Operations Committee
Thursday, March 28, 2019 • 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 February 28, 2019
   b. Approve Vouchers Dated February 15 through March 15, 2019 in the Amount of $941,695.70
4. Action Items
   a. Approve Fiscal Years 2020-2021 Budget and Work Program
   b. Approve Contract Authority for 2019 General Assembly
   c. Contract Authority to Purchase Closed Captioning Service for Video Web Streaming
5. Information/Discussion Items
   a. Monthly Budget Progress Report
   b. Contract Status Report
   c. Completed Contracts
   d. Grant Status Report
   e. New Employee Status Report
6. Next Meeting:
   - Operations Committee - Thursday, April 25, 2019, 9:30 - 9:50 a.m., PSRC Central Meeting Room
   - SAVE THE DATE! General Assembly - Thursday, May 30, 2019, 11:30 a.m. - 1:30 p.m., The Conference Center at the Washington State Convention Center. Registration will open soon.
7. Adjourn (9:50)
1. Call to Order and Roll Call

Executive Bruce Dammeier called the meeting of the Operations Committee to order at 9:30 a.m. Executive Dammeier welcomed two new committee members, Commissioner Hester Serebrin, Washington State Transportation Commission, and alternate Commissioner Glen Bachman, Port of Everett. They represent PSRC statutory members.

Members and Alternates present for all or part of the meeting included:
Executive Bruce Dammeier, Pierce County, Chair
Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns
Commissioner Glen Bachman, PSRC Statutory Member Alt. – via phone
Councilmember Chris Roberts, King County Other Cities & Towns Alt.
Commissioner Hester Serebrin, PSRC Statutory Members
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:
Kelsey Beck, City of Seattle
Josh Brown, PSRC
Sherry Chang, State Auditor’s Office
Ying Ying Chen, CPA
Horace Francis, CPA
Mark Gulbranson, PSRC
Jerry Harless, PSRC
Choo Ling Khoo, PSRC
Diana Lauderbach, PSRC
Thu Le, PSRC
Lili Mayer, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Joe Simmons, State Auditor’s Office
Daniel Thompson, State Auditor’s Office
Alex Tsimerman, SUP
Andrew Werfelmann, PSRC

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

3. Audit Exit Conference
Diana Lauderbach introduced employees from the State Auditor’s Office: Sherry Chang, Daniel Thompson and Joe Simmons. The state audit team reviewed the results of the PSRC and Central Puget Sound Economic Development District (CPSEDD) audit reports. They completed an accountability audit for PSRC, financial statement and federal grant compliance audit for PSRC and a financial statement audit for CPSEDD. Both organizations received clean audits and were found to be in good standing. There were no findings, management letters or exit items to report.

Josh Brown, PSRC, recognized PSRC’s finance team, highlighting their integrity and stewardship. Mr. Brown shared that PSRC has had only one audit finding in the last 18 years and only two in the last 28 years.

Ms. Chang shared that the report will be issued the following week.

4. Consent Agenda
a. Approve Minutes of Meeting held January 24, 2019
b. Approval of Vouchers dated January 10, 2019 through February 15, 2019 in the Amount of $1,179,880.18.

Consent Agenda—Action: It was moved and seconded (Lambert/Todd) to approve the minutes of the Operations Committee meetings January 28, 2019 and approve the vouchers dated January 10, 2019 through February 15, 2019 in the amount of $1,179,880.18.

5a. Action Item—Contract Authority to Purchase Audio/Video Web-Streaming Service
Jerry Harless, PSRC, informed the committee that the current contract for web-streaming and agenda management services expires March 31. New contract authorization is needed to secure services so that PSRC may continue to web-stream board meetings.

Action: It was moved and seconded (Todd/Roberts) to Recommend the Executive Board authorize the Executive Director to enter into one or more contracts to purchase audio/video web-streaming equipment and service not to exceed $60,000 total for three years.

6e. New Employee Status Report
Thu Le introduced one new employee, Choo Ling Khoo, in the Communications Department.
6a. Information Item–Monthly Budget Progress Report
6b. Information Item–Contract Status Report
6c. Information Item–Completed Contracts
6d. Information Item–Grant Status Report

Monthly standard reports were included in the packet. Committee members can see staff with questions.

Andrew Werfelmann shared that PSRC has received the distinguished budget award from the Government Officers Finance Association for the second year in a row.

