work and issue a grant in August. The first action allows PSRC to accept the grant and add funds to PSRC’s budget. The action adds $935,000 because our budget had already assumed $315,000. The second action allows the Executive Director to enter into one or more consultant contracts not to exceed $1,250,000.

Action 1: It was moved and seconded (Todd/Erickson) to recommend the Executive Board 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.

Action 2: It was moved and seconded (Todd/Erickson) to recommend the Executive Board 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.

4c. Action Item–Appointment of a New Successor Trustee for the Regional Council’s Deferred Compensation Plan
Diana Lauderbach explained that PSRC maintains a 457 deferred compensation plan managed by ICMA-Retirement Corporation. The plan has a secondary trustee that is occasionally changed. This resolution authorizes removal of the current trustee and appoints Vantage Trust Company as the new successor trustee for PSRC’s 457 deferred compensation plan and 401 governmental money purchase plan.

Action: It was moved and seconded (Erickson/González) to 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.
5a. Information Item–Monthly Budget Progress Report  
5b. Information Item–Contract Status Report  
5c. Information Item–Completed Contracts  
5d. Information Item–Grant Status Report  
Information items were included in the agenda packet. Committee members can contact Ms. Lauderbach with questions.

Mr. Mark Gulbranson shared that PSRC would be reaching out to the eight cities within the four-county region that are not PSRC members. PSRC will gauge the cities’ interest in joining and consider waiving dues for the first year of membership.

Mr. Josh Brown shared that the Snoqualmie Tribe has been an associate member since 2006. Mr. Brown will be working with the tribe to review associate versus full membership and the tribe’s ability to compete for transportation funds.

The meeting adjourned at 10:02 am. The next Operations Committee meeting will be September 27, 2018 at 9:30 am, Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.
CONSENT AGENDA

To: Operations Committee
From: Josh Brown, Executive Director
Subject: Approve Vouchers Dated July 17 through September 14, 2018 in the Amount of $1,693,890.32

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:

<table>
<thead>
<tr>
<th>WARRANT DATE</th>
<th>VOUCHER NUMBER</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/17/18 - 09/14/18</td>
<td>AP Vouchers</td>
<td>$619,566.80</td>
</tr>
<tr>
<td>07/31/18 - 09/14/18</td>
<td>Payroll</td>
<td>$1,074,323.52</td>
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</tbody>
</table>

$1,693,890.32

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

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Authorize a Budget Amendment and an Increase in Authority for Consultant Services for the Second Two-Year Cycle (Wave 2) of the Six-Year Puget Sound Regional Household Travel Survey Program

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of $10,000. A request is being made to amend the budget and increase the authority for a consultant contract, in addition to the amount authorized in March 2018, to perform work on the second two-year cycle (Wave 2) of the six-year Puget Sound Regional Household Travel Survey Program.

RECOMMENDED ACTIONS

1. Recommend the Executive Board amend the Wave 2 budget from $150,000 (approved in March 2018 for PSRC’s portion) to $483,000. (The City of Seattle is contributing $300,000 for its portion. The remaining $33,000 is available within the current PSRC budget and work program.)

2. Recommend the Executive Board authorize the Executive Director to enter into a consultant contract for Wave 2 of the six-year Puget Sound Regional Household Travel Survey Program, not to exceed $464,300. ($183,000 for PSRC’s portion and $281,300 for the City of Seattle’s portion. The remaining $18,700 from the City of Seattle will be used to support existing staff.)

BUDGET IMPACT

The proposed amendment would increase the adopted Supplemental Biennial Budget and Work Program by $300,000 from $27,512,000 to $27,812,000. The adopted budget and work program for 2018-2019 includes $33,000 of available funds within Data budget tasks that can be added to PSRC’s portion of the Wave 2 survey. In addition, the City of Seattle has committed $300,000 for its portion. The total amount committed by the two agencies for the Wave 2 survey is $483,000, of which $464,300 will be for consultant expenditures and $18,700 will be for supporting existing staff.
DISCUSSION

The Puget Sound Regional Council published data from the 2017 household travel survey (Wave 1) in March 2018 and is preparing to conduct another survey in spring 2019 (Wave 2), both as part of the six-year survey program for three waves (i.e., three two-year survey cycles). These efforts build upon previous household travel surveys to continue to support a wide variety of agency and member data and analysis needs. A consultant for the entire six-year program was hired in 2017 through a competitive selection process, authorized by the Operations Committee in September 2016, but each two-year cycle is subject to contract renewal based on budget availability and approval. In March 2018, the Operations Committee authorized up to $150,000 in contract authority for PSRC’s portion of Wave 2.

