



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, MARCH 24, 2022**

#### **PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING**

**9:00 a.m.**

#### **1. Call to Order and Roll Call**

Mayor Becky Erickson called the meeting of the Operations Committee to order at 9:00 a.m. Chair Erickson shared that this would be a hybrid meeting for the Operations Committee, allowing for remote and in-person attendance. A call-in number was provided on the meeting agenda for members of the public to listen to the meeting.

See attached attendance roster for members and alternates present for all or part of the virtual meeting.

Guests and staff present for all or part of the virtual meeting were:

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Suzanne Childress, PSRC

Craig Helman, PSRC

Patty Jakala, PSRC

Brian Lee, PSRC

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Andrew Werfelmann, PSRC

A quorum was established by roll call.

#### **2. Communications and Public Comment**

No public comment was received.

#### **3. Consent Agenda**

a. Approve Minutes of Meeting held February 24, 2022

b. Approve Vouchers Dated January 31, 2022 through March 14, 2022 in the Amount of \$998,351.05

**Consent Agenda–Action:** It was moved and seconded (Tolbert/Low) to approve the minutes of the Operations Committee meeting February 24, 2022, and the vouchers dated January 31, 2022 through March 14, 2022 in the Amount of \$998,351.05. The motion was unanimous.

**4a. Action Item – Supplemental Budget and Work Program Fiscal Years 2022-2023**

Andrew Werfelmann reviewed the process for the development of the budget. Starting in the fall of 2021, the committee reviewed estimated revenues and expenditures. A full draft supplemental budget was then posted to PSRC’s website in December. Beginning in January 2022, the draft budget was shared with all policy boards for feedback. To date no comments have been received on the draft budget.

**ACTION:** It was moved and seconded (Bachman/Low) to:

- 1. Recommend approval of the FY 2022-2023 Supplemental Biennial Budget and Work Program by the Executive Board and recommend adoption by the General Assembly on May 26, 2022**
- 2. Recommend that the General Assembly adopt Resolution PSRC-A-2022-01 authorizing the submittal of the adopted Supplemental Fiscal Year 2022-2023 Biennial Budget and Work Program to the appropriate federal and state funding agencies.**

The motion was unanimous.

**4b. Action Item – Contract Authority to Purchase Audio/Video Web-Streaming Services**

Kathryn Johnson shared that PSRC is seeking contract authority for web-streaming, closed captioning, and agenda services. The contract is not to exceed \$81,000 over the next three years. The current contract expires May 2022. The new contract authorization will allow PSRC to continue web streaming PSRC policy board meetings to the public. Staff will conduct a review of potential vendors and have the option to select another service provider in years two and three.

**ACTION:** It was moved and seconded (Roberts/McDermott) to recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase audio/video web-streaming with agenda integration and real-time closed captioning services not to exceed \$81,000 over the next three years. The motion was unanimous.

**4c. Action Item – Approve Contract Authority for Consultant Services for Budgeted Household Travel Survey in 2023, as Part of a New Eight-Year Program**

Brian Lee informed the committee that this contract authority request would support the Regional Household Travel Survey scheduled for 2023. This work is already included in the 2022-2023 biennium budget and is not to exceed \$500,000 for 2023.

Mr. Lee shared that PSRC is in the process of concluding work for the 2021 survey. This data was collected in the spring of 2021 and is the final part of a six-year program that started in 2017. The upcoming 2023 survey will be part of a new six-year program that will allow PSRC to look at the long-term impacts of the pandemic and the state of the region moving forward.

Past surveys have highlighted the need for a more frequent, multi-year program. This allows PSRC to collect data in a timelier and more cost-effective manner. Consulting services will be used to update the survey, administer the collection of data and then support data delivery. Up to \$500,000 has been budgeted for the 2023 survey to allow for a more holistic review of the data. Future contract renewal is subject to budget availability and approval.

**ACTION: It was moved and seconded (McDermott/Bachmann) to recommend the Executive Board authorize the Executive Director to enter into a consultant contract for implementation of a household travel survey in 2023, not to exceed \$500,000. Subsequent data collection for surveys in 2025, 2027, and 2029 are subject to future budget availability and approval. The motion was unanimous.**

**5a. Information Item – Monthly Budget Status Report**

**5b. Information Item – Contract Status Report**

**5c. Information Item – Completed Contracts**

**5d. Information Item – Grant Status Report**

The committee reviewed remaining monthly reports.

**The meeting adjourned at 9:27 a.m.**

Attachments:

Operations Cmte March 24, 2022 Attendance Roster

### PSRC Operations Committee March 24, 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	1
City of Seattle	1	CM Andrew Lewis	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	1
Pierce County	1	CM Derek Young	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	CM Doug Fagundes, Fife	1
		MYR Pro Tem Javier Figueroa, University Place, Alt	
Snohomish County	1	CM Sam Low	1
		CM Stephanie Wright Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		CM Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM Hester Serebrin, WSTC	
		COM Glen Bachman, Port of Everett Alt.	1
Members	10	Present	9
		Quorum (5)	8

Attachment: Operations Cmte March 24, 2022 Attendance Roster (3402 : Operations Minutes Mar 24, 2022)