The meeting adjourned at 9:59 a.m. The next Operations Committee meeting will be March 28, 2019 at 9:30 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.
CONSENT AGENDA

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Vouchers Dated February 15 through March 15, 2019 in the Amount of $941,695.70

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>REQUESTED WARRANT DATE</th>
<th>VOUCHER NUMBER</th>
<th>TOTALS</th>
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<tbody>
<tr>
<td>02/15/19 - 03/13/19</td>
<td>AP Vouchers</td>
<td>$ 362,838.96</td>
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<tr>
<td>02/28/19 - 03/15/19</td>
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$ 941,695.70

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: Approve Fiscal Years 2020-2021 Budget and Work Program

IN BRIEF

On March 28, 2019, the Operations Committee will be asked to recommend to the Executive Board the Fiscal Years 2020-2021 Biennial Budget and Work Program for adoption by the General Assembly on May 30, 2019. The entire proposed Biennial Budget and Work Program is available online at https://www.psrc.org/about/budget.

RECOMMENDED ACTIONS

1. Recommend that the Executive Board approve the Proposed FY 2020-2021 Biennial Budget and Work Program and recommend adoption by the General Assembly on May 30, 2019.

2. Recommend that the General Assembly adopt Resolution PSRC-A-2019-01 authorizing the submittal of the adopted Fiscal Year 2020-2021 Biennial Budget and Work Program.

BUDGET IMPACT

The proposed FY 2020-2021 Biennial Budget and Work Program of $27.4 million is based on revenue and expense assumptions illustrated in Tables 1 through 7, beginning on page 18 of the Draft FY 2020-2021 Biennial Budget and Work Program document.
BACKGROUND

The Puget Sound Regional Council is the federally designated Metropolitan Planning Organization and state-designated Regional Transportation Planning Organization for the four-county area and has specific responsibilities under the Fixing America’s Surface Transportation (FAST) Act, Clean Air Act (CAA), the state Growth Management Act (GMA), the Economic Development Act (EDA), and the Interlocal Agreement approved by PSRC members.

PSRC is funded through a combination of federal and state grants and local funds. The federal grants traditionally make up nearly 79 percent of the funding, while state grants contribute about 4 percent. Local funds provide approximately 17 percent and are used to match the state and federal grants, and also fund work not covered by federal and state grants.

PSRC's major activities in the FY 2020-2021 Budget and Work Program will build on and enhance efforts carried forward from Fiscal Years 2018-2019, focusing on meeting mandates and continuing to provide essential services to members. The budget contains the following elements: Planning Management, Regional Growth Planning, Transportation Planning, Economic Development, Data, Council Support, Communications, and Administrative Services.

The Operations Committee, which has primary responsibility for developing the annual Budget and Work Program, had an in-depth review of the proposed draft Budget and Work Program on December 6, 2018. The Executive Board, Transportation Policy Board, Growth Management Policy Board, and Economic Development District Board were given information on the proposed draft Budget and Work Program in January and February. The Operations Committee has prepared this recommended Budget and Work Program for presentation to the Executive Board for approval at its March 28 meeting. The action to adopt the Proposed FY 2020-2021 Biennial Budget and Work Program by the General Assembly is contingent upon Executive Board approval at its March 28, 2019 meeting.

During the review period PSRC received a comment on Friday, March 15th. Please see the attached memo for more information. The Operations Committee will have an opportunity to discuss the comment at the March 28th meeting.

To view the Proposed FY 2020-2021 Biennial Budget and Work Program online, please refer to: https://www.psrc.org/about/budget.

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

Attachments:
BudgetWorkProgram_Resolution GA2019
Comments re_ Draft PSRC Budget and Work Plan _ (002)
RESOLUTION NO. PSRC-A-2019-01

A RESOLUTION of the Puget Sound Regional Council
Authorizing Submittal of the Fiscal Years 2020-2021 Biennial Budget and Work Program

WHEREAS, the General Assembly of the Puget Sound Regional Council (PSRC), at its meeting on May 30, 2019, adopted the Biennial Budget and Work Program for Fiscal Years 2020-2021;

WHEREAS, that the Executive Director of the Puget Sound Regional Council is authorized to submit to the federal and state agencies the grant application to carry out the Biennial Budget and Work Program, and all supporting information, including procedures to ensure compliance with the requirements of the U.S. Department of Transportation, the Economic Development Administration; the Environmental Protection Agency; the Federal Aviation Administration; the United States Geological Survey; and the Washington State Department of Transportation.

NOW THEREFORE BE IT RESOLVED that the Executive Director is designated as the authorized official to execute grant contracts on behalf of the Puget Sound Regional Council with the United States Department of Transportation, the Economic Development Administration; the Environmental Protection Agency; the Federal Aviation Administration; the United States Geological Survey; and the Washington State Department of Transportation in support of the adopted budget and work program; and

BE IT FURTHER RESOLVED that the Executive Director of PSRC is authorized to incur costs beginning on July 1, 2019, and receive planning monies from the federal and state agencies and local jurisdictions pursuant to the adopted Biennial Budget and Work Program for Fiscal Years 2020-2021 for the Puget Sound Regional Council.