The multi-year program is PSRC’s approach to do more frequent surveying – smaller surveys at regular, short intervals rather than large surveys every six to ten years. We believe this is a more cost-effective and timely approach to collect the data needed for monitoring and modeling regional travel and land use patterns. Because we will have more current data than what has been available in the past, we will be able to better evaluate how different factors relate to and affect travel behavior as well as how they change over time.

The survey is designed to be representative of the Puget Sound region but there may not be enough data in smaller geographies to answer travel and land use questions for specific jurisdictions within the region. The PSRC has, therefore, made it possible for jurisdictions to purchase extra survey samples, or add-ons, for their areas to ensure that there is enough data for their travel analyses.

For Wave 2 (2019), the PSRC originally budgeted $150,000 for a survey sample from across the four-county area to satisfy regional analytic needs. In addition, the City of Seattle committed $300,000 for its add-on sample. The project scope is based on the one used in 2017, but the following improvements were added:

- **More samples in non-urban areas** (where response rates tend to be lower)
- **Larger proportion of smartphone sample** (from a target of 20% in 2017 to 33%)
- **Expanded language support for seven non-English languages** (adding a translation insert to accompany the survey invitation and third-party call center translation services)

To help support these improvements, $33,000 of available funds within Data budget tasks were added to the PSRC portion of Wave 2, bringing the agency’s budget to $183,000.

For more information, please contact Brian Lee at (206) 971-3270 or blee@psrc.org, or Neil Kilgren at (206) 971-3602 or nkilgren@psrc.org.
ACTION ITEM

September 20, 2018

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Contract Authority for Consultant Services for Regional Aviation Baseline Study

IN BRIEF

A request is being made to authorize the Executive Director to enter into one or more consultant contracts for preparation of the Regional Aviation Baseline Study, not to exceed $1,570,923. At its July meeting, the Operations Committee authorized the Executive Director to enter into one or more contracts for the study, not to exceed $1,250,000. Since that time, the scope and amount has been finalized and the Federal Aviation Administration has awarded PSRC a grant for $1,641,362 to support the work. Contract authority needs to be increased to account for the higher grant amount.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter into one or more consultant contracts for preparation of the Regional Aviation Baseline Study, not to exceed $1,570,923.

BUDGET IMPACT

The adopted Supplemental Budget and Work Program will be administratively amended to account for the new funds and costs of consultant work.

DISCUSSION

At its July meeting, the Operations Committee amended 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) to support a new Regional Aviation Baseline Study. In addition, the Operations Committee authorized the Executive Director to enter into one or more consultant contracts for preparation of the study, not to exceed $1,250,000.
Since that time, the scope and amount has been finalized and the FAA has awarded PSRC a grant for $1,641,362 to support the work. The total budget for the study is estimated at $1,823,735, which includes $182,373 of PSRC matching funds. An additional $148,358 of PSRC local funds will be needed to support this effort because FAA will not allow us to include benefits in reimbursable costs. The adopted Supplemental Budget and Work Program will be administratively amended to account for the $356,000 in anticipated funds from the FAA above and beyond the $935,000 increase authorized in July.

The FAA-funded grant will be $1,641,362 and should be available by October 1, 2018. PSRC will not enter into a contract until funding is secured. The proposed study would be launched October 2018 and likely completed by the end of 2019.

For more information, please contact Ben Bakkenta at 206-971-3286 or bbakkenta@psrc.org.
INFORMATION ITEM

September 20, 2018

To: Operations Committee

From: Josh Brown, Executive Director

Subject: PSRC Weighted Votes

IN BRIEF

Every year in September the weighted vote for the General Assembly and Executive Board is revised to reflect the most recent population figures from the Washington State Office of Financial Management (OFM).

DISCUSSION

The methodology for allocating the weighted votes for the General Assembly and Executive Board is described in the Interlocal Agreement (Section 5.B.2) and states that county governments are entitled to 50 percent of their respective county’s total weighted vote. City and town weighted votes are based on their share of the total incorporated population of their county. For example, the April 1, 2018 population figures from the Office of Financial Management (OFM) show Kitsap County has a total member population of 267,120, and the regional membership population is 4,121,145. Therefore, Kitsap County has 6.482 percent of the regional population and receives 64.82 weighted votes (6.482 percent x 1000 weighted votes), half of which (32.41 weighted votes) go to Kitsap County. The other half of the votes are allocated to the cities within Kitsap County.

