



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, MARCH 23, 2023

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.

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

Piset Khuon, PSRC

Shaun Kuo, PSRC

Thu Le, PSRC

Alexa Leach, PSRC

Michele Leslie, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Alex Tsimerman

Andrew Werfelmann, PSRC

2. Communications and Public Comment

Alex Tsimerman provided public comment.

3. Consent Agenda

- a. Approve Minutes of Meeting held February 23, 2023
- b. Approve Vouchers Dated January 31, 2023 through March 6, 2023 in the Amount of \$896,344.51

Consent Agenda: It was moved and seconded (Wahl/Morell) to approve the minutes of the Operations Committee meeting February 23, 2023, and the vouchers dated January 31, 2023 through March 6, 2023 in the Amount of \$896,344.51. The motion was unanimous.

4a. Action Item—Approve Increased Contract Authority for Low Voltage Contractor

Nancy Buonanno Grennan, PSRC, shared that at its January meeting, the committee approved contract authority for low voltage cabling in PSRC's new office space. The amount was not to exceed \$121,000. PSRC received a range of bids for the work that were all above \$121,000. PSRC selected the vendor with the lowest cost estimate and best schedule. PSRC is now seeking new contract authority with a built-in contingency in an amount not to exceed \$185,000.

The committee discussed the increase in cost and the impacts on the tenant improvement budget. Staff noted estimates had been prepared prior to supply chain issues and inflation increases. There was also a need to upgrade cabling to support the work of the data team. Staff are working with both low voltage and audio/visual vendors to manage costs. Ms. Buonanno Grennan shared pictures of construction progress at PSRC's new office location.

Action: It was moved and seconded (Figueroa/Wahl) to recommend the Executive Board authorize the Executive Director to enter one or more contracts for low voltage installation in an amount not to exceed \$185,000. The motion was unanimous.

4b. Action Item—Recommend Approval of Fiscal Years 2024-2025 Biennial Budget and Work Program

Andrew Werfelmann, PSRC, reminded the committee that it began the development of the Fiscal Year 2024-2025 Biennial Budget and Work Program at its September 2022 meeting. Beginning in January 2023, the full draft budget was shared with PSRC policy boards for review and comment. The committee is being asked to recommend the Executive Board approve the draft budget at its April meeting and recommend its adoption by the General Assembly in May. The schedule allows the Executive Board an additional month to review the budget.

1. **Action: It was moved and seconded (Wahl/Figueroa) to recommend that the Executive Board approve the Proposed FY 2024-2025 Biennial Budget and Work Program and recommend adoption by the General Assembly on May 25, 2023.**
2. **Action: It was moved and seconded (Wahl/Figueroa) to recommend that the General Assembly adopt Resolution PSRC-A-2023-01 authorizing the**

submittal of the adopted Fiscal Year 2024-2025 Biennial Budget and Work Program.

4c. Action Item– Approve Contract Authority for 2023 General Assembly

Ms. Buonanno Grennan shared that PSRC is seeking contract authority to enter one or more contracts to support PSRC’s upcoming in-person General Assembly. The agenda packet had requested an amount not to exceed \$30,000. However, PSRC estimates costs will be higher and would like to build in contingency. The committee is requested to approve contract authority in an amount not to exceed \$40,000.

Action: It was moved and seconded (Figueroa/Morell) to recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for support of the 2023 General Assembly. The total cost for all contracts will not exceed \$40,000.

5a. Discussion Item – Public Participation Plan

Michele Leslie, PSRC, provided background on PSRC Public Participation Plan. It establishes procedures to ensure the public has reasonable opportunities to be involved in the regional planning process. Ms. Leslie shared that the Public Participation Plan was last updated in June 2018; this current update process began in June 2022. During the plan update, staff worked closely with the Equity Advisory Committee to revise goals, guiding principles, desired outcomes, and best practices.

Mr. Noah Boggess reviewed PSRC’s Regional Equity Strategy and planning resources developed for equitable engagement. Work on the Regional Equity Strategy supported the update of the Participation Plan. Mr. Boggess reviewed amended goals for the plan, noting that it makes a clear direction for PSRC’s work plan to include equitable and inclusive engagement. He also shared new sections on best practices for equitable engagement, expanded compensation policies and updated outcomes, and guiding principles.

The Executive Board will be asked to release the draft Public Participation Plan for a 45-day public comment period beginning in March. The public comment period will include focus groups with local planners and engagement specialists. The schedule is to have the Executive Board adopt the plan at its June meeting.

5b. Discussion Item – Summer Planning Academy Policy

Lili Mayer, PSRC, shared that PSRC would like to reach out to youth to increase interest and engagement with planning work. PSRC has developed a policy to support a planning course designed for youth.

Mr. Boggess shared that PSRC is expanding engagement efforts to youth and shared details of the Summer Academy. PSRC will offer a scholarship for participants. Full academy details are posted on PSRC’s website.

The committee discussed the location of the academy, the geographic range of the outreach, and age limitations for participants.

6a. Information Item – New Employee Status Report

Thu Le, PSRC, introduced one new PSRC employee: Alexa Leach.

6b. Information Item – Fiscal Year 2022 Audit Results for Puget Sound Regional Council and the Central Puget Sound Economic Development District

Ms. Mayer, PSRC, shared that PSRC and EDD both received clean audits. There were no findings, management letters, or exit items to report. The official audit reports were published last week and can be found on the State Auditor's website.

6c. Information Item – Monthly Budget Report

6d. Information Item – Contract Status Report

6e. Information Item – Grant Status Report

6f. Information Item – Save the Date: Joint Board Session on ACT, Friday, April 28, 10:00AM-12:00PM

6g. Information Item – Save the Date: General Assembly, Tuesday, May 30, 11:00 AM – 1:00 PM

The meeting adjourned at 9:47AM.

Attachments:

Operations Cmte March 23, 2023 Attendance Roster

PSRC Operations Committee March 23, 2023

3.a

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	
		Vacant	
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 Dave Morell	1
		CM Ryan Mello 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	
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	1
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	1
Members	10		9
		(Quorum = 5) Quorum Total	6