



Puget Sound Regional Council

MINUTES

Operations Committee

December 5, 2024

1201 Third Avenue, Ste 500, Seattle, WA 98101

CALL TO ORDER AND ROLL CALL

Executive Dave Somers, Chair, called the meeting of the Operations Committee to order at 9:01 a.m. Chair Somers announced that 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.

Chair Somers acknowledged outgoing members for other cities and towns in Pierce County: Mayor Josh Penner, Orting, and Mayor Dennis King, Puyallup.

Roll call determined that a quorum was not present.

COMMUNICATIONS AND PUBLIC COMMENT

There was no public comment

CONSENT AGENDA

The committee did not reach a quorum. By consensus members approved the vouchers from the consent agenda. The minutes of the October meeting were removed from the consent agenda and would be on the January 2025 consent agenda.

- b. Approve Vouchers Dated October 15, 2024, Through November 7, 2024, in the Amount of \$1,3888,932.86.

ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES FOR IT UPGRADE PLANNING AND IMPLEMENTATION

Casey Moreau, PSRC, shared that PSRC is requesting contract authority to plan and implement an information technology upgrade. PSRC's current IT infrastructure is reaching limitations in functionality. It is difficult to find content, collaborate and apply

records retention. To upgrade the system, PSRC would work with consultants to complete a current state assessment. The assessment would evaluate PSRC's information management policies and procedures. The assessment would then outline a roadmap to implementing a content management system. The assessment is estimated to cost \$25,000-\$30,000 and take up to three months. Implementation of a content management system is estimated at \$200,000 and could take 18-36 months. Total contact authority is not to exceed \$230,000.

Committee members asked if the expense was budgeted. Nancy Buonanno Grennan, PSRC, shared that PSRC has been anticipating this need. The priority had been to move to the new office space and manage paper records then address electronic content. Funding has been allocated in the budget for this work.

By consensus, the committee:

Recommend the Executive Board authorize the Executive Director to enter into one or more