



## Puget Sound Regional Council

### MINUTES

#### Operations Committee

September 26, 2024

1201 Third Avenue, Ste 500, Seattle, WA 98101

### 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 held as a webinar. A link for the public to watch the webinar was provided on the meeting agenda as well as a call-in number.

Roll call determined that a quorum was present.

### COMMUNICATIONS AND PUBLIC COMMENT

The committee received a comment from Commissioner David Simpson. The comment was shared via email with the committee and posted on the Operations Committee webpage.

### CONSENT AGENDA

**ACTION: It was moved and seconded (Wahl/Erickson) to**

- a. Approve Minutes of Meeting held July 25, 2024
- b. Approve Vouchers Dated June 30, 2024, through August 30, 2024, in the Amount of \$2,683,999.83.

**The motion passed.**

Executive Somers acknowledged the opening of the Lynwood Link light rail station.

### ACTION ITEM: APPROVE PSRC'S TITLE VI PLAN

Noah Boggess, PSRC, gave an overview of the Title VI act and related civil rights statutes. He discussed PSRC's Title VI plan and noted that the agency maintains five program areas for Title VI: public involvement, planning and programming, environmental affairs, consultant contracts, and education and training. PSRC's Title VI plan and demographic profile, a component of the plan, are updated every three years.

Craig Helmann, PSRC, gave an overview of PSRC's demographic profile. The profile is a foundational document that supports PSRC's planning work on engagement, language assistance, environmental analysis and other areas. It details information about the people that live in the region. He shared how the demographic profile highlights Equity Focus Areas (EFAs) which are used to measure and track disparities. The next phase of the demographic profile will be to translate it to an interactive story map.

Mr. Boggess shared that the Title VI plan is a starting point for PSRC's work to promote equity and stronger engagement across the region. PSRC works diligently to go beyond federal requirements to ensure planning efforts account for equity.

The committee discussed PSRC's tribal engagement work. PSRC has recently hosted meetings with PSRC's member tribes and has had focused meetings on transportation safety. PSRC maintains strong relationships with the tribes.

**ACTION: It was moved and seconded (Wahl/Somers) that the Executive Board should approve PSRC's 2024 Title VI Plan.**

**ACTION ITEM: AUTHORIZE A BUDGET AMENDMENT AND INCREASE CONTRACT AUTHORITY FOR CONSULTANT SERVICES FOR THE SECOND SURVEY WAVE (2025) OF AN EIGHT-YEAR HOUSEHOLD TRAVEL SURVEY PROGRAM**

Brian Lee, PSRC, shared that this request is for the Regional Household Travel Survey program. The survey supports PSRC's analysis of regional trends and the agency's modeling work. The first action is to authorize a budget amendment to add funds from Pierce County and the City of Seattle. The jurisdictions would like to partner with PSRC to collect additional data during the spring 2025 survey. Final contribution figures are to be determined, therefore, the budget amendment asks to add up to \$470,000 in contributions.

The second action requests an increase in contract authority for up to \$970,000. It includes the additional funds from partner jurisdictions and \$500,000 from PSRC. Funding from PSRC is included in the 2024-2025 biennial budget. Mr. Lee explained that the Regional Household Travel Survey already has a program in place, having conducted a survey in 2023. The current contract maintains a clause that allows PSRC to extend the contract authority and work with the same consultant team for the 2025 survey.

**ACTIONS: It was moved and seconded (Wahl/Roberts) to:**

- 1. Amend the budget to add up to \$470,000 in contributions from two jurisdictions (\$200,000 from Pierce County; up to \$270,000 from the City of Seattle) who are partnering with PSRC in the second wave (spring 2025) of an eight-year Puget Sound Regional Household Travel Survey**

Program, and to increase the authorized consultant expenditures by the same amount.

2. Authorize the increase in contract authority by up to \$970,000 to conduct wave 2 of the eight-year household travel survey; \$500,000 for the PSRC portion, plus an additional amount up to \$470,000 from two jurisdictions for their respective portions.

#### **ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES FOR THE REGIONAL TRANSPORTATION PLAN REGIONAL TRANSIT ACCESS ASSESSMENT**

Gil Cerise, PSRC, shared that this request is for consultant assistance to develop resources that identify where access to transit can be improved. The request is also included in and supports PSRC's Regional Transportation Plan (RTP).

PSRC will be working with consultants to create an interactive regional transit access tool. The tool is intended to support local jurisdictions and transit agencies working to improve transit access and ridership. This contract authority will also support a regional transit access assessment.

**ACTION: It was moved and seconded (Wahl/Erickson) to recommend the Executive Board authorize the Executive Director to enter into a contract for consultant services to develop a regional transit access assessment for the Regional Transportation Plan (2026-2050). The total budget for consultant work shall not exceed \$125,000.**

#### **DISCUSSION ITEMS: SUMMER PLANNING ACADEMY LESSONS LEARNED**

Mr. Boggess briefed the committee on PSRC's second Summer Planning Academy. This year's academy focused on experiential learning and getting students into the region. Student recruitment efforts focused on EFA's. Thirty percent of the students came from EFAs and represented the region well. This year's students were required to complete a community assessment as well as prepare a capstone project.

#### **INFORMATION ITEMS:**

##### **a. Annual Weighted Votes Revision**

Nancy Buonanno Grennan, PSRC, shared that the Executive Board weighted votes are updated on an annual basis based on population. She noted that the City of Redmond's population is now at 80,000. However, the City of Redmond already had a seat on the Executive Board as a principal city, so no changes were made in the Executive Board's composition.

**b. Development Update for Fiscal Years 2026-2027 Budget and Work Program**

Andrew Werfelmann, PSRC, shared that development of the next biennial budget and work program is underway. A schedule of key dates and PSRC's financial and budgetary policies were included in the agenda packet for review. Next month the committee will receive estimated revenues and expenditures. The committee will have the opportunity to consider member dues and whether there should be an increase. The dues increase is used to meet PSRC's target for the contingency fund.

The committee can expect to review the full draft budget at its meeting in December.

**c. PSRC 2024 Base Pay Market Study**

Ms. Buonanno Grennan shared that the base pay market study is completed annually. The study found that PSRC was slightly behind on the minimum for its pay bands. PSRC has raised the minimum and made adjustments to the midpoint and maximum pay bands in accordance with findings from the study. Further information was included in the agenda packet.

**d. Monthly Budget Report****e. Contract Status Report****f. Grant Status Report**

Due to time, the committee did not review monthly reports. Members may contact staff with questions.

**NEXT MEETING**

The next Operations Committee meeting is scheduled for Thursday, October 24, 2024, 9:00-9:50 a.m.

**ADJOURN**

The meeting was adjourned at 9:51 a.m.

**ATTACHMENTS**

- a. Attendance September 26, 2024

**PSRC Operations Committee 2024 - Sep 26, 2024**

**3.b - Att. A**

<b>Jurisdiction</b>		<b>Member</b>	<b>Attend</b>
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Dan Strauss	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		MYR Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	1
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Josh Penner, Orting	1
		CM Dennis King, Puyallup Alt.	
Snohomish County	1	EXEC Dave Somers, Chair	1
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Pro Tem Bryan Wahl, Mountlake Terrace	1
		Vacant Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	
		COM Glen Bachman, Port of Everett	
Members	10		7
		(Quorum = 5) Quorum Total	6