



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, SEPTEMBER 22, 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

Marguerite Richard provided public comment.

The committee did not establish a quorum. 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:

Laura Benjamin, PSRC

Josh Brown, PSRC

Chien-Yu Chen, PRR

Nancy Buonanno Grennan, PSRC

Megan Grzybowski, PSRC

Kate Gunby, PRR

Patty Jakala, PSRC

Robin Koskey, PSRC

Joe Kunzler

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Marguerite Richard

Mayor Becky Erickson announced that PSRC has a new website. She highlighted PSRC's data portal.

3. Consent Agenda

a. Approve Minutes of Meeting held July 28, 2022

b. Approve Vouchers Dated June 30, 2022 through August 29, 2022 in the Amount of \$1,619,195.99

Consent Agenda: It was moved by consensus that the vouchers dated June 30, 2022 through August 29, 2022 in the Amount of \$1,619,195.99 move forward to the Executive Board for approval.

4a. Action Item – Approve Contract Authority for Website Support Services

Robin Koskey, PSRC, shared that Carolyn Downs, PSRC, had supervised the successful launch of PSRC’s new website. Today’s contract authority would support consultant website support services for the next three years, not to exceed \$45,000.

Action: It was moved by consensus that the following action move forward to the Executive Board for approval: Recommend the Executive Board authorize the Executive Director to enter a consultant contract for website support services not to exceed \$45,000 over the course of three years.

4b. Action Item – Approve Contract Authority for PSRC’s Move-Related Expenses

Nancy Buonanno Grennan, PSRC, thanked the committee for its work to secure a lease for new office space effective January 1, 2024. Staff immediately began planning for the new space and are asking the committee for authority on two design related contracts: audio-visual system design and office furniture and fixtures design. Staff will come back to the committee for further authorization related to building the audio-visual system and overall furniture cost.

Actions-It was moved by consensus that the following actions move forward to the Executive Board for approval:

- 1. Authorize the Executive Director to enter one or more contracts for audio-visual system design, not to exceed \$12,000 in FY 2023.**
- 2. Authorize the Executive Director to enter into one or more contracts for office furniture and fixtures design, not to exceed \$12,000 in FY 2023.**

4c. Action Item – Approve Contract Authority for In-House Leadership Development Training

Ms. Buonanno Grennan, PSRC, shared that staff recognized a need for more formal in-house leadership training. PSRC has selected the Virginia Institute of Government to host a three-day intensive program called LEAD (Leading, Educating and Developing). Ms. Buonanno Grennan shared objectives of the training and noted that space may be available for member jurisdictions. The contract is not to exceed \$18,000.

The committee discussed availability of participation from members and how to prioritize which jurisdictions may send employees. Ms. Buonanno Grennan shared that details regarding the training will be shared once finalized. The committee also discussed the

training as an ongoing opportunity, noting that evaluation would be needed before committing to future trainings.

ACTION: It was moved by consensus that the action item move to the Executive Board for approval: Recommend that the Executive Board authorize the Executive Director to enter into a consultant contract for in-house leadership development training in an amount not to exceed \$18,000.

4d. Action Item – Approve PSRC Executive board Representation

Chair Erickson announced this item would be pulled from the agenda and asked Josh Brown, PSRC to provide an update. Mr. Brown, PSRC, noted that PSRC's Interlocal Agreement requires review of the composition of the PSRC Executive Board every three years. PSRC last made changes in 2020. During the last review, the cities of Lakewood, Port Orchard and Redmond were given seats on the Executive Board, as required by state statute. The City of Seattle and Pierce County were both eligible for seats on the Executive Board, however both jurisdictions chose to forego those added seats.

For the 2022 review of Executive Board representatives, the City of Seattle and Pierce County remain eligible for an additional seat. Staff reached out to both jurisdictions to determine their interest in adding a seat. Pierce County has asked for additional time to review their eligibility for a seat. Staff anticipate that this item will return to the committee at its October meeting.

Mr. Brown clarified that the weighted votes were updated based on population figures from the Office of Financial Management. This action does not need approval by the committee or board and is completed by staff on an annual basis. Mr. Brown briefed the board on the considerations for both Pierce County and the City of Seattle in adding an additional seat to the Executive Board.

The action was removed from the agenda and will be pulled from the Executive Board consent agenda.

5a. Information Item – Annual Weighted Votes Revision

Ms. Buonanno Grennan, PSRC, noted that staff review annual population figures from the Washington State Office of Financial Management and then update the annual weighted votes based on methodology set forth in the Interlocal Agreement. The change this year is very minor.

The committee discussed future population changes, noting that there are cities that may soon reach the 80,000 threshold which requires a seat on the Executive Board. Staff will monitor population figures and brief the Operations Committee and Executive Board of expected changes, especially those nearing a population of 80,000.

5b. Information Item – Review of Schedule for Development of Fiscal Years 2024-2025 Budget and Work Program

The committee had no questions for staff.

5c. Information Item – PSRC 2022 Base Pay Market Study – etariosHR

Mayor Erickson noted the importance of paying market wages to staff to avoid turnover.

5d. Information Item – Housing Public Opinion Survey Update

Laura Benjamin, PSRC, introduced Chien-Yu Chen and Kate Gunby from PRR.

Mayor Erickson highlighted upcoming PSRC events: October 21 Transit-Oriented Development Event and the November 30 Joint Board Session on Institutional and Structural Racism.

Monthly reports were included in the agenda packet. There were no questions on the monthly reports.

The meeting adjourned at 9:44 AM.

Attachments:

Operations Cmte September 22, 2022 Attendance Roster

PSRC Operations Committee September 22, 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	
City of Seattle	1	CM Andrew Lewis	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Derek Young	
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	1
Snohomish County	1	CM Sam Low	
		Vacant 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 Glen Bachman, Port of Everett	
		Vacant Alt.	
Members	10		Present 6
			Quorum (5) 4

Attachment: Operations Cmte September 22, 2022 Attendance Roster (3528 : Operations Minutes September 2022)