



Puget Sound Regional Council

MINUTES

Operations Committee

July 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 (Wahl/Simpson) to

- a. Approve Minutes of Meeting held June 27, 2024
- b. Approve Vouchers Dated June 14, 2024, through July 2, 2024, in the Amount of \$1,121,273.32.

The motion passed.

ACTION ITEM: APPROVE BUDGET AMENDMENT FOR NATIONAL ASSOCIATION OF REGIONAL COUNCILS (NARC) CONFERENCE WORK

Nancy Buonanno Grennan, PSRC, shared that Seattle has been selected to host the 2025 NARC Conference. To support work on the conference, the biennial budget and work program must be amended to add a subtask so that work can be charged to PSRC programs. The subtask would be included under Council Support. There are sufficient funds in the current budget.

ACTIONS: It was moved and seconded (Wahl/Roberts) that
The Executive Board should approve the following amendment to PSRC's biennial budget and work program, Council support (Task 500), subtask #9 as follows:

9. Participate in the National Association of Regional Council (NARC). Collaborate with NARC staff on developing and hosting NARC's 2025 annual conference to highlight and advance regional priorities.

ACTION ITEM: APPROVE PSRC FY 2025 INDIRECT COST RATE

Andrew Werfelmann, PSRC, shared that PSRC works on a reimbursable basis, which means PSRC incurs costs and then bill funding partners at the end of each month. The indirect cost rate is used to bill funding agencies equally for expenses that are not easily identifiable to various grants. Mr. Werfelmann shared that indirect costs cover legal, human resources, IT, rent and other centralized office support. The indirect cost rate is calculated every year based on budget expenditures and anticipated revenues, as approved in the biennial budget. The Washington State Department of Transportation requires PSRC's Executive Board to approve the indirect cost rate.

ACTION: It was moved and seconded (Wahl/Simpson) to recommend the Executive Board approve PSRC's Fiscal Year 2025 indirect cost rate proposal with a benefit rate of 53.89% and indirect rate of 43.18%.

ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES TO UPDATE REGIONAL TRANSPORTATION PLAN (RTP) PROJECT CONSISTENCY MEASURES

Kelly McGourty, PSRC, shared that PSRC is in the process of developing a new RTP. Regional capacity projects that request submission into the RTP must first address a set of measures to evaluate consistency with VISION 2050 policy. The framework used to evaluate projects was developed in 2012. The framework captures priority policy themes identified by the board. However, references and resources within the framework are out of date. PSRC is seeking consultant support to bring guidance and procedures to the current state of the practice. Consultants would stay within the current policy framework but update the tool and questions that project sponsors will answer.

Members asked for a one-page summary of the update. Staff shared they would provide a summary as well as educate member agencies on the changes.

ACTION: It was moved and seconded (Wahl/Roberts) to Recommend the Executive Board authorize the Executive Director to enter into a contract for consultant services to update project consistency measures for the 2026 Regional Transportation Plan. The total budget for consultant work shall not exceed \$100,000.

DISCUSSION ITEMS: FINANCIAL MANAGEMENT SYSTEM RFP DEBRIEF

Ms. Grennan noted that at its November 2023 meeting, the committee was briefed on PSRC's financial management system. The system is nearing the end of its useful life. PSRC asked the committee for contract authority for an amount not to exceed \$200,000 to procure and implement a new enterprise resource planning (ERP) system. PSRC went through an RFP process and has selected a consultant that supports a similar but updated financial system. The bid came in under budget. PSRC anticipates the system will go live January 2025.

INFORMATION ITEMS:

- a. Monthly Budget Report
- b. Contract Status Report
- c. Grant Status Report

The committee reviewed monthly reports.

NEXT MEETING

The next Operations Committee meeting is scheduled for Thursday, September 26, 2024, 9:00-9:50 a.m. The committee will not meet in August.

ADJOURN

The meeting was adjourned at 9:24 a.m.

ATTACHMENTS

- a. Attendance July 25, 2024

PSRC Operations Committee - July 25, 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	1
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		MYR Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Josh Penner, Orting	1
		CM Dennis King, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	1
		vidaa	
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		8
		(Quorum = 5) Quorum Total	6