



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, DECEMBER 1, 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 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

Alex Tsimerman provided public comment.

Mayor Erickson announced Councilmember Derek Young would be leaving the committee at the end of the year, and thanked him for his service at PSRC and in the region.

Roll call determined attendance and that a quorum was present. 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:

Ben Bakkenta, PSRC

Noah Boggess, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Eric Clute, PSRC

Horace Francis, Francis & Co

Ananda Gordon, PSRC

Patty Jakala, PSRC

Nick Johnson, PSRC

Robin Koskey, PSRC

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Alex Tsimerman

Michael Villamiel, Francis & Co

5a. Discussion Item–Internal Controls Audit

Mayor Erickson announced the committee would take up discussion item 5a to allow external guests to present information on PSRC’s internal controls audit. Lili Mayer, PSRC, shared that with the departure of PSRC’s longtime Chief Finance Officer, PSRC requested Francis & Co to perform an internal controls audit to ensure assigned roles and responsibilities did not have a conflict of interest and adequate safeguards were in place. This audit is in addition to PSRC’s annual audit by the State Auditor’s Office. Ms. Mayer introduced Francis Horace and Michael Villamiel, from Francis & Co, who performed the audit. Mr. Horace and Mr. Villamiel provided background on the scope of the audit, the duration, and a high-level summary of what it encompassed. The audit did not have any findings, but offered recommendations to strengthen internal controls, which PSRC has implemented.

The committee discussed the cost of the audit and asked for further details on how many hours were included.

3. Consent Agenda

- a. Approve Minutes of Meeting held October 27, 2022
- b. Approve Vouchers Dated September 30, 2022 through November 7, 2022 in the Amount of \$953,806.65

Consent Agenda: It was moved and seconded (Figueroa/Roberts) to approve the minutes of the Operations Committee meeting October 27, 2022, and the vouchers dated September 30, 2022 through November 7, 2022 in the Amount of \$953,806.65. The motion was unanimous.

4a. Action Item–Approve Contract Authority for ACE Event Planning

Robin Koskey, PSRC, shared that the Seattle region will host the Americas Competitive Exchange (ACE) program in Spring 2023. It will be a weeklong event hosting 60 delegates, that will include visits to all four counties in the region. PSRC is seeking a consultant contract for project and event management support, and to also carry outreach and coordination between partners. The contract is not to exceed \$80,000.

Members discussed the request for qualification (RFQ) process and asked it be shared with members when it was available. Members also asked who would be invited to attend. Staff responded that an agenda is being prepared and further updates to the event will be shared at the Economic Development Board. It is expected that members across the region will be invited.

Action: It was moved and seconded (Figueroa/Tolbert) to recommend the Executive Board authorize the Executive Director to enter one or more consultant contracts for event planning services in an amount not to exceed \$80,000. The motion was unanimous.

4b. Action Item – Approve Contract Authority for Consultant Services for a Federal Policy and Grant Consultant

Robin Koskey, PSRC, noted recent federal legislation has led to many funding opportunities for cities, counties, tribes and metropolitan planning organizations. PSRC members have requested PSRC's assistance in determining the federal funding available and their eligibility. PSRC is requesting contract authority for a consultant to track available federal funding, provide expert information and feedback on the competitive application process. This work will be ongoing over the next two years and is not to exceed \$230,000.

Members discussed whether the consultant would support individual jurisdictions. Staff responded the consultant would brief PSRC's boards on available opportunities, provide information on the development of successful applications, and would offer overall strategic direction to PSRC staff.

Actions: It was moved and seconded (Tolbert/Figueroa) to recommend the Executive Board authorize the Executive Director to enter a consultant contract for federal affairs and funding services. The total budget for this consultant work is not to exceed \$230,000 over a two-year period. The motion was unanimous.

4c. Action Item – Approve Contract Authority for Facilitation Services

Nancy Buonanno Grennan, PSRC, informed the committee that PSRC had retained John Howell as a facilitator of the Federal Transit Administration (FTA) Working Group, a subgroup of the Transportation Policy Board (TPB). In June 2022, TPB called for the creation of the working group to discuss the methodology and develop a recommendation for distribution of PSRC's FTA funds. The working group has met three times and is expected to hold further meetings. PSRC is requesting contract authority to support further facilitated meetings by John Howell, not to exceed \$15,000.

ACTION: It was moved and seconded (Figueroa/Roberts) to recommend the Executive Board authorize the Executive Director to enter a consultant contract for facilitation services in an amount not to exceed \$15,000.

5b. Information Item – Draft FY2024-2025 Biennial Budget and Work Program

Andrew Werfelmann, PSRC, shared that a draft budget is posted on PSRC's website. Starting in December, the draft budget will be shared with PSRC policy boards for review and comment. At its March meeting, the Operations Committee will be asked to recommend the Executive Board approval of the budget. The Executive Board is then scheduled to review and adopt the budget at its April meeting.

5c. Discussion Item – Report on PSRC's Outreach Compensation Policy and Procedure

Noah Boggess, PSRC, noted at its June meeting, the committee approved expanding PSRC's Outreach Compensation Policy to include community-based organizations (CBOs). This effort was to support PSRC's Regional Equity Strategy, which calls to engage and empower anti-displacement organizations throughout the region. The policy

allows PSRC to pay CBOs to provide information on the work they are doing and how PSRC can partner. PSRC has engaged many partners to date, with six being eligible to receive funding. Mr. Boggess shared details of the funding expended to date, noting additional interviews are ongoing. Mr. Boggess shared how the policy has supported building relationships with CBOs that then allowed for their further engagement in PSRC events. PSRC will be working on developing a CBO directory and report on how anti-displacement organizations are working throughout the region.

5d. Information Item – New Employee Status Report

Thu Le introduced two new staff members: Ananda Gordon and Heather Culver.

5e. Monthly Budget Report

5f. Contract Status Report

5g. Grant Status Report

The meeting adjourned at 9:51 AM.

Attachments:

Operations Cmte December 1, 2022 Attendance Roster

PSRC Operations Committee December 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	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	
Snohomish County	1	CM Sam Low	
		CM Strom Peterson 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) Quorum Total	5

Attachment: Operations Cmte December 1, 2022 Attendance Roster (3607 : Operations Minutes December 2022)