



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, SEPTEMBER 28, 2023

PUGET SOUND REGIONAL COUNCIL, HYBRID MEETING

9:00 A.M.

1. 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 a hybrid meeting, 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. Staff announced that a quorum was present.

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:

Noah Boggess, PSRC

Ben Bakkenta, PSRC

Josh Brown, PSRC

Nancy Buonanno Grennan, PSRC

Lili Mayer, PSRC

Andrew Werfelmann, PSRC

2. Communications and Public Comment

There was no public comment.

3. Consent Agenda

- a. Approve Minutes of Meeting held July 27, 2023
- b. Approve Vouchers Dated June 30, 2023, through August 28, 2023, in the Amount of \$2,475,547.01.

Consent Agenda: It was moved and seconded (Figueroa/Simpson) to approve the minutes of the Operations Committee meeting July 27, 2023, and the vouchers dated June 30, 2023, through August 28, 2023, in the Amount of \$2,475,547.01. The motion passed unanimously.

4a. Action Item – Approve Biennial Budget and Work Program Amendment (FY2024-2025)

Andrew Werfelmann, PSRC, noted that PSRC is keeping track of developments in Washington D.C. but is in an excellent financial position should there be a government shutdown.

The request before the committee is to amend the adopted budget and work program. PSRC has completed calculations of actual carryover amounts compared to estimates used while developing the budget. The large increase in the budget was due to several factors, with the majority of the increase coming from the new Safe Streets and Roads for All (SS4A) grant. Additionally, PSRC received an unexpected increase in planning fund awards from Washington State Department of Transportation (WSDOT) and have carried over committed contracts.

Action: It was moved and seconded (Figueroa/Morell) to recommend that the Executive Board approve the proposed budget and work program amendment, increasing the budget by an additional \$9,765,000 as outlined in the discussion below. The motion passed unanimously.

4b. Action Item – Approve Contract Authority for Office Move Related Expenses

Nancy Buonanno Grennan, PSRC, shared that the request involves four separate contracts to support office relocation for PSRC. The contracts cover graphic design and installation in the new offices, assistance with scanning and imaging PSRC records, the relocation of an existing plotter and new copier equipment, and plant design, installation and maintenance. She noted that the copier equipment and plant contracts would both include three years of maintenance.

Action: It was moved and seconded (Figueroa/Morell) recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase the following services:

- 1. Graphic design and installation in an amount not to exceed \$20,000.**
- 2. Imaging of documents in an amount not to exceed \$15,000.**
- 3. Relocation of existing plotter and leasing/maintenance of copiers in an amount not to exceed \$42,000 for 3 years.**
- 4. Plant design, installation, and three years of maintenance in an amount not to exceed \$40,000.**

The motion passed unanimously.

4c. Action Item – Adopt 2023 Amendment to PSRC’s Title VI Plan

Ms. Buonanno Grennan shared that as a recipient of federal funds, PSRC is required to adopt a Title VI Plan and provide an annual report to WSDOT. PSRC also submits the plan to the Federal Transit Administration (FTA) every three years. WSDOT requested that PSRC update the format of the current Title VI plan. PSRC has updated the format but also ensured that it met FTA requirements. There were no substantive changes to the plan, only a new format per the request of WSDOT.

Next year PSRC will develop a new Title VI Plan using the updated format. It will include updated statistics and potentially look at PSRC's limited English proficiency program as well as other elements.

Action: It was moved and seconded (Morell/Figueroa) to recommend the Executive Board adopt the 2023 Amendment to PSRC's Title VI Plan. The motion passed unanimously.

4d. Action Item – Approve Contract Authority for PSRC's Participation in the Regional Transit Equity Summit

Noah Boggess, PSRC, shared that Sound Transit has asked PSRC to partner on holding a Regional Transit Equity Summit. King County and the City of Seattle will also partner on the event. The summit is scheduled in quarter four of 2024. Mr. Boggess shared that initial plans include hosting panelists from across the nation with small breakouts focused on regional issues. Sound Transit will cover initial costs and then submit requests for reimbursements to partner agencies. All partner agencies have been asked to contribute \$20,000.

Action: It was moved and seconded (Roberts/Figueroa) to Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for support of PSRC's Equity work program and the 2024 Regional Transit Equity Summit. The total cost for all contracts will not exceed \$20,000. The motion passed unanimously.

5a. Discussion Item – Summer Planning Academy Overview

Mr. Boggess shared details of PSRC's Summer Planning Academy. Participants learned about Metropolitan Planning Organizations (MPOs), transit, environment, housing and equity. They also joined field trips related to learning topics. PSRC intends to host the Summer Planning Academy again next year. He reviewed potential changes to the format and curriculum based on this first year experience. Members asked for further details of where participants came from in the region. Staff responded that they would follow up via email with the information.

5b. Discussion Item – Annual Weighted Votes Revision

Mr. Werfelmann shared that weighted votes for the Executive Board and General Assembly are revised on an annual basis to reflect the most recent population figures. The methodology is outlined in PSRC's Interlocal agreement. There were no significant changes or additional members.

5c. Discussion Item – Supplemental Budget Schedule

Mr. Werfelmann shared that PSRC is in the process of developing the Supplemental Biennial Budget and Work Program. He highlighted key dates for the development of the budget through July 2024.

At its December 2024 meeting, the Operations Committee will review a full draft Supplemental Biennial Budget and Work Program. The budget will then be shared with

PSRC policy boards for review and comment. The Executive Board will review the draft budget at its March 2024 meeting and then take action at its April 2024 meeting to recommend General Assembly approval. The General Assembly is tentatively scheduled for May 2024.

5d. Discussion Item – PSRC 2023 Base Pay Market Study – etariosHR

Ms. Buonanno Grennan shared that PSRC contracts with a consultant to perform a base pay market study and compensation analysis. The recommendation was to increase pay bands by three percent and ensure a ten percent differential between pay bands. Changes to pay bands do not have an effect on current employee salaries. The pay band adjustments are timed with the annual performance review cycle. Ms. Buonanno Grennan explained that PSRC does not use a step system but has broad salary pay bands. Additionally, she shared that PSRC completes an equity analysis to ensure fair compensation practices.

6a. Information Item – PSRC Office Space Report

Ms. Buonanno Grennan noted that the committee will be asked to approve expenditures related to PSRC's office move in the coming months. Expenditures will include decommissioning and disposal of equipment.

6b. Information Item – Monthly Budget Report

6c. Information Item – Contract Status Report

6d. Information Item – Grant Status Report

Monthly budget reports were included in the agenda packet. Members may contact staff with questions.

The meeting adjourned at 9:53AM.

Attachments:

A. Operations Cmte September 28, 2023, Attendance Roster

PSRC Operations Committee September 28, 2023

3.a - Att. A

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	
		Vacant	
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	1
		COM Christine Rolfes, Kitsap County Alt.	
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	1
		CM Ned Witting, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Barb Tolbert, Arlington	
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		7
		(Quorum = 5) Quorum Total	6