State law (RCW 47.80.060) requires PSRC to provide an Executive Board seat for any incorporated city within the region with a population in excess of eighty thousand. The OFM 2018 population estimates show the City of Auburn’s population is now over 80,000. As required by law, the City of Auburn will have their own representative and weighted vote at the Executive Board.

Every three years per the Interlocal Agreement (Section 5.C.3.), the Executive Board shall reconsider the distribution of county and city representation of the Executive Board. Executive board representatives were scheduled to be reviewed in the fall of 2019. PSRC President Dave Somers has directed the Operations Committee to review the Executive Board county and city representation over the next several months and come to the Executive Board with a
recommendation on this issue. Attachment A shows the proposed allocation of city and county representatives on the Executive Board.

**Washington State Law RCW 47.80.060 Executive Board Membership**

In order to qualify for state planning funds available to regional transportation planning organizations, the regional transportation planning organizations containing any county with a population in excess of one million shall provide voting membership on its executive board to the state transportation commission, the state department of transportation, the four largest public port districts within the region as determined by gross operating revenues, any incorporated principal city of a metropolitan statistical area within the region, as designated by the United States census bureau, and any incorporated city within the region with a population in excess of eighty thousand. It shall further assure that at least fifty percent of the county and city local elected officials who serve on the executive board also serve on transit agency boards or on a regional transit authority.

[2007 c 511 § 1; 2005 c 334 § 1; 1992 c 101 § 31.]

For more information, please contact Mark Gulbranson at (206) 464-7524 or mgulbranson@psrc.org.

Attachments:
2018 Weighted Votes
## PSRC Executive Board Weighted Votes and Representatives 2018

<table>
<thead>
<tr>
<th></th>
<th>OFM Population</th>
<th>% of Population</th>
<th>Rep. Based on % of Population</th>
<th>Current Representatives</th>
<th>2018 Weighted Vote</th>
</tr>
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<tbody>
<tr>
<td>King</td>
<td>2,188,045</td>
<td>53.093%</td>
<td>13.804</td>
<td>14</td>
<td>530.93</td>
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<tr>
<td>King County</td>
<td>247,240</td>
<td>5.999%</td>
<td>1.560</td>
<td>2</td>
<td>265.47</td>
</tr>
<tr>
<td>Seattle</td>
<td>730,400</td>
<td>17.723%</td>
<td>4.608</td>
<td>4</td>
<td>99.90</td>
</tr>
<tr>
<td>Bellevue</td>
<td>142,400</td>
<td>3.455%</td>
<td>0.898</td>
<td>1</td>
<td>19.48</td>
</tr>
<tr>
<td>Federal Way</td>
<td>97,400</td>
<td>2.363%</td>
<td>0.614</td>
<td>1</td>
<td>13.32</td>
</tr>
<tr>
<td>Kent</td>
<td>128,900</td>
<td>3.128%</td>
<td>0.813</td>
<td>1</td>
<td>17.63</td>
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<tr>
<td>Kirkland</td>
<td>87,240</td>
<td>2.117%</td>
<td>0.550</td>
<td>1</td>
<td>11.93</td>
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<tr>
<td>Renton</td>
<td>104,100</td>
<td>2.526%</td>
<td>0.657</td>
<td>1</td>
<td>14.24</td>
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<tr>
<td>Auburn</td>
<td>70,650</td>
<td>1.714%</td>
<td>0.446</td>
<td>1*</td>
<td>9.66</td>
</tr>
<tr>
<td>Other Cities &amp; Towns</td>
<td>579,715</td>
<td>14.067%</td>
<td>3.657</td>
<td>3</td>
<td>79.29</td>
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<tr>
<td>Kitsap</td>
<td>267,120</td>
<td>6.482%</td>
<td>1.685</td>
<td>3</td>
<td>64.82</td>
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<tr>
<td>Kitsap County</td>
<td>176,290</td>
<td>4.278%</td>
<td>1.112</td>
<td>1</td>
<td>32.41</td>
</tr>
<tr>
<td>Bremerton</td>
<td>41,500</td>
<td>1.007%</td>
<td>0.262</td>
<td>1</td>
<td>14.81</td>
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<td>Other Cities &amp; Towns</td>
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<td>1.197%</td>
<td>0.311</td>
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<td>17.60</td>
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<tr>
<td>Pierce</td>
<td>869,815</td>
<td>21.106%</td>
<td>5.488</td>
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<td>211.06</td>
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<tr>
<td>County</td>
<td>409,020</td>
<td>9.925%</td>
<td>2.580</td>
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<td>105.53</td>
</tr>
<tr>
<td>Tacoma</td>
<td>209,100</td>
<td>5.074%</td>
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<tr>
<td>Auburn</td>
<td>9,965</td>
<td>0.242%</td>
<td>0.063</td>
<td>1*</td>
<td>2.28</td>
</tr>
<tr>
<td>Other Cities &amp; Towns</td>
<td>241,730</td>
<td>5.866%</td>
<td>1.525</td>
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<td>55.36</td>
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<tr>
<td>Snohomish</td>
<td>796,165</td>
<td>19.319%</td>
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<td>5</td>
<td>193.19</td>
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<tr>
<td>County</td>
<td>357,555</td>
<td>8.676%</td>
<td>2.256</td>
<td>2</td>
<td>96.60</td>
</tr>
<tr>
<td>Everett</td>
<td>111,200</td>
<td>2.698%</td>
<td>0.702</td>
<td>1</td>
<td>24.49</td>
</tr>
<tr>
<td>Other Cities &amp; Towns</td>
<td>327,410</td>
<td>7.945%</td>
<td>2.066</td>
<td>2</td>
<td>72.11</td>
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<tr>
<td>Cities/Towns/Counties</td>
<td>4,121,145</td>
<td>100%</td>
<td>26.000</td>
<td>27</td>
<td>1,000.00</td>
</tr>
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</table>

