



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, JANUARY 27, 2022

PUGET SOUND REGIONAL COUNCIL, HYBRID 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 9:00 a.m. Chair Erickson shared that this was the first hybrid meeting for the Operations Committee, allowing for remote and in-person attendance. A call-in number was provided on the meeting agenda for members of the public to listen to the meeting.

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:

Ben Bakkenta, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Eric Clute, PSRC

Amy Efroymsen, etairosHR

Patty Jakala, PSRC

Thu Le, PSRC

Liana Lopez, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Michelle Stewart, PSRC

Eva Tourangeau, 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 December 2, 2021

b. Approve Vouchers Dated November 15, 2021 through January 10, 2022 in the Amount of \$1,830,912.20

Mayor Erickson thanked Councilmember Chris Roberts for being a second signer on PSRC's vouchers.

Consent Agenda–Action: It was moved and seconded (Pugh/Roberts) to approve the minutes of the Operations Committee meeting December 2, 2021, and the vouchers dated November 15, 2021 through January 10, 2022 in the Amount of \$1,830,912.20. The motion was unanimous.

4a. Action Item – Adopt 2022 Amendment to PSRC's Title VI Plan

Nancy Buonanno Grennan, PSRC, shared that as a recipient of federal funds, PSRC is required to have a Title VI Plan. The Executive Board adopted the most recent plan in September 2021. The next update is due to the Federal Transportation Administration in October 2024.

An update to PSRC's Title VI plan is required when there are substantial changes to the program, including changes to staff for Title VI program coordination. Previously, Maggie Moore, Senior Planner, was listed as a Title VI co-coordinator along with Nancy Buonanno Grennan, Deputy Executive Director. Maggie recently transferred from the Regional Planning Division to the Growth Management Planning Division. The proposed amendment to the 2021 plan deletes Maggie Moore as a co-coordinator. Nancy Buonanno Grennan will be listed as the sole coordinator for the Title VI Plan. PSRC is currently recruiting an engagement lead and will assign responsibility for the Title VI program to this position. PSRC expects to amend the plan again in 2022 with the updated staff member.

ACTION: It was moved and seconded (McDermott/Lewis) to recommend the Executive Board adopt the 2022 Amendment to PSRC's Title VI Plan.

5a. Information Item – PSRC 2021 Base Pay Market Study – etariosHR

Nancy Buonanno Grennan, PSRC, informed the committee that PSRC has its human resources consultant perform an annual base pay market study. Nancy shared that the high-level recommendations were to adjust the pay bands' minimum, mid and maximum points by 3%, effective February 1. These changes only affect staff if their salaries were below the new minimum of the pay bands. The adjustments will support the recruitment of new staff, ensuring starting salaries remain competitive.

Amy Efroymsen, PSRC, briefed the committee that five different survey sources were used to inform the base pay market study. Sixteen positions were reviewed, or roughly 62% of staff. The positions reviewed were all within 10% of market rate. It is likely that annual base pay review and adjustments are doing a better job of maintaining competitive pay. The recommended changes had minimal effect on expenditures and were within PSRC's budget.

5b. Information Item – New Employee Status Report

Thu Le, PSRC, introduced three new PSRC Employees: Eric Clute and Eva Tourangeau in the Data Department and Michelle Stewart in the Growth Management Division.

5c. Information Item – Monthly Budget Progress Report

5d. Information Item – Contract Status Report

5e. Information Item – Completed Contracts

5f. Information Item – Grant Status Report

5g. Information Item – 2022 Executive Board and Operations Committee Meeting Schedule

The committee reviewed remaining monthly reports.

The meeting adjourned at 9:21 a.m.

Attachments:

Operations Cmte January 27, 2022 Attendance Roster

PSRC Operations Committee January 2022

Jurisdiction		Member	Attend
King County	2	CM Claudia Balducci	
		CM Joe McDermott	1
City of Seattle	1	CM Andrew Lewis	1
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	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	Vacant Member	
		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	1
		COM Glen Bachman, Port of Everett Alt.	
Members	10	Present	9
		Quorum (5)	8