



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, OCTOBER 27, 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 it would be a hybrid meeting, 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**

One written comment was received and shared with committee members via email.

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:

Elsa Brown, City of Seattle

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Patty Jakala, PSRC

Robin Koskey, PSRC

Thu Le, PSRC

Brian Lee, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Miles Stepleton, PSRC

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

a. Approve Minutes of Meeting held July 28, 2022

b. Approve Minutes of Meeting held September 22, 2022

b. Approve Vouchers Dated August 15, 2022 through October 10, 2022 in the Amount of \$1,332,640.64

**Consent Agenda: It was moved and seconded (Figueroa/Bachman) to approve the minutes of the Operations Committee meeting July 28, 2022 and September 22,**

**2022, and the vouchers dated August 15, 2022 through October 10, 2022 in the Amount of \$1,332,640.64. The motion was unanimous.**

**4a. Action Item –Contract Authority for New Office Furniture**

Nancy Buonanno Grennan, PSRC, shared that Lili Mayer had been working with PSRC’s office space consultant to determine furniture needs for the new office space. PSRC will repurpose furniture as much as possible. Staff will be ordering new office and cubicle furniture as PSRC existing items cannot be moved. Staff are requesting the Operations Committee approve contract authority for new furniture in an amount not to exceed \$432,000. Andrew Werfelmann, PSRC, shared that the expenses related to this purpose will not be realized until fiscal year 2024 and the budget accounts for those expenses. Current cash flows would be able to cover down payments.

**Action: It was moved and seconded (Figueroa/Low) to recommend that the Executive Board authorize the Executive Director to enter one or more contracts for new office furniture in an amount not to exceed \$432,000. The motion was unanimous.**

**4b. Action Item – Approve Contract Authority and Budget Amendment for Employee Sharing Agreement with University of Washington**

Josh Brown, PSRC, shared that PSRC has partnered with the University of Washington (UW) to share a PSRC employee, Dr. Brian Lee. On a contract basis, Dr. Lee would work part-time for UW. PSRC frequently works with UW on research projects related to transportation, modeling and land use efforts. This agreement is an opportunity for PSRC to retain an excellent employee and enhance collaboration with UW. UW would reimburse PSRC for up to 20% of Dr. Lee’s time. Dr. Lee shared details of the projects he would be working on.

**Actions-It was moved and seconded (Figueroa/Low):**

- 1. Authorize the Executive Director to enter into a one-year contract with the University of Washington) to allow a PSRC employee to conduct research on topics of mutual concern to PSRC and the University.**
- 2. Amend the budget to add \$61,674 in additional revenue from the University as reimbursement for Dr. Lee’s time and efforts.**

**The motion was unanimous.**

**4c. Action Item – Approve PSRC Executive Board Representation**

Mr. Brown, PSRC, reminded the committee that every three years, PSRC reviews Executive Board composition, looking at the number of seats and how they are divided amongst member governments. The weighted votes are updated on an annual proforma basis.

The previous review cycle identified two member governments that were eligible for additional seats on the Executive Board: the City of Seattle and Pierce County. Both members chose to forgo the additional seats at that time. During the present review,

the City of Seattle and Pierce County both remained eligible for an additional seat. Again, both members have declined the additional seat on the Executive Board.

**ACTION: It was moved and seconded (Roberts/Bachman) to recommend that the Executive Board retain the existing representation at 36 members.**

**5a. Information Item – Proposed FY 2024-2025 Biennial Budget and Work Program Assumptions and Financial Policies**

Andrew Werfelmann, PSRC, shared estimated revenues and expenditures with the committee. PSRC currently has a balanced budget of \$31.98 million. Mr. Werfelmann noted that PSRC's contingency reserve fund would amount to \$2.39 million if the board approves the 4% dues increase.

At its December meeting, the committee will review the full draft budget. At the start of the new year, the draft budget will be shared with PSRC policy boards for review and comment. Comments received will be shared with the committee and Executive Board. The Executive Board is scheduled to review and recommend adoption of the budget Spring 2023.

The committee discussed addressing additional work in the budget.

**5b. Information Item – New Employee Status Report**

Thu Le introduced two new staff members: Nick Johnson and Joanne Lin.

**5c. Monthly Budget Report**

**5d. Contract Status Report**

**5e. Grant Status Report**

The committee reviewed monthly budget reports.

Mayor Erickson shared that PSRC will host a Joint Board Session on Institutional and Structural Racism on November 30. All members were encouraged to participate and RSVP.

Mr. Brown shared that federal partners would be attending the October Executive Board to discuss details of PSRC's certification review.

The meeting adjourned at 9:42 AM.

Attachments:

Operations Cmte October 27, 2022 Attendance Roster

**PSRC Operations Committee October 27, 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.	1
Pierce County	1	CM Derek Young	1
		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	1
		CM Strom Peterson Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	
		CM Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM Glen Bachman, Port of Everett	1
		Vacant Alt.	
Members	10	Present	9
		(Quorum = 5) Quorum Total	6

Attachment: Operations Cmte October 27, 2022 Attendance Roster (3569 : Operations Minutes October 2022)