



## Puget Sound Regional Council

### **MINUTES**

#### **OPERATIONS COMMITTEE MEETING**

**THURSDAY, OCTOBER 28, 2021**

**PUGET SOUND REGIONAL COUNCIL, VIRTUAL MEETING**

**9:00 a.m.**

#### **1. Call to Order and Roll Call**

Mayor Becky Erickson called the meeting of the Operations Committee to order at 9:01 a.m. Chair Erickson shared that in accordance with the Governor's Proclamations, today's Operations Committee meeting would be held entirely remotely.

Chair Erickson shared a membership announcement. Councilmember Joe McDermott, King County, was appointed to the committee.

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:

Jennifer Barnes, PSRC  
 Kelsey Beck, City of Seattle  
 Laura Benjamin, PSRC  
 Josh Brown, PSRC  
 Nancy Buonanno Grennan, PSRC  
 Erika Harris, PSRC  
 Patty Jakala, PSRC  
 Piset Khuon, PSRC  
 Liana Lopez, PSRC  
 Lili Mayer, PSRC  
 Casey Moreau, PSRC  
 Melissa Taylor, PSRC  
 Jason Thibedeau, PSRC  
 Andrew Werfelmann, PSRC

A quorum was established by roll call.

#### **2. Communications and Public Comment**

No public comment was received.

#### **3. Consent Agenda**

- a. Approve Minutes of Meeting held September 23, 2021
- b. Approve Vouchers Dated August 31, 2021 through October 4, 2021 in the Amount of \$873,144.54

**Consent Agenda–Action: It was moved and seconded (Pugh/Roberts) to approve the minutes of the Operations Committee meeting September 23, 2021, and the vouchers dated August 31, 2021 through October 4, 2021 in the Amount of \$873,144.54. The motion was unanimous.**

#### **4a. Action Item – Contract Authority for Transportation Projects Online Application Services**

Jennifer Barnes, PSRC, shared that the requested consultant contract would support the online application system used for funding competitions and for Transportation Improvement Program amendments. The system allows project sponsors to submit their applications online and manage them at a centralized website, allowing staff to more efficiently compile and review applications. The system has been in place for several years. The consultant supports continued improvements and overall maintenance.

**ACTION: It was moved and seconded (Pugh/Low) to recommend the Executive Board authorize the Executive Director to enter a consultant contract for an update to the TIP Database and Online Application Services up to the amount of \$34,000.**

#### **4b. Action Item – Budget Amendment to Add Revenues from Donations for Space Economy Report Update**

Jason Thibedeau, PSRC, shared that in 2018, PSRC worked with a consultant to develop the Washington State Space Economy Report. The report was developed to help industry leaders, elected officials, policy makers and local economic development professionals to strengthen the commercial space sector in Washington. Because of continued interest, PSRC has started to update the report to reflect recent job growth and highlighting the sector's economic impact. The total cost of the update is \$9,860 with the Aerospace Futures Alliance contributing \$5,000. Today's action would account for additional revenues.

**ACTION: It was moved and seconded (Tolbert/Pugh) to recommend that the Executive Board approve the proposed budget and work program amendment, increasing the budget by an additional \$5,000 as outlined in the discussion below. This increase in revenues is due to a contribution made by the Aerospace Futures Alliance to support the update of PSRC's Space Economy Report.**

#### **4c. Action Item – Increased Contract Authority for Grant-funded Stormwater Parks**

Erika Harris, PSRC, shared that the Stormwater Parks project promotes stormwater parks around the region to improve water quality and provide recreation for communities. PSRC is providing technical assistance to members on the development

of stormwater parks through a consultant contract. The Washington State Department of Ecology and Environmental Protection Agency are providing additional funding for the project to support further technical assistance and the development of a guidance document. The action would increase existing consultant contract authority due to an increase in grant funding.

**ACTION: It was moved and seconded (Tolbert/Pugh) to Recommend the Executive Board authorize the Executive Director to increase existing consultant contract for feasibility study/conceptual design for new stormwater parks in high-priority locations in the amount of up to \$70,000 (depending on grant funding availability).**

**5a. Information Item – Review Budget Assumptions for Draft Supplemental Biennial Budget and Work Program (FY2022-2023)**

Andrew Werfelmann, PSRC, shared that PSRC has been developing the Supplemental Biennial Budget. Mr. Werfelmann highlighted the estimated revenues and expenditures included in the agenda packet, noting that the committee will review a full draft Supplemental Budget in December. Following the Operations Committee review, the budget will be shared with policy boards in January.

Mr. Werfelmann reviewed assumptions for PSRC's contingency fund, looking at scenarios for dues increases in the upcoming bienniums. Members thanked staff for their work to build the contingency fund.

**5b. Information Item – Monthly Budget Progress Report**

**5c. Information Item – Contract Status Report**

**5d. Information Item – Completed Contracts**

**5e. Information Item – Grant Status Report**

The committee reviewed remaining monthly reports.

The committee will not meet in November. The next meeting is scheduled for Thursday, December 2, 9:00 a.m.

**The meeting adjourned at 9:26 a.m.**

Attachments:

Operations Cmte October 28, 2021 Attendance Roster

### PSRC Operations Committee October 28, 2021

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	
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, Chair	1
		CM Rob Gelder, Kitsap County Alt.	
Pierce County	1	CM Derek Young	
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Bill Pugh, Sumner	1
		CM Paul Bocchi, Lakewood Alt	
Snohomish County	1	CM Sam Low	1
		CM Stephanie Wright Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	1
		CM Bryan Wahl, Mountlake Terrace Alt	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM Hester Serebrin, WSTC	
		COM Glen Bachman, Port of Everett Alt.	1
Members	10	Present	7
		Quorum (5)	6

Attachment: Operations Cmte October 28, 2021 Attendance Roster (3259 : Operations Minutes Oct 28, 2021)