



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, JUNE 23, 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 9:01 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.

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

Joe Kunzler and Alex Tsimerman provided public comment.

A quorum was established. 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:

Larry Blackett, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Suzanne Childress, PSRC

Patty Jakala, PSRC

Joe Kunzler

Thu Le, PSRC

Liana Lopez, PSRC

Casey Moreau, PSRC

Alex Tsimerman

Andrew Werfelmann, PSRC

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

a. Approve Minutes of Meeting held April 28, 2022

b. Approve Vouchers Dated March 31, 2022 through June 9, 2022 in the Amount of \$2,147,110.42

**Consent Agenda–Action: It was moved and seconded (Figueroa/Wahl) to approve the minutes of the Operations Committee meeting April 28, 2022, and the**

vouchers dated March 31, 2022 through June 9, 2022 in the Amount of \$2,147,110.42. The motion was unanimous.

**4a. Action Item – Approve Budget Amendment and Contract Authority to Increase the Amount for the Puget Sound Regional Household Travel Survey Program**

Craig Helmann, PSRC, reminded the committee that it had initially approved PSRC’s Household Travel Survey Program in March 2022 with a budget of \$500,000. Since that time, three member jurisdictions have requested to partner in the 2023 survey. The cities of Bothell and Bellevue will each contribute \$100,000 and the City of Seattle will contribute \$270,000. The action before the committee will amend the budget to add \$470,000 from the three jurisdictions to join the survey and increase consultant contract authority to carry out the corresponding work.

**ACTION: It was moved and seconded (Figueroa/McDermott)to:**

- 1. Amend the budget to add \$470,000 in contributions from three jurisdictions (\$100,000 from the City of Bellevue; \$100,000 from the City of Bothell; \$270,000 from the City of Seattle) who are partnering with the PSRC in the 2023 survey of an eight-year Puget Sound Regional Household Travel Survey Program, and to increase the authorized consultant expenditures by the same amount.**
- 2. Authorize the Executive Director to enter into a consultant contract for an eight-year Puget Sound Regional Household Travel Survey Program with the implementation of the first survey in 2023, not to exceed \$970,000, (\$500,000 approved in March 2022 for the PSRC portion, plus an additional \$470,000 from three jurisdictions for their respective portions).**

The motion was unanimous.

**4b. Action Item – Contract Authorization for Office Software Subscription**

Nancy Buonanno Grennan, PSRC, shared that the agency subscribes to Office 365. The current contract expires this month. Staff are seeking contract authority to renew the subscription for three years for an amount not to exceed \$75,000. PSRC coordinates with Washington State Department of Enterprise Service to negotiate a favorable subscription rate.

**ACTION: It was moved and seconded (McDermott/Figueroa) to recommend that the Executive Board authorize the Executive Director to enter into one or more contracts to subscribe to a bundle of common office software in an amount not to exceed \$75,000 over the next three years. The motion was unanimous.**

**4c. Action Item – Revised Policy on Compensating Members of PSRC Funded Focus Groups, Committees, and/or Community-Based Organizations**

Nancy Buonanno Grennan, PSRC, shared that at its April meeting, the committee had reviewed a draft update to PSRC’s compensation policy. Staff were seeking to incorporate administrative changes recommended by the Washington State Auditor. Staff were also looking to expand the policy to compensate community-based organizations (CBOs). Committee members had shared concerns and asked staff to continue revisions on the policy.

Ms. Buonanno Grennan shared that staff had made changes to language in the policy to address the committee's concerns. She also provided an explanation as to why PSRC would want to provide compensation to CBOs. PSRC envisions consulting with CBOs in a similar manner as consultants, utilizing their expertise to support authentic connections to marginalized communities. In cases where a CBO does not have an established partnership rate, staff would establish a reasonable and fair rate to compensate CBOs. PSRC would also compensate CBOs for arranging a focus group or encouraging resident responses to a survey. To address committee concerns, no member or volunteer at the CBO would receive compensation, rather it would be a stipend to the CBO at the reasonable rate established by staff.

Noah Boggess, PSRC, informed the committee how PSRC would like to engage with CBOs to use their expertise to inform PSRC's anti-displacement work. PSRC is seeking input from organizations it has not previously worked with, making it likely that the CBOs would be small and have limited capacity for participation or partnership. Initial outreach began early this year but had some challenges because these CBOs do not have the time or resources to fully engage in dialogue. Offering compensation would provide a helpful way to make an initial first contact and establish long-term relationships.

**ACTION: It was moved and seconded (McDermott/Figueroa) to recommend that the Executive Board approve the revised policy on compensating members of PSRC funded focus groups and/or advisory committees. The motion was unanimous.**

#### **5a. Information Item – New Employees Status Report**

Thu Le, PSRC, introduced one new PSRC employee: Robin Koskey.

#### **5b. Information Item – Monthly Budget Status Report**

#### **5c. Information Item – Contract Status Report**

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

Monthly reports were included in the agenda packet. Members were encouraged to reach out to staff with questions. Due to time constraints, the committee moved on to the next information item.

#### **5e. Information Item - Update on PSRC's Office Space Plans**

Ms. Buonanno Grennan shared that the committee received a briefing at its April meeting regarding future office space for PSRC. She reminded committee members of the history of the current lease.

Mr. Helmann provided a map visualization of staff residences throughout the Puget Sound region and office locations considered. Focusing PSRC's office location in the downtown Seattle area would allow for staff from various locations to commute to work using a variety of transportation modes.

Ms. Buonanno Grennan shared that having reached out to other public sector jurisdictions, it was determined that it would not be feasible to co-locate with another organization.

Chair Erickson announced that the committee would meet in Executive Session to discuss real estate matters related to PSRC's office space planning as allowed by RCW 42.30.110(1)(b). The committee is not expected to take further action following the Executive Session and will adjourn.

The meeting went into Executive Session at 9:37 am. The meeting adjourned at 9:56 a.m.

Attachments:  
Operations Cmte April 28, 2022 Attendance Roster

## PSRC Operations Committee June 23, 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	1
City of Seattle	1	CM Andrew Lewis	1
King County Cities/Towns	1	CM Chris Roberts, Shoreline	
		MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Derek Young	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	CM Doug Fagundes, Fife	
		MYR Pro Tem Javier Figueroa, University Place, Alt	1
Snohomish County	1	CM Sam Low	
		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.	
Members	10	Present	6
		Quorum (5)	6

Attachment: Operations Cmte April 28, 2022 Attendance Roster (3453 : Operations Minutes June 23, 2022)