



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, JANUARY 23, 2020

PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM

9:00 a.m.

1. Call to Order and Roll Call

Councilmember Claudia Balducci called the meeting of the Operations Committee to order at 9:01 a.m.

Councilmember Balducci announced new Operations Committee members:

Councilmember Andrew Lewis, Seattle (member)

Councilmember Chris Roberts, Shoreline, King County Other Cities & Towns (alternate to member)

Mayor Dana Ralph, Kent, King County Other Cities & Towns (alternate)

Councilmember Sam Low, Snohomish County (alternate)

Members and *Alternates* present for all or part of the meeting included:

Councilmember Claudia Balducci, King County, Chair

Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns

Councilmember Andrew Lewis, Seattle

Mayor Bill Pugh, Sumner, Pierce County Other Cities & Towns – via phone

Mayor Dana Ralph, Kent, King County Other Cities & Towns Alt.

Councilmember Doug Richardson, Pierce County Alt. – via phone

Councilmember Chris Roberts, Shoreline, King County Other Cities & Towns

Commissioner Hester Serebrin, Washington State Transportation Commission,
Statutory Members

Councilmember Mike Todd, Mill Creek, Snohomish County Other Cities & Towns

Councilmember Stephanie Wright, Snohomish County – via phone

Guests and staff present for all or part of the meeting were:

Kelsey Beck, City of Seattle

Josh Brown, PSRC

Mark Gulbranson, PSRC

Jerry Harless, PSRC

Kelsey Beck, City of Seattle

Diana Lauderbach, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Patty Mosure, PSRC
Marguerite Richard, Black Action Network Seattle Poverty Action Network
Alex Tsimerman, SUP
Andrew Werfelmann, PSRC

2. Communications and Public Comment

Alex Tsimerman provided public comment. Marguerite Richard provided public comment and was ruled out of order for not speaking to an agenda item.

3. Consent Agenda

- a. Approve Minutes of Meeting held December 5, 2019
- b. Approval of Vouchers dated November 15, 2019 through January 10, 2020 in the Amount of \$1,422,039.37

Consent Agenda–Action: It was moved and seconded (Lewis/Serebrin) to approve the minutes of the Operations Committee meeting December 5, 2019, and approve the vouchers dated November 15, 2019 through January 10, 2020, in the amount of \$1,422,039.37. The motion was unanimous.

4a. Action Item – Approve Membership for City of Carnation

Mark Gulbranson, PSRC, shared that the City of Carnation has requested membership with PSRC. The City of Carnation has reviewed and signed the Interlocal Agreement. Dues for the City of Carnation will be \$705 per year.

Actions: It was moved and seconded (Erickson/Wright) to

- 1. Recommend that the Executive Board recognize the City of Carnation as a member of the Puget Sound Regional Council, effective February 1, 2020.**
- 2. Recommend the Executive Board authorize the Executive Director to assess the City of Carnation membership dues beginning in Fiscal Year 2021 (July 1, 2020 - June 30, 2021).**

The motion was unanimous.

4b. Action Item – Approve Associate Membership for Cascade Water Alliance

Mark Gulbranson, PSRC, informed the committee that the Cascade Water Alliance has requested associate membership with PSRC. The Cascade Water Alliance is not seeking seats on PSRC's policy boards. The estimated annual dues will be approximately \$705.

Actions: It was moved and seconded (Erickson/Serebrin) to

- 1. Recommend that the Executive Board recognize Cascade Water Alliance as an associate member of the Puget Sound Regional Council, effective February 1, 2020.**

2. **Recommend the Executive Board authorize the Executive Director to assess the Cascade Water Alliance membership dues beginning in Fiscal Year 2021 (July 1, 2020 - June 30, 2021).**

The motion was unanimous.

