



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, JULY 28, 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 would be a 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.

2. Communications and Public Comment

Alex Tsimerman provided public comment.

A quorum was established. 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:

Larry Blackett, PSRC
 Elsa Brown, City of Seattle
 Josh Brown, PSRC
 Nancy Buonanno Grennan, PSRC
 Megan Grzybowski, PSRC
 Craig Helmann, PSRC
 Patty Jakala, PSRC
 Robin Koskey, PSRC
 Thu Le, PSRC
 Liana Lopez, PSRC
 Casey Moreau, PSRC
 Alex Tsimerman
 Andrew Werfelmann, PSRC

3. Consent Agenda

- a. Approve Minutes of Meeting held June 23, 2022
- b. Approve Vouchers Dated May 31, 2022 through July 11, 2022 in the Amount of \$967,387.26

Consent Agenda–Action: It was moved and seconded (Low/Figueroa) to approve the minutes of the Operations Committee meeting June 23, 2022, and the vouchers dated May 31, 2022 through July 11, 2022 in the Amount of \$967,387.26. The motion was unanimous.

4a. Action Item – PSRC FY 2023 Indirect Cost Rate Approval

Andrew Werfelmann, PSRC, shared that on an annual basis, PSRC prepares the indirect cost rate proposal. PSRC's MPO/RTPO agreement with WSDOT requires Executive Board approval of PSRC's indirect cost proposal. Mr. Werfelmann provided background on the indirect cost rate and how it is used to allocate costs to federal awards.

ACTION: It was moved and seconded (Figueroa/Young) to: Recommend that the Executive Board approve PSRC's Fiscal Year 2023 indirect cost rate proposal with a benefit rate of 58.74% and indirect rate of 43.18%. The motion was unanimous.

4b. Action Item – Budget Amendment to Add Revenue from Department of Commerce for Housing Public Opinion Survey

Nancy Buonanno Grennan, PSRC, briefed the committee that it had approved contract authority for a Housing Public Opinion Survey at its April 28, 2022 meeting. PSRC has prepared a budget amendment to increase revenues from the Washington State Department of Commerce by \$118,800. The Department of Commerce will partner with PSRC in the development of the public opinion survey.

Members with questions and suggestions for the survey were directed to reach out to Paul Inghram, pinghram@psrc.org. The committee will also receive an update on the survey progress at its September meeting.

ACTION: It was moved and seconded (Figueroa/Low) to Recommend that the Executive Board approve the proposed budget and work program amendment, increasing the Growth Management budget by an additional \$118,800 as outlined below. This increase in revenues is due to the anticipated funding by the state Department of Commerce. The motion was unanimous.

4c. Action Item – Contract Authority for On-Call Model Development Support

Craig Helmann, PSRC, provided information about PSRC's regional activity-based travel demand model and key improvements identified for the future. PSRC relies on staff expertise as well as an on-call technical support for the continued development, design and implementation of the model. The request for a consultant contract for on-call support would not exceed \$100,000.

ACTION: It was moved and seconded (Figueroa/Low) Recommend that the Executive Board authorize the Executive Director to enter a consultant contract for on-call support not to exceed \$100,000 for further development of the

agency's activity-based travel demand modeling system. The motion passed unanimously.

4d. Action Item – Contract Authority for Joint Development of Travel Model Software

Mr. Helmann briefed the committee on PSRC's efforts to develop travel modeling tools. PSRC participates in a collaborative agreement with other agencies to lower the costs associated with travel model development. The current agreement with the collaborative expires September 30, 2022. The proposed action would allow PSRC to continue in the cross-agency effort where each agency contributes staff time and funding to cover costs of travel model development. The cost to continue in the agreement is not to exceed \$35,000.

ACTION: It was moved and seconded (Figueroa/Low) Recommend that the Executive Board authorize the Executive Director to enter into a new 6-year cooperative agreement with the Association of Metropolitan Planning Organizations Research Foundation (AMPORF) for the joint development of travel model software not to exceed \$35,000 for FY2023 with future budget allocations contingent on PSRC board approval. The motion passed unanimously.

5. Executive Session Regarding Real Estate Matters Pursuant to RCW 42.30.110(1)(b)

Mayor Erickson announced that the committee would go into Executive Session to discuss real estate matters. The committee went into Executive Session at 9:22 AM. The committee reconvened from Executive Session at 9:40 AM.

6a. Action Item – Authorize Executive Director to Execute Office Space Lease

Mayor Erickson announced that the committee was back in session at 9:40 AM. She asked for a motion regarding PSRC's Office Space Lease.

ACTION: It was moved and seconded (Figueroa/Young) to recommend that the Executive Board authorize the Executive Director to execute a lease for new office space at 1201 3rd Avenue in downtown Seattle effective 2024. The motion passed unanimously.

7a. Information Item – New Employee Status Report

Thu Le introduced one new employee in the Data Department: Megan Grzybowski.

7b. Information Item – Monthly Budget Status Report

7c. Information Item – Contract Status Report

7d. Information Item – Grant Status Report

Monthly reports were included in the agenda packet. There were no questions on the monthly reports.

There is no meeting scheduled in August.

The meeting adjourned at 9:44 AM.

Attachments:

Operations Cmte July 28, 2022 Attendance Roster

PSRC Operations Committee July 28, 2022

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	
		MYR Dana Ralph, Kent Alt.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo, Chair	1
		CM Rob Gelder, Kitsap County Alt.	1
Pierce County	1	CM Derek Young	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	1
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.	
Members	10	Present	8
		Quorum (5)	6