



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, APRIL 27, 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:

Andi Markley, PSRC
 Ben Bakkenta, PSRC
 Josh Brown, PSRC
 Nancy Buonanno Grennan, PSRC
 Robin Koskey, PSRC
 Shaun Kuo, PSRC
 Thu Le, PSRC
 Liana Lopez, PSRC
 Lili Mayer, PSRC
 Kelly McGourty, 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 March 23, 2023

b. Approve Vouchers Dated February 28, 2023, through April 3, 2023, in the Amount of \$1,132,762.97

Consent Agenda: It was moved and seconded (Tolbert/Low) to approve the minutes of the Operations Committee meeting March 23, 2023, and the vouchers dated February 28, 2023, through April 3, 2023, in the Amount of \$1,132,762.97. The motion passed unanimously.

4a. Action Item—Approve Contract Authority for Ongoing Administrative Support

Nancy Buonanno Grennan, PSRC, shared that as a small agency, PSRC uses outside consultants for legal services, finance, human resources and IT. Prior to the start of every new biennial budget, staff review ongoing administrative consulting needs and ask the Operations Committee for authority to enter into consultant contracts. PSRC reevaluates the procurement for on-call contracts every four to eight years, depending on need. Contract authority amounts have remained the same since 2019 with the exception of IT. IT has been increased to ensure support through the office relocation and other IT needs. Additionally, PSRC's Library Manager is reviewing software options for PSRC's internal electronic records and database. That request has been included as well. These costs have been built into the biennial budget scheduled for adoption at the General Assembly in May.

Action: It was moved and seconded (Figueroa/Simpson) to:

- 1. Authorize the Executive Director to enter one or more contracts for accounting and financial consulting services, not to exceed \$147,000, for the FY 2024-2025 biennium.**
- 2. Authorize the Executive Director to enter one or more contracts for legal services, not to exceed \$225,000, for the FY 2024-2025 biennium.**
- 3. Authorize the Executive Director to enter one or more contracts for HR support services, not to exceed \$95,000, for the FY 2024-2025 biennium.**
- 4. Authorize the Executive Director to enter one or more contracts for informational technology consulting services, not to exceed \$180,000, for the FY 2024-2025 biennium.**
- 5. Authorize the Executive Director to enter one or more contracts for electronic records database services, not to exceed \$30,000, for the FY 2024-2025 biennium.**

The motion passed unanimously.

4b. Action Item— Approve Contract Authority for PSRC's Safety Work Program and the 2023 Regional Safety Convening

Kelly McGourty, PSRC, shared that the committee is being asked to approve costs related to PSRC's safety work program, not to exceed \$100,000. PSRC's Regional Transportation Plan calls for PSRC to develop a Regional Safety Plan and host a regional safety convening. The convening is scheduled for June 29 and plans to bring together multiple stakeholders to scope out the Regional Safety Plan. Costs associated with the event, outreach, and engagement, as well as data collection and efforts to support the safety work program are included in the request.

Action: It was moved and seconded (Figueroa/Low) to recommend the Executive Board authorize the Executive Director to enter one or more

contracts for support of PSRC's safety work program and the 2023 Regional Safety Convening. The total cost for all contracts will not exceed \$100,000. The motion passed unanimously.

4c. Action Item—Approve Budget Amendment and Contract Authority for Subrecipient Agreements and Consultant Contracts to Implement Safe Streets for All Safety Grant

Ben Bakkenta, PSRC, shared that the Bipartisan Infrastructure Bill passed in 2021 authorized a new Safe Streets and Roads for All grant program. PSRC applied for \$2.7 million in funding to develop a Regional Safety Plan and to work with local jurisdictions to develop local action plans. PSRC's application was consolidated with six local jurisdictions into one single grant for over 4.8 million dollars. PSRC has been working with the Department of Transportation (DOT) to develop a grant agreement. PSRC is also working with co-applicants to develop sub-recipient agreements to conduct their work under the grant. The amounts awarded to local jurisdictions under the consolidated grant were detailed in the packet. PSRC will be using the grant funding for consultant support and to increase staff capacity to develop the safety plan and work with jurisdictions.

Mr. Bakkenta shared that the DOT has released information for a second round of funding. With direction from PSRC's Executive Committee, PSRC will apply for additional funds to continue planning support for local jurisdictions.

Action: It was moved and seconded (Roberts/Figueroa) to execute the Safe Streets for All Grant by:

- 1. Recommend the Executive Board approve the proposed budget amendment to increase the budget by \$4,860,000.**
- 2. Authorize the Executive Director to enter into one or more contracts for regional and local safety planning consulting services for Safe Streets and Roads for All Discretionary Grant Opportunity, not to exceed \$2,906,793.**
- 3. Amend the budget to increase PSRC staff capacity to support grant-funded activities for two years, either through new or backfilling reassigned staff. The staff support for this work will be paid with funds from the grant.**
- 4. Authorize the Executive Director to enter into one or more subrecipient agreements with partner agencies for the development of local safety plans, not to exceed \$2,180,636. Partner agencies will provide an additional match of \$545,091 for this program.**

The motion passed unanimously.

4d. Action Item—Approve Contract Authority for Transportation Projects Online Application Services

Ms. McGourty, PSRC, shared that this request involves the work PSRC does with local jurisdictions on transportation projects. PSRC has been using an online web application system which requires regular updates and improvements to support project selection, regional competitions, and other system work. This action will support PSRC member jurisdictions as they process transportation projects with various grants through PSRC

and Washington State.

ACTION: It was moved and seconded (Figueroa/Roberts) to recommend the Executive Board authorize the Executive Director to enter a consultant contract for an update to the TIP Database and Online Application Services up to the amount of \$30,000. The motion passed unanimously.

5a. Information Item – New Employee Status Report

Thu Le, PSRC, introduced one new PSRC employee: Shaun Kuo.

5b. Information Item – Office Space Report

Ms. Buonanno Grennan shared that PSRC has been working closely with the new landlord and general contractor. General construction is estimated to be completed by June 30. Staff plan to arrange tours of the new space over the summer and into early fall. She shared updates on the financial expenditures to date related to audio-visual equipment, furniture, and construction charges. In July and September, the committee will be asked for further contract authority for phone, internet, and copiers.

5c. Information Item – Monthly Budget Report

5d. Information Item – Contract Status Report

5e. Information Item – Grant Status Report

The committee reviewed monthly budget reports.

5f. Information Item – Save the Date: Joint Board Session on ACT, Friday, April 28, 10:00AM-12:00PM

5g. Information Item – Passport to 2044 Webinar: Key Topics for Elected Officials and Planning Commissioners, Thursday, May 18, 12:00-1:30 PM

5h. Information Item – Save the Date: General Assembly, Tuesday, May 30, 11:00 AM – 1:00 PM

Mayor Erickson announced upcoming PSRC events.

The meeting adjourned at 9:37AM.

Attachments:

A. Operations Cmte April 27, 2023, Attendance Roster

PSRC Operations Committee April 27,2023

3.a - Att. A

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	
		Vacant	
City of Seattle	1	CM Andrew Lewis	1
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.	0
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	1
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		10
		(Quorum = 5) Quorum Total	8