4c. Action Item – PSRC Executive Board Representatives

Mark Gulbranson, PSRC, shared that Executive Board representation is reviewed every three years. The review process has been ongoing since fall 2019. In December the committee was briefed that the principal cities of Lakewood, Redmond, and Port Orchard should be accounted for in Executive Board representation per state law.

Mr. Gulbranson shared that based on population, the City of Seattle and Pierce County are eligible for an additional seat on the Executive Board. Both have chosen to maintain current seats. Mr. Gulbranson reminded the committee that the weighted votes remain the same even if the jurisdiction does not seek another seat.

The committee discussed population changes that would affect Executive Board seats. The committee also discussed statutory laws and recommending to the Executive Board that the Legislature be asked in the next session to clarify laws. Also, the committee may establish policies to address population changes in jurisdictions.

Action: It was moved and seconded (Erickson/Todd) to recommend that the Executive Board add seats on the Executive Board roster for the cities of Lakewood, Port Orchard and Redmond effective February 1, 2020 (Attachment 1). The motion was unanimous.

4d. Action Item – Approve Contract Authority for 2020 General Assembly

Mark Gulbranson, PSRC, briefed the committee on the needs of the 2020 General Assembly. The request before the committee is to authorize multiple contracts not to exceed \$33,000 to carry out the work of the General Assembly. The General Assembly will meet May 28, 2020.

Action: It was moved and seconded (Todd/Roberts) to recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for support of the 2020 General Assembly. The total cost for all contracts will not exceed \$33,000. The motion was unanimous.

4e. Action Item – Approve Contract Authorization for Replacement of Boardroom Audio/Video System and Ongoing Maintenance Services for Audio/Video Systems

Jerry Harless, PSRC, shared that in December the Operations Committee authorized an emergency contingency if vital technology failed. Boardroom equipment has subsequently experienced technical difficulties. The actions before the committee recommend an amendment to the budget allowing funds for the replacement and maintenance of Boardroom equipment as well as authorizing the Executive Director to

enter into contracts to replace and maintain technology. PSRC's current maintenance contract expires at the end of March 2020.

Actions: It was moved and seconded (Todd/Erickson) to

- 1. Recommend that the Executive Board amend the Fiscal 2020 budget to designate \$250,000 from the Fiscal 2019 carryover for replacement and maintenance of Boardroom audio/video systems;**
- 2. Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for services to replace and maintain audio and video systems not to exceed \$250,000.**

The motion was unanimous.

5a. Information Item – Draft Supplemental Biennial Budget and Work Program (FY2020-2021)

Diana Lauderbach, PSRC, reminded the committee that in December 2019 they had reviewed the Draft Supplemental Budget and Work Program. Ms. Lauderbach explained further changes related to planning funding estimates and carryover grant funds. She also reviewed the schedule for the budget. Adoption of the budget by the General Assembly is scheduled for May 28, 2020.

Ms. Lauderbach shared that based on the results of an internal self-assessment it was recommended to have a segregation of duties. PSRC will add one additional accountant position effective July 1, 2020. Senior Accountant, Lili Mayer, was promoted to Accounting Manager.

5b. Information Item–Monthly Budget Progress Report

Ms. Lauderbach reviewed the monthly report.

Chair Balducci inquired how to address a consent agenda item on the Executive Board agenda, specifically Federal Safety Targets. The committee discussed options to fund studies, addressing the need for a study during the development of the next Biennial Budget and Work Program and reaching out to partners that may already have the data/study information. The members agreed that the conversation will continue at the Transportation Policy Board and at PSRC's Executive Committee.

5c. Information Item–Contract Status Report

5d. Information Item–Completed Contracts

5e. Information Item–Grant Status Report

5f. Information Item–2020 Executive Board and Operations Committee Meeting Schedule

Ms. Lauderbach briefed the committee on the remaining standard reports.

The meeting adjourned at 9:53 a.m. The next Operations Committee meeting will be February 27, 2020, at 9:00 a.m., Conference Meeting Room, 1011 Western Ave. Suite 500, Seattle.