



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, JUNE 22, 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 9:01 a.m. Mayor Erickson shared she would be filling in for Executive Somers. Today's meeting 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.

Mayor Erickson shared that Commissioner Rob Gelder accepted another position in Thurston County and would no longer be serving on the board. She thanked him for his years of service.

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:

Jennifer Barnes, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Heather Culver, PSRC

Josh Dugan, Snohomish County

Joe Kunzler

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Kelly McGourty, PSRC

Andrew Werfelmann, PSRC

#### **2. Communications and Public Comment**

Joe Kunzler provided public comment.

### 3. Consent Agenda

- a. Approve Minutes of Meeting held April 27, 2023
- b. Approve Vouchers Dated March 31, 2023, through June 5, 2023, in the Amount of \$2,549,542.37

**Consent Agenda: It was moved and seconded (Figueroa/Bachman) to approve the minutes of the Operations Committee meeting April 27, 2023, and the vouchers dated March 31, 2023, through June 5, 2023, in the Amount of \$2,549,542.37. The motion passed unanimously.**

#### 4a. Action Item—Approve Contract Authority for Transportation Projects Database & Online Applications Upgrade

Jennifer Barnes, PSRC, shared that the committee is being asked to authorize contract authority for up to \$150,000 to hire a consultant for the upgrade of PSRC's transportation project database and online form system. The amount is included in the 2022-2023 biennial budget.

Ms. Barnes provided an overview of the transportation project database system noting that it is a critical tool for project funding and programming. The current system is becoming obsolete. PSRC is requesting contract authorization to begin work needed to modernize the system. It is expected that the project would be implemented in phases with the first phase being research and the second phase implementation.

Committee members requested consulting system users for their feedback on the updates and to consider more public facing features. Staff shared that they routinely work with RPEC, countywide chairs and users to receive granular feedback on the system and would do so during the update. The research phase will help identify what information can be made publicly available. Members requested that staff brief the committee on the phases of this contract as it develops.

**Action: It was moved and seconded (Figueroa/Ralph) to authorize the Executive Director to enter one or more consultant contracts to begin the upgrade and modernization of the transportation projects database and online application system, up to the amount of \$150,000. The motion passed unanimously.**

#### 5a. Discussion Item – Expectations for Public Conduct While Accessing PSRC's Offices

Nancy Buonanno Grennan, PSRC, shared that staff worked with other jurisdictions, state agencies and legal counsel to develop a policy regarding expectations for public conduct when using PSRC's office. The policy outlines rules of conduct and the enforcement process if members of the public do not follow the policy. The policy does allow for a period of exclusion from PSRC offices if a member of the public does not comply as well as an administrative review procedure. Ms. Buonanno Grennan noted that PSRC's Executive Director has the administrative authority to implement the policy.

Mayor Erickson noted a concurrence among the committee supporting the policy and requested that it be shared with all policy boards.

**6a. Information Item - New Employee Status Report**

Thu Le, PSRC, introduced two new PSRC employees: Katie Enders and Hila Keller.

**6b. Information Item – Office Space Report**

Ms. Buonanno Grennan shared that general construction is nearing completion in the new office space. The biggest difference from last month's report is that the low voltage construction is near completion. Audiovisual equipment is expected to be delivered by the end of July and installed by the end of August. Furniture is currently being installed. A tour of the new space for board members is currently scheduled for July 27.

**6c. Information Item – Monthly Budget Report**

**6d. Information Item – Contract Status Report**

**6e. Information Item – Grant Status Report**

The committee reviewed monthly budget reports.

**6f. Information Item – Passport to 2044 Webinar: Legislative Session Wrap-Up & Comprehensive Planning, June 28.**

Mayor Erickson shared that registration for the webinar was open.

Josh Brown shared that PSRC had a very successful Federal Transit Administration Triennial Review. Mr. Brown thanked staff for their effort.

The meeting adjourned at 9:38AM.

Attachments:

A. Operations Cmte June 22, 2023, Attendance Roster

## PSRC Operations Committee June 22, 2023

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	
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		Vacant, Kitsap County Alt.	
Pierce County	1	CM Dave Morell	
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	
		CM Sam Low 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	
		COM Glen Bachman, Port of Everett	1
Members	10		6
		(Quorum = 5) Quorum Total	6