



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, DECEMBER 7, 2023, 9:00 a.m.

1. Call to Order and Roll Call

Executive Somers called the meeting of the Operations Committee to order at 9:04 a.m. The Operations Committee is a webinar with all members participating remotely due to PSRC's move. A link for the public to watch the webinar was provided on the meeting agenda as well as a call-in number.

Chair Somers acknowledged out going members and thanked them for their service:

- Councilmember Joe McDermott, King County
- Mayor Barb Tolbert, Arlington
- Mayor Pro Tem Javier Figueroa, University Place
- Deputy Mayor Ned Witting, Puyallup

Roll call determined attendance and that a quorum was present.

2. Communications and Public Comment

There was no public comment.

3. Consent Agenda

- a. Approve Minutes of Meeting held October 26, 2023
- b. Approve Vouchers Dated September 30, 2023, through November 13, 2023, in the Amount of \$1,221,512.04.

Consent Agenda: It was moved and seconded (Erickson/Morell) to approve the minutes of the Operations Committee meeting October 26, 2023, and the vouchers dated September 30, 2023, through November 13, 2023, in the Amount of \$1,221,512.04. The motion passed.

4a. Action Item – Approve Contract Authority for Traffic Modeling Software Maintenance

Craig Helmann, PSRC, shared that PSRC has used traffic modeling software in the past. Due to inflation, the cost now exceeds the threshold required for contract authority. The cost includes software maintenance and technical support. The software is the backbone of PSRC's travel demand modeling. The committee is being asked to authorize two years of software maintenance in an amount not to exceed \$25,000. In the future, PSRC may include the traffic modeling software authorization with other office software requests.

Action: It was moved and seconded (Erickson/Morell) to recommend that the Executive Board authorize the Executive Director to enter into a contract to maintain its traffic modeling software in an amount not to exceed \$25,000 for two years. The motion passed.

4b. Action Item – Approve Contract Authority for Enterprise Resource Planning/Accounting System

Lili Mayer, PSRC, shared that PSRC uses financial software that is at the end of the product lifecycle and will no longer be supported. PSRC is asking the committee for authority to purchase a new enterprise resource planning/accounting system. The cost is not to exceed \$200,000. Ms. Mayer noted that PSRC will first put out a request for information to evaluate different options.

Action: It was moved and seconded (Morell/Erickson) to recommend that the Executive Board authorize the Executive Director to enter one or more contracts to purchase an enterprise resource planning software system (ERP) in an amount not to exceed \$200,000. The motion passed.

5a. Discussion Item – Draft Supplemental Biennial Budget & Work Program (FY2024-2025)

Andrew Werfelmann, PSRC, informed the committee that a full draft budget has been assembled and is available online. There have been no changes to revenues. There has been an increase in consultant fees as part of the Safe Streets for All Grant. The funding was accounted for in the revenues, but PSRC needed to recognize the additional consultant cost associated with the grant. Further information was added to the budget narrative on the grant.

The next steps are to share the full draft biennial budget with PSRC policy boards. Board members will have the opportunity to comment and ask questions. The committee will be briefed on comments received. In March the committee will be asked to recommend approval of the budget by the Executive Board. At its April meeting, the Executive board will recommend the budget for adoption by the May 2024 General Assembly

6a. Information Item – New Employee Status Report

Ms. Thu Le introduced four new employees: Alicia Armentrout, Brandon Wong, June Quick and Noal Leonetti.

6b. Information Item – PSRC Office Space Report

Nancy Buonanno Grennan shared that there have been no major changes in spending for contracts, but PSRC will move sooner than originally anticipated. The move is scheduled for December 16. Workstations in the new space will be assembled in the last two weeks of December. Graphic and plant installation is scheduled for this week. Audio/visual construction will be completed following the final move. All move activities are within budget and on schedule.

Josh Brown, PSRC acknowledged the work of Ms. Buonanno Grennan and other staff who have assisted with coordinating PSRC's move. PSRC will plan a hybrid meeting in late January in the new office and consider an open house after the move is complete.

6c. Information Item – Monthly Budget Report**6d. Information Item – Contract Status Report**

Members discussed the household survey program. Mr. Helmann shared details of the survey program. Data from the survey is expected to be available in early 2024. Board members will be briefed on survey results in early spring 2024.

6e. Information Item – Grant Status Report**6f. Information Item – 2024 Executive Board and Operations Committee Meeting Schedule**

The committee reviewed monthly progress reports.

Mr. Josh Brown shared that starting in 2024, the Executive Board will meet from 10:00 a.m. to 12:00 p.m. The next Operations Committee meeting will be hybrid and is scheduled for January 25, 2024.

The meeting adjourned at 9:35 AM.

Attachments:

A. Operations Cmte December 7, 2023, Attendance Roster

PSRC Operations Committee - December 7, 2023

4.a - Att. A

Jurisdiction		Member	Attend
King County	2	CM Joe McDermott	1
		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
		CM Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Pro Tem Javier Figueroa, University Place	
		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	1
		MYR Pro Tem Bryan Wahl, Mountlake Terrace Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	
		COM Glen Bachman, Port of Everett	1
Members	10		9
		(Quorum = 5) Quorum Total	7