



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, JULY 27, 2023

PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING

9:00 A.M.

1. Call to Order and Roll Call

Executive Somers called the meeting of the Operations Committee to order at 9:00 a.m. The Operations Committee is 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. Staff announced that a quorum was present.

Executive Somers shared that Commissioner Christine Rolfes will be serving as alternate representing Kitsap County and Other Cities and Towns in Kitsap.

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

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Josh Dugan, Snohomish County

Craig Helmann, PSRC

Judy Hurley, Pierce County

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Carol Naito, PSRC

Allie Perez, PSRC

June Quick, PSRC

Adin Romano, 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 June 22, 2023
- b. Approve Vouchers Dated May 31, 2023, through July 3, 2023, in the Amount of \$1,386,922.77

Consent Agenda: It was moved and seconded (Tolbert/Bachman) to approve the minutes of the Operations Committee meeting June 22, 2023, and the vouchers dated May 31, 2023, through July 3, 2023, in the Amount of \$1,386,922.77. The motion passed unanimously.

4a. Action Item – PSRC FY 2024 Indirect Cost Rate Approval

Andrew Werfelmann, PSRC, noted that PSRC recoups administrative and benefit costs through an indirect cost plan. The indirect cost rate is applied to salaries to allocate those costs to federal awards. The committee is being asked to recommend approval of the fiscal year 2024 indirect cost plan. Mr. Werfelmann shared background on the methodology used to develop the rate, which was approved by the Federal Transit Administration in 2017. Washington State Department of Transportation requires PSRC's Executive Board to approve annually approve the indirect cost rate.

Action: It was moved and seconded (McDermott/Simpson) to Recommend the Executive Board approve PSRC's Fiscal Year 2023 indirect cost rate proposal with a benefit rate of 54.49% and indirect rate of 48.08%. The motion passed unanimously.

4b. Action Item – Approve Contract Authority for On-Call GIS/IT Support for FY 2024-2025

Craig Helmann, PSRC, shared that PSRC's budget includes up to \$50,000 for on-call consultant to provide technical support for PSRC's Geographic Information System (GIS) infrastructure needs. Mr. Helmann shared that PSRC uses Esri, which is an industry standard. Esri will be transitioning away from desktop software to cloud-based software. PSRC will rely on consultants to support shifting GIS infrastructure to the cloud.

Action: It was moved and seconded (Witting/McDermott) to authorize the Executive Director to enter one or more consultant contracts, not to exceed \$50,000, for on-call GIS-related advisory and information technology services in support of the agency's GIS operations. The motion passed unanimously.

4c. Action Item – Approve Contract Authorization to Purchase Cellular Phone Service

Nancy Buonanno Grennan, PSRC, shared that PSRC is asking for contract authorization for cell phone service, not to exceed \$50,000 for three years. The first two years of funding are included in the approved biennial budget, the funding for the third year would be contingent on approval of the 2026-2027 budget. Ms. Buonanno Grennan shared that a small group of PSRC staff utilize PSRC issued cell phones. Additionally,

PSRC is exploring moving from landline phones to internet-based phone lines that would be accessible from laptops. This would further reduce the need for staff cell phones.

Action: It was moved and seconded (Bachman/Morell) to recommend that the Executive Board authorize the Executive Director to enter into one or more contracts to purchase cellular phone service that does not exceed \$50,000 total for three years. The motion passed unanimously.

4d. Action Item – Approve Contract Authority to Purchase Internet and Telephone Services

Ms. Buonanno Grennan, PSRC, shared that the committee is being asked to recommend approval of contract authority to purchase internet and telephone services in an amount not to exceed \$135,000 for three years. The funding for the first two years is already included in the approved budget and funding for the third year would be contingent upon approval of the next biennial budget.

Action: It was moved and seconded (Tolbert/McDermott) to recommend that the Executive Board authorize the Executive Director enter one or more contracts to purchase Internet and telephone services and not to exceed \$135,000 total for three years. The motion passed unanimously.

5a. Information Item – New Employee Status Report

Thu Le, PSRC, introduced three new PSRC employees: Adin Romano, June Quick, and Allie Perez.

5b. Information Item – Safe Streets and Roads for All Grant Program Round Two

Ben Bakkenta, PSRC, noted that PSRC was a successful recipient of the Safe Streets and Roads for All Grant. PSRC partnered with six member jurisdictions to submit a successful joint application. PSRC is currently working on subaward agreements with those partners.

The notice of funding opportunity for the second year of the grant program was released in March 2023. PSRC reached out to members to determine interest in submitting a consolidated application for the second round of the grant. Ten jurisdictions partnered with PSRC to submit a joint consolidated grant application of 2.9 million dollars. The application was submitted on July 10. If awarded the grant, PSRC would act as the administrative lead, facilitating the reporting requirements. The USDOT expects to announce awards in October. The committee will be updated on the status grant application as information becomes available.

Mr. Bakkenta shared that the last round of funding for the grant will likely be released in Spring 2024. Mr. Bakkenta clarified that all political subdivisions, including ports, are eligible to apply for the grant.

5c. Information Item – Office Space Report

Ms. Buonanno Grennan shared final inspections on the new office space are scheduled the last week of July or the first week of August. Following inspections, ancillary furniture and audio-visual equipment will be installed. The goal is to have items installed between August and September. Staff will then be trained and test new equipment. PSRC aims to hold a board meeting in the new office space January 2024.

At its September meeting, the committee will be asked to recommend approval of contracts for copiers, moving, plants and potentially clean-up costs. Ms. Buonanno Grennan reminded the committee that the current lease does not expire until May 2024.

5d. Information Item – Monthly Budget Report**5e. Information Item – Contract Status Report****5f. Information Item – Grant Status Report**

The committee reviewed monthly budget reports.

5g. Information Item – From Pandemic to Prosperity: Downtowns Reimagined

Chair Somers shared details on PSRC's event, From Pandemic to Prosperity. The event will have a webinar and be followed by an in-person tour. Online registration will open soon. The event is scheduled Friday, September 29.

The meeting adjourned at 9:35AM.

Attachments:

A. Operations Cmte July 27, 2023, Attendance Roster

PSRC Operations Committee July 27, 2023

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	1
		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	1
		COM Christine Rolfes, 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	
		CM Ned Witting, Puyallup Alt.	1
Snohomish County	1	EXEC Dave Somers, Chair	1
		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	1
		COM Glen Bachman, Port of Everett	1
Members	10		10
		(Quorum = 5) Quorum Total	8