



## Puget Sound Regional Council

### MINUTES

**Puget Sound Regional Council Operations Committee**  
**April 25, 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 (Roberts/Wahl) to**

- a. Approve Minutes of Meeting held March 28, 2024
- b. Approve Vouchers Dated March 6, 2024, through April 8, 2024, in the Amount of \$1,221,758.55.

**The motion passed.**

### **ACTION ITEM: RECOMMENDED APPROVAL OF FISCAL YEARS 2024-2025 SUPPLEMENTAL BIENNIAL BUDGET AND WORK PROGRAM**

Andrew Werfelmann, PSRC, shared that the committee has been working on the development of the supplemental budget since September of last year. At its December 2023 meeting, the Operations Committee received the full draft budget for review. It was then shared with PSRC policy boards for comments. No comments were received. The committee is being asked to recommend the Executive Board approve the supplemental budget and recommend adoption by the General Assembly in May.

**ACTIONS: It was moved and seconded (Simpson/Wahl) to**

1. Recommend that the Executive Board approve the Proposed FY 2024-2025 Supplemental Biennial Budget and Work Program and recommend adoption by the General Assembly on May 30, 2024.
2. Recommend that the General Assembly adopt Resolution PSRC-A-2024-01 authorizing the submittal of the adopted Fiscal Year 2024-2025 Supplemental Biennial Budget and Work Program.

**ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR COMMUNICATIONS SYSTEM EVALUATION**

Robin Koskey, PSRC, shared that the request before the committee has two parts. The first is to hire consultants to review communication methods and frequency and identify key audiences. The review would encompass the website, social media, PSRC materials and emails. The second part of the contract would assess PSRC's website for accessibility and usability.

Members asked how PSRC tracks the use of the website. Staff shared that the website does have metrics and the ability to decipher which visits are PSRC staff.

**ACTION: It was moved and seconded (Wahl/Simpson) to recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services for evaluation of communications systems and practices. The total budget for consultant work is not to exceed \$100,000 over a 1-year period.**

**ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR STATE LEGISLATIVE CONSULTANTS**

Ms. Koskey, PSRC, shared that in this last legislative session, PSRC retained a consultant to monitor state legislative activity as a pilot. Staff and PSRC's leadership found that service helpful to track the various transportation, housing and other legislative activity related to PSRC's work program. PSRC would like to continue the contract year-round rather than limiting monitoring to the legislative cycle. The contract would be for two years. In addition, PSRC needs additional government relations support including contacting federal and state legislative representatives. PSRC staff will contract with a consultant to provide immediate support on some of the key legislative work while evaluating whether to hire a full-time staff support. The projected cost of either contract is below the threshold requiring a formal RFP process; rather, staff will seek quotes from various consultants.

**ACTION: It was moved and seconded (Wahl/Erickson) to recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services for state legislative monitoring and government relations support. The total budget for consultant work is not to exceed \$240,000 over a 2-year period.**

**INFORMATION ITEMS:**

- a. PSRC Office Space Report  
Ms. Buonanno Grennan, PSRC, shared that demolition and removal of obsolete furniture began April 15<sup>th</sup> and should be completed by the end of the month. In June, the committee will receive a final office space report.
- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report
- e. PSRC General Assembly, May 30, 10:30 a.m. – 1 p.m.
- f. PSRC Summer Planning Academy for High School Students

The committee reviewed standard monthly reports. Chair Somers asked committee members to register online for PSRC's General Assembly. PSRC is accepting applications for the Summer Planning Academy. Chair Somers encouraged members to share the information with prospective applicants. Staff will follow-up with social media links for members to share on their platforms.

**NEXT MEETING**

The committee will not meet in May. The next Operations Committee meeting is scheduled for Thursday, June 27, 2024, 9:00-9:50 a.m.

**ADJOURN**

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

**ATTACHMENTS**

- a. Attendance April 25, 2024

**PSRC Operations Committee April 25, 2024**

**3.a - Att. A**

<b>Jurisdiction</b>		<b>Member</b>	<b>Attend</b>
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Dan Strauss	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		MYR 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	
		CM Dennis King, Puyallup Alt.	
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		7
		(Quorum = 5) Quorum Total	6