



Puget Sound Regional Council

MINUTES

Puget Sound Regional Council Operations Committee
March 28, 2024
1201 Third Avenue, Ste 500, Seattle, WA 98101

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 held as a webinar. A link for the public to watch the webinar was provided on the meeting agenda as well as a call-in number.

A roll call determined that a quorum was present.

COMMUNICATIONS AND PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

ACTION: It was moved and seconded (Wahl/Morell) to

- a. Approve Minutes of Meeting held February 22, 2024
- b. Approve Vouchers Dated February 12, 2024, through March 4, 2024, in the Amount of \$793,089.06.

The motion passed.

DISCUSSION ITEM: CHANGE IN CONTRACT REVIEW PROCESS

Nancy Buonanno Grennan, PSRC, shared that committee members requested PSRC review its threshold for contract authority approval. PSRC's bylaws require contracts in excess of \$10,000 be approved by the Executive Board. The Operations Committee is responsible for reviewing those contract authority requests and making recommendations for approval or not to the Executive Board. Rather than opening up the bylaws to revision, staff recommend that the committee review contracts of \$50,000 or less on its consent agenda. Contract authority requests would still be included in the agenda packet with a memo under the consent agenda. Members would still be able to

pull items from the consent agenda for further consideration. The committee will begin the new process at its April meeting.

DISCUSSION ITEM: FISCAL YEAR 2023 AUDIT RESULTS FOR PUGET SOUND REGIONAL COUNCIL AND THE CENTRAL PUGET SOUND ECONOMIC DEVELOPMENT DISTRICT

Andrew Werfelmann, PSRC, shared that PSRC held its audit exit conference in early March. The Washington State Auditor's Office (SAO) provided a financial audit for both PSRC and the Central Puget Sound Economic Development District Board (EDD). They also conducted an accountability audit for PSRC. PSRC received no findings or any modified opinions on PSRC financials. Audit reports have been posted on the SAO's website. A link was provided in the agenda packet.

INFORMATION ITEMS:

a. New Employee Status Report

Thu Le, PSRC, introduced two new employees: David Dixon and Olivia Ng.

b. Staffing Update

Ms. Buonanno Grennan, PSRC, shared that committee members had requested an overview of PSRC staffing. Ms. Buonanno Grennan reviewed staffing levels, workforce by department/division, tenure, turnover, highlights, employee engagement and satisfaction.

Josh Brown, PSRC, noted that PSRC has a leadership continuity plan which is updated on an annual basis. PSRC is proactive with tenured employees making sure that the agency remains strong moving forward.

c. PSRC Office Space Report

Ms. Buonanno Grennan, PSRC, noted that PSRC has completed most tasks associated with the office move. A few items, such as demo and graphics, remain outstanding. In June, the committee will receive a final office space report.

d. Monthly Budget Report

e. Contract Status Report

f. Grant Status Report

g. Save the Date: PSRC General Assembly, May 30, 9:30 a.m. – 1 p.m.

h. VISION 2050 Awards – Call for Nominations 2024

The committee reviewed standard monthly reports. Chair Somers asked committee members to save the date for PSRC's General Assembly. It was noted that the VISION 2050 Awards due date has been extended to April 15.

NEXT MEETING

The Operations Committee will meet on Thursday, April 25, 2024, 9:00-9:50 a.m.

ADJOURN

The meeting was adjourned at 9:29 a.m.

ATTACHMENTS

- a. Attendance March 28, 2024

PSRC Operations Committee March 28, 2024

3.a - Att. A

Jurisdiction		Member	Attend
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Dan Strauss	
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
		Mayor Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello, Alt.	
Pierce County Cities/Towns	1	MYR Josh Penner, Orting	1
		CM Dennis King, Puyallup Alt.	1
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Jared Mead, Alt.	
Snohomish County Cities/Towns	1	MYR Pro Tem Bryan Wahl, Mountlake Terrace	1
		Vacant Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		9
		(Quorum = 5) Quorum Total	7