ADOPTED by the Assembly this 30th day of May, 2019.

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

ATTEST:________________________________________
Josh Brown, Executive Director
To: Diana Lauderbach  
From: Transportation Choices Coalition, Futurewise, Climate Solutions, Puget Sound Sage, Cascade Bicycle Club, Housing Development Consortium, The Wilderness Society, Sierra Club Washington State Chapter  
Date: March 15, 2019  
Re: Draft FY2020-2021 Biennial Budget and Work Program

Dear Ms. Lauderbach,

Thank you for the opportunity to comment on the Draft FY2020-2021 Biennial Budget and Work Program. We believe that a budget and work program is important not only to support PSRC’s core regional planning, funding and data activities, but to ensure accountability to our collective regional vision, both through the regional transportation plan and VISION 2050.

During the course of the VISION 2050 update, social and racial equity has been raised as a top concern, both by Board members and by members of the public. At a recent peer networking event, electeds, agency staff, and advocates from all four counties worked side-by-side in an at-capacity workshop to imagine how regional planning could better address issues of social and racial equity. For us, that discussion reinforced both the challenge implementing equitable growth policies and the necessity of doing this work. If VISION 2050’s process and budget don’t adequately incorporate equity, then its aim of keeping our region healthy and vibrant as it grows—which also entails equitably addressing climate change—will not be achieved. Everyone needs to be a part of problem solving and solutions for our aims to have the necessary broad and lasting impact.

We are very pleased to see that Equity and Social Justice has been included as a sub-task in the draft work program provided. The scope of work listed is very broad, and we would like to ensure that the budget allocates sufficient funds to perform these tasks. It is currently unclear how much funding has been allocated directly to this task. To fully “incorporate and center equity and social justice in its public and member engagement, approaches to analysis, and development of regional policy,” as the work program states, PSRC should ensure sufficient funds are available to cover the following:

- **Funding for staff, board and consultant expertise and training.**
  - Consider hiring staff with social and racial equity expertise.
  - Consider funding for social and racial equity training for staff and board members.
  - Adequately fund new in-house staff and additional consultants as needed to implement recommendations from previous equity consultants.
- **Funding for action items on equity that come out of VISION.**
  - Example recommended actions could include adopting specific performance targets for equity policies (e.g., end disparities in air pollution exposure) and developing a plan for incorporating equity goal accountability into comprehensive plan certification.

- **Funding for incorporating equity into project selection frameworks.**
  - Reimagining the transportation investment framework to ensure alignment with equity goals will be a critical mechanism to evaluate progress.

- **Funding to improve engagement.**
  - Achieving the equity outcomes we hope to see in the region will take both time and expertise from the frontline communities that have been most impacted.
  - Best practices show that community groups and members should be resourced to participate and may have very different engagement needs, whether through time of day, type of meeting, translation and interpretation. Funds should be sufficient to build in both the financial incentives and PSRC staff time to develop these relationships.
  - Because PSRC can be challenging for many community members to engage in, we also recommend providing adequate funding to study how to develop an environmental justice committee with resourced equity experts and community representatives to guide planning at PSRC in an ongoing way.

Thank you,

Transportation Choices Coalition
Climate Solutions
The Wilderness Society
Cascade Bicycle Club
Futurewise
Housing Development Consortium
Puget Sound Sage
Sierra Club Washington State Chapter

**Attachments:**
Joint comment letter to GMPB on social equity session
Climate solutions testimony to GMPB on social equity session
ACTION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: Approve Contract Authority for 2019 General Assembly

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of $10,000 per year. A request is being made to authorize the Executive Director to enter into one or more contracts for space rental, catering, and audio/visual expenses related to the 2019 General Assembly.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for support of the 2019 General Assembly. The total cost for all contracts will not exceed $25,000.

BUDGET IMPACT

The adopted Biennial Budget and Work Program for fiscal year 2018-2019 includes funding for this project. Total budget for the contract is not to exceed $25,000.

DISCUSSION

The Puget Sound Regional Council General Assembly includes all mayors, county executives, commissioners, and councilmembers of PSRC member jurisdictions, Tribes and statutory members. Each elected representative is a voting member of the General Assembly. The General Assembly will meet on May 30, 2019, to establish the FY2020-2021 biennial budget and work program and elect new officers.

If you have any questions, please contact Rick Olson at 206-971-3050 or email
rolson@psrc.org; or Sheila Rogers at 206-464-5815 or email srogers@psrc.org.
ACTION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: Contract Authority to Purchase Closed Captioning Service for Video Web Streaming

IN BRIEF

Authorization by the Executive Board is required for the Executive Director to enter into a contract in excess of $10,000 per year. On February 28, 2019, the Executive Board authorized the Executive Director to enter into one or more contracts to purchase audio/video web streaming equipment and service not to exceed $60,000 total for three years.