### Statutory Members
- Port of Bremerton: 1, 3
- Port of Seattle: 1, 50
- Port of Tacoma: 1, 30
- Port of Everett: 1, 10
- WA State Dept of Trans: 1, 30
- WA Trans. Commission: 1, 30

**Statutory Members**
- Total: 6, 153

**Grand Total**
- Total: 33, 1,153.00

**NOTE:**
- Population figures provided by OFM and only include member jurisdictions. (Non-members include Brier, Carbonado, Carnation, Gold Bar, Index, Roy, South Prairie, Wilkeson.)
- Weighted votes are updated every September, and representatives for the Executive Board are reviewed every three years, per Interlocal Agreement, Article V.c.3. and as prescribed in RCW 47.80.010 and RCW47.80.60. The Executive Board Representatives was scheduled for the Fall of 2019. The Operations Committee has been asked to do the representatives review in the Fall of 2018.
- *City of Auburn Population is over 80,000 which gives them 1 representative seat on the Executive Board.
To: Operations Committee
From: Josh Brown, Executive Director
Subject: Review of Schedule for Development of Fiscal Years 2020-2021 Budget and Work Program

In September, the Operations Committee will be presented with a tentative schedule for developing the FY2020-2021 budget and work program (Attachment A). The budget and work program will be developed in the fall of 2018 and is scheduled for adoption by the General Assembly in the spring of 2019.

In October, as shown in the attached schedule, the Operations Committee will have an opportunity to review the budget assumptions for Fiscal Years 2020-2021 for revenues and expenditures. The budgetary policies will also be reviewed in October (Attachment B).

If you have any questions, please call Diana Lauderbach at 206-464-5416 or e-mail dlauderbach@psrc.org.

Attachments:
A - PSRC FY2020-21 Key Dates
B - PSRC Financial & Budgetary Policies
## FY2020-21 Biennial Budget & Work Program Development Key Dates

### September 2018
- Prepare estimates of revenues and expenses.

### September 2018
- Executive Management Team begins discussion on proposed budget schedule and deadlines, initial budget assumptions, and outline of work program elements and format.

### September 2018
- Operations Committee receives proposed budget schedule.

### September 2018
- Executive Management Team begins discussion on proposed budget schedule and deadlines, initial budget assumptions, and outline of work program elements and format.

### September – November 2018
- Executive Management Team coordinates with STE FTA Caucus on proposed use of FTA5307 funds.

### September – November 2018
- Executive Management Team collects information from project leads and program managers on individual work element narratives, review the budget assumptions and review the initial revenue and expenditure projections. Staff describe the major tasks and milestones proposed over the next two years.

### October 25, 2018
- Operations Committee reviews budget assumptions for revenue and expenditures and reviews budgetary policies.

### November 2018
- Prepare Internal Draft Biennial Budget and Work Program and distribute to Directors and Program Managers. Discuss proposed budget assumptions and schedule at all staff meeting.

### December 5, 2018
- Economic Development Board reviews EDD Work element of Draft Budget and Work Program, forward comments to Operations Committee by December 31 for consideration in January.

### December 6, 2018
- Operations Committee receives and reviews full balanced Draft Budget and Work Program.

### January 2019
- Operations Committee finalizes full Draft Budget and Work Program and briefs Executive Board. Staff authorized to release Draft Budget and Work Program. The draft budget is posted on PSRC.org website for review by members of Transit Operators Committee (TOC), ED Board, PSRC Policy Boards, the Regional Staff Committee, RPEC, STE FTA Caucus, Transit General Managers and other PSRC staff committees, member jurisdictions, countywide planning agencies, state and federal funding agencies and other interested parties.

### February – March 2019
- Transportation Policy Board & Growth Management Policy Board as well as Economic Development Board, review Draft Budget and Work Program, forward comments to
Operations Committee for consideration by March. All PSRC staff committees forward comments on draft budget to Operations Committee by March 16.

**March 2019**
Operations Committee submits Final Draft Budget and Work Program and any additional changes to Executive Board. Executive Board transmits Final Draft Budget including revisions to General Assembly.

**April/May 2019**
General Assembly Agenda including Final Draft Budget and Work Program mailed.

**April - June 2019**
General Assembly acts on Final Draft Budget.

**April/May 2019**
Final Budget and Work Program submitted to and reviewed by federal and state funding agencies.

**April – June 2019**
PSRC staff works with state and federal funding agencies on grant applications that support Budget and Work Program, status reports on the progress are given to the Operations Committee and Executive Board as needed.

**June or July 2019**
Economic Development Board adopts Economic Development portion of the budget.

**July 1, 2019**
Biennial Work Program and Budget Begins.

**September 2019**
Board action to amend budget.

**December 2019**
Supplemental Biennial Budget is drafted and reviewed by the Economic Development Board.

**January – February 2020**
Supplemental Biennial Budget is drafted and reviewed by the Operations Committee.

**February – March 2020**
Draft Supplemental Biennial Budget and Work Program is reviewed by the Growth Management Policy Board, the Transportation Policy Board, the Economic Development Board, and the Executive Board.

**Spring 2020**
The Executive Board is asked to propose action on the Supplemental Biennial Budget and Work Program by the General Assembly in May.

**Spring 2020**
General Assembly adopts the Supplemental Biennial Budget and Work Program.

**Spring 2020**
Economic Development Board adopts Economic Development portion of the Supplemental Budget and Work Program.
PSRC FINANCIAL & BUDGETARY POLICIES

The following financial and budgetary policies were developed to guide and inform decision making, and related administrative procedures and practices. These policies will be incorporated into the Biennial Budget and Work Program and will be reviewed and updated every two years by the Operations Committee during the budget development process, or as necessary.

PSRC exercises its authority and carries out its responsibilities pursuant to a variety of statutes per Resolution No. PSRC-EB-2015-01, adopted July 23, 2015 (Appendix A-2).

FINANCIAL & BUDGETARY PLANNING POLICIES

1. Balanced Budget Policy
PSRC is committed to a balanced budget and will maintain a balanced budget over the two-year period of the Biennial Budget and Work Program. This means that operating revenues must fully cover operating expenditures.

2. Budgeted Carryover
Awarded grant revenues that were not expended in the biennium will be carried over into the next biennium. The local funds required to match the remaining grant would also be carried over into the next biennium. Project progress will be monitored by quarterly progress meetings as described in the Operating Expenditure Accountability policy.

3. Budgetary Authority
Two levels of budgetary authority exist to amend budgetary amounts within the corresponding three levels of budgetary classifications of Task, Work Elements, and Functions within the Biennial Budget and Work Program:

- Program Managers will have the flexibility to transfer budgetary amounts from one task to another within a Work Element.
- Directors will have the authority to transfer budgetary amounts between Work Elements provided that the amount transferred does not exceed 10% of the total biennial budget.
- The Executive Board’s approval will be required to transfer budgetary amounts between Work Elements when the amount exceeds 10% of the biennial total budget.

4. Budget Development, Adoption and Amendment
The Operations Committee has primary responsibility for the development and maintenance of the biennial budget and work program. Every two years a biennial budget is prepared with the option of a supplemental budget after the first year. The Operations Committee recommends budgets and budget amendments to the Executive Board for approval. The General Assembly meets annually in the spring and votes to adopt the approved biennial budget or supplemental budget.

Budget amendments: A budget amendment is needed for a major revision to the budget and work program that involves either the addition or deletion of a major work task; the addition or deletion of a new funding source; or any transfer of funds within the budget that exceeds 10% of the overall budget. Budget amendments require Executive Board approval.

Administrative budget modifications: Administrative budget modifications include minor changes to the funding of a previously included work task; or minor changes (less than 10% of total budget amount) to a previously included funding amount. Administrative budget modifications do not require Operations Committee review or Executive Board approval.
5. Unified Planning Work Program Amendments (UPWP)
Washington State Department of Transportation (WSDOT) tracks all amendments to the UPWP. Budget amendments that do not exceed 10% of the total budget may be amended without approval by WSDOT. All other budget amendments, including those that add new sources of funding and new scopes of work, must be included in an UPWP amendment request sent to WSDOT, Federal Highway Administration and Federal Transit Administration for approval before funds can be spent.

PSRC will assess the long term financial implications of changes to our current or proposed budget. PSRC will develop and maintain a six-year financial plan and project a long-term revenue and expenditure forecast of proposed changes. The six-year financial plan will serve as a forecast of likely financial outcomes of our proposed workplan.

7. Assets
   a. Inventory
      Accounting is responsible for maintaining records for all assets (capital and small and attractive assets) belonging to the Puget Sound Regional Council.

      • Capital assets are any asset such as computers, office equipment and software systems, with a unit cost greater than $5,000 and an estimated useful life in excess of two years. Capital assets are recorded at cost and depreciated or amortized on the straight-line method over the estimated useful life of the asset.

      • A small and attractive asset is any asset with a unit cost of more than $300 and less than $5,000, excluding furniture, but may include smart phones, laptop computers, photographic equipment, etc. Small and attractive assets are inventoried for physical and accounting control, but not capitalized.

      • Finance staff, with the help of IT staff, will inventory and assess the condition of all capital assets annually. Information recorded about assets may include description, location, physical dimension, condition, warranties, maintenance history, estimated replacement cost, usage statistics (mileage), book value, original useful life and remaining useful life. Assets will also be evaluated periodically to determine if they still provide the most appropriate method to deliver services.

      • Upon completion of the annual inventory, a list of assets that need replacement will be proposed by the Chief Financial Officer and presented for approval by the Executive Director or his/her designee. Procurement for asset replacement(s) will follow PSRC’s Purchasing Policies.

      • The biennial budget will anticipate the need for asset replacements and provide ample budget within the depreciation line item of the indirect cost budget to cover the cost of replacing obsolete assets.

   b. Lost or Stolen Property
      It is PSRC’s duty to immediately report any known or suspected loss of public funds or assets or illegal activities (RCW 43.09.185). If, after a thorough search, an asset is determined to be lost or stolen, it will be reported immediately to the Chief Financial Officer (CFO). The CFO will report the loss to the State Auditor’s Office. For more information on reporting known or suspected losses, refer to the SAO website at http://www.sao.wa.gov.
REVENUE POLICIES

1. Revenue Diversification & Stabilization
PSRC encourages diversification of revenue sources by seeking funding opportunities that contribute to accomplishing the Budget and Work Program and fulfill the mission of PSRC. Diversified sources of revenue enhance agency stabilization and allow PSRC to handle fluctuation in any one revenue source.

2. Membership Dues
PSRC and Central Puget Sound Economic Development District (EDD) assess dues to membership annually. Revenue from membership dues is used to provide match funds for Federal and State grants and to support the agency Work Program.

PSRC and EDD dues are invoiced to each member on a single combined invoice. Each biennium, while developing the revenue and expenditure assumptions for the next biennial budget and work program, PSRC will reassess the need for a dues increase.

3. Use of Project Specific Revenues
Project specific revenues will support project specific expenditures as well as the appropriate overhead cost.

4. Use of Unpredictable Revenues
For budgeting purposes, revenues shall be estimated conservatively. Highly likely but uncertain revenue sources will be classified as anticipated. The expenditures associated with these anticipated revenues will be shown in the budget as encumbered until the anticipated revenues are secured.

EXPENDITURE POLICIES

1. Debt Capacity
Use of debt requires authorization of the Operations Committee and Executive Board. PSRC may use short-term debt, with a term of three years or less, to cover cash flow shortages that may be caused by a temporary delay in receiving federal and or state grant reimbursements.

The use of long term debt, with a term of more than three years, may be considered on a case-by-case basis subject to approval by the Executive Board.

2. Reserve Account
A reserve fund amount will be budgeted every two years to provide for unanticipated expenditures of a nonrecurring nature and/or to meet unexpected increases in costs or decreases in revenue.

PSRC will maintain a reserve fund balance of between one and three months of projected expenditures. A target reserve fund balance of two months of operating expenditures is recommended. If PSRC falls below the recommended reserve fund balance then any excess year-end local funds will be used to build or replenish the reserve fund.

a. Authorization of Use of Reserve Funds
Reserve funds can be authorized for use in either a non-emergency or emergency situation.
Authorization of reserve funds in a non-emergency situation will be approved by the Operations Committee and Executive Board. A non-emergency situation can include, but is not limited to temporary revenue shortfalls, temporary cash flow shortfalls or unpredicted one-time expenditures.

Either the PSRC Executive Board President or Vice President may determine if an emergency situation exists and authorize the Executive Director to use reserve funds to provide continuity of business. Use of reserve funds for an emergency shall not exceed more than 50% of total reserve funds. An emergency is generally considered to be an event or set of circumstances—natural, technological, or human-caused—that requires a response to protect life or property, or results in loss of life or property (e.g., earthquakes, severe weather, flood or water damage, fire, tsunamis, public health and medical emergencies, and other occurrences requiring an emergency response).

Following an emergency, financial staff will complete a financial reconciliation report of emergency funds expended for review by the Operations Committee.

3. Operating Expenditure Accountability
To help project managers stay on time and under budget with their projects, monthly budget-to-actual, grant status, and contract status reports are produced by finance and distributed to directors, program managers and project managers. Quarterly meetings between financial management and program management ensure that project progress is monitored and operating expenditures are consistent with revenues. Any necessary budget adjustments are made as necessary.

AMENDMENTS
Approved by the Operations Committee December 4, 2014
Adopted by the General Assembly April 30, 2015
Amended by the Operations Committee December 2016
Administratively Amended May 2017
Budget as of May 2018 Adopted Supplemental.

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.

Growth, Long-Range, and Data show consultant budget not yet spent.

Short-Range contains open positions.
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.

<table>
<thead>
<tr>
<th>Project* Description</th>
<th>Contractor</th>
<th>Board Manager</th>
<th>Board Approved</th>
<th>Date Issued</th>
<th>% DBE/WBE**</th>
<th>Contract Amount</th>
<th>Amount Paid</th>
<th>Amount Remaining</th>
<th>% Billed</th>
<th>Contract End Date</th>
</tr>
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<td>Berk</td>
<td>Jason Thibedeau</td>
<td>12/07/17</td>
<td>02/23/18</td>
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<td>$40,000</td>
<td>$40,000</td>
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<td>Michael Jensen</td>
<td>01/26/17</td>
<td>04/07/17</td>
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<td>$31,498</td>
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<td>10/26/17</td>
<td>04/02/18</td>
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<td>Resource Systems Group</td>
<td>Brian Lee &amp; Neil Kilgren</td>
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<td>$47,874</td>
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<td>Chris Peak</td>
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<td>$12,060</td>
<td>$17,940</td>
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<td>Thu Le</td>
<td>06/22/17</td>
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<td>$56,810</td>
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<td>0%</td>
<td>per task basis</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>06/30/19</td>
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<td>Rick Olson</td>
<td>05/28/15</td>
<td>07/01/15</td>
<td>0%</td>
<td>per task basis</td>
<td>$0</td>
<td>$0</td>
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<td>06/30/19</td>
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<td>EnviroIssues</td>
<td>Rick Olson</td>
<td>05/28/15</td>
<td>07/01/15</td>
<td>0%</td>
<td>per task basis</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>06/30/19</td>
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<tr>
<td>On-Call Financial Services</td>
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<td>Rick Olson</td>
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<td>07/01/15</td>
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<td>$69,023</td>
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<td>Rick Olson</td>
<td>05/28/15</td>
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<td>0%</td>
<td>per task basis</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
<td>06/30/19</td>
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<tr>
<td>On-Call Legal Services</td>
<td>Sebris Busto James</td>
<td>Mark Gulbranson</td>
<td>05/28/15</td>
<td>07/01/15</td>
<td>0%</td>
<td>$23,000</td>
<td>$11,730</td>
<td>$11,271</td>
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<td>06/30/19</td>
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**Minimum Annual Payments:**

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<tr>
<th>Operating Leases</th>
<th>Description</th>
<th>FY 2016</th>
<th>FY 2017</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2020</th>
<th>Thereafter</th>
<th>Totals</th>
<th>Contract End Date</th>
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<td>Copiers NorthWest Copier Lease</td>
<td>36 months beginning November 15, 2017</td>
<td>$1,478</td>
<td>$7,120</td>
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<td>$11,820</td>
<td>$10,343</td>
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<td>Waterfront Holdings</td>
<td>Office Lease - Amended March 21, 2012</td>
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<td>$954,197</td>
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Small contracts are those contracts having a value $10,000 and under. Authorization from the Operation Committee is not needed for approval.
<table>
<thead>
<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>
<th>Amount Paid</th>
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<tr>
<td>BERK</td>
<td>Space Sector Study</td>
<td>Jason Thibedeau</td>
<td>2018-05</td>
<td>12/07/17</td>
<td>02/23/18</td>
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<td>$40,000</td>
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<td>Envirolssues</td>
<td>Communications and Outreach - Task 1 2018 T2040 Public Engagement</td>
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<td>05/28/15</td>
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<td>Kim Scrivner</td>
<td>2018-02</td>
<td>01/26/17</td>
<td>08/01/17</td>
<td>$12,000</td>
<td>$3,963</td>
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<td>Cocker Fennessy</td>
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<td>01/09/18</td>
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<td>Transportation Projects Online Services</td>
<td>Chris Peak</td>
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<td>12/03/15</td>
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<td>Model Support Services</td>
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<td>12/03/15</td>
<td>3/14/2016</td>
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<td>Web Design and Development</td>
<td>Anne Avery</td>
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<td>06/25/15</td>
<td>10/20/2015</td>
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<td>Carol Naito</td>
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<td>7/1/2016</td>
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<td>Neil Kliqgren</td>
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<td>NextGen Airspace Optimization Study</td>
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## Grant Status Report

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<th>Description</th>
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<th>Grant Amount</th>
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<th>Billed as of 8/31/18</th>
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**Total Active Grants**: 14,585,589.64

**Remaining to be Expended**: 5,740,299.16

### Recently Completed

- **WSDOT - Remix**: Transit Coordination, Gil Cerise, 002.00.0.0, 351,000.00, 351,000.00, 351,000.00, 351,000.00, 3/31/16 - 6/30/18
- **EDA - Economic Adjustment Assist/IMCP**: Regional Planning, Jerry Harless, 003.04.0.0, 200,000.00, 198,163.46, 1,836.54, 1,836.54, 7/15 - 12/31/17
- **SHRP2 Grant**: Regional Planning, Craig Helmann, 004.13.0.0, 200,000.00, 170,970.09, 29,029.91, 168,398.59, 31,604.41, 10/1/16 - 12/31/19
- **FTA 5307 FY15-16 LC3**: Regional Planning, Diana Lauderbach, Multiple, 666,667.00, 666,667.00, 666,667.00, 666,667.00, 1/15 - 6/30/19
- **FTA 5307 FY15-16 LC3 Part B**: Regional Planning, Diana Lauderbach, Multiple, 1,333,333.00, 1,333,333.00, 1,333,333.00, 1,333,333.00, 1,333,333.00, 7/15 - 6/30/19
- **WSDOT Local - Transportation Futures**: Transportation Futures, Ben Bakkena, 002.52.0.0, 1,229,000.00, 1,227,804.98, 1,195.02, 1,227,804.98, 1,195.02, 7/16/14 - 6/30/17
- **EDA Planning Grant**: Regional Planning, Josh Brown, Multiple, 100,000.00, 100,000.00, 100,000.00, 100,000.00, 4/1/16 - 3/31/17
- **FTA 5310 Special Needs Transportation**: Regional Planning, Diana Lauderbach, Multiple, 002.39.0.0, 100,000.00, 100,000.00, 100,000.00, 100,000.00, 4/1/16 - 3/31/17

*Amended to add balance of FY18/19 funds*
INFORMATION ITEM

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

The Regional Council has one new employee:

Growth Management Planning
Andrea Harris-Long – Senior Planner

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