After reviewing quotes, staff selected a vendor that will provide those services well within that amount. Staff also requested quotes for adding closed captioning to streamed video, and that cost, when added to that of the web streaming service, may exceed the $60,000 threshold over three years. This service may be procured from the web streaming vendor or a third-party service.

A request is being made to increase the authorization for the purchase of new equipment and services for streaming of sound and video of board meetings from the Boardroom from $60,000 to $75,000.

RECOMMENDED ACTION

Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts to purchase audio/video web streaming equipment and service not to exceed $75,000 total for three years to replace the prior authorization of $60,000 over three years.

BUDGET IMPACT
The adopted Fiscal Year 2018-2019 Biennial Budget and Work Program includes sufficient funds within the overhead/information systems budget for this project for the current fiscal year. The proposed Fiscal Year 2020-2021 budget contains sufficient funds for the next biennium.

**DISCUSSION**

The PSRC Technology Plan includes as one of its strategies “Leverage technology to make PSRC board meetings available beyond 1011 Western Avenue.” Implementing that strategy, PSRC has been streaming live audio and video of board meetings (Executive Board, Transportation and Growth Management Policy Boards and Economic Development District Board) over the Internet since 2008 using in-room camera and sound systems in the Boardroom.

As part of PSRC’s commitment to increasing accessibility to its communications, closed captioning service will also be added to streamed video for the first time.

The current contract for web streaming and agenda management services expires March 31, 2019. New contract authorization is needed to secure the services of one or more firms to provide these services. The recommended action will provide this authorization so that PSRC may continue to make Board meetings available to the public on the Internet. Costs are estimated at $10,000 per year for web streaming services and agenda management software and an additional $10,000 to 14,000 per year for closed captioning, for a total of up to $24,000 per year.

For more information, please contact Jerry Harless at 206-464-5325 or jharless@prsc.org.
Budget as of October 2018 Amended 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.

Regional Planning includes open position and new FAA contract budget of $1.5 million that begun October 1, 2018. Savings from open positions.

Growth Management includes unspent contract budget.

Long-Range and Short-Range Transportation have savings from open positions and direct costs.

Data costs are lower than expected due to unspent contract budget and open positions.

Council Support includes unspent contract budget and direct costs.

Administration on-call consultants actual spending less than prorated budget as of February 2019.
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>
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<tr>
<th>Contractor</th>
<th>Description</th>
<th>Project 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>
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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.

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<thead>
<tr>
<th>Contractor</th>
<th>Description</th>
<th>Project Manager</th>
<th>Board Approved</th>
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<td>$0</td>
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<td>06/30/19</td>
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<tr>
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<td>05/28/15</td>
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** Staff Directory.

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

Operating Leases

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Communication: Contract Status Report (Information/Discussion Items)
# Puget Sound Regional Council
## COMPLETED CONTRACTS REPORT
### (since July 1, 2015)
#### as of 3/13/2019

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<th>Contractor</th>
<th>Description</th>
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<th>Contract #</th>
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**Recently Completed**

| WSDOT - Remix | Transit Coordination | Gil Cerise | 002.00.0.0 | 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 | 198,163.46 | 1,836.54 | 7/1/15 - 12/31/17 |
| SHRP2 Grant | IAP | Craig Helmann | 004.13.0.0 | 65,000.00 | 62,175.00 | 2,825.00 | 62,175.00 | 2,825.00 | 1/1/15 - 12/31/17 |
| FTA 5307 FY15-16 LC3 | Regional Planning | Diana Lauderbach | Multiple | 666,667.00 | 666,667.00 | - | 666,667.00 | - | 7/1/15 - 6/30/18 |
| FTA 5307 FY15-16 LC3 Part B | Regional Planning | Diana Lauderbach | Multiple | 1,333,333.00 | 1,333,333.00 | - | 1,333,333.00 | - | 7/1/15 - 6/30/18 |
| WSDOT Local - Transportation Futures | Transportation Futures | Ben Bakkenta | 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 | - | 4/1/16 - 3/31/17 |
| FTA 5310 Special Needs Transportation | Regional Planning | Diana Lauderbach | 002.39.0.0 | 100,000.00 | 100,000.00 | - | 100,000.00 | - | 4/1/16 - 3/31/17 |
INFORMATION ITEM

March 21, 2019

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

The Regional Council has one new employee:

Data Department
Grant Gibson – Assistant Planner

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

Puget Sound Regional Council – Annual General Assembly

Thursday, May 30, 2019 @ 11:30 am – 1:30 pm
The Conference Center @ Washington State Convention Center
8th & Pike, Seattle, WA 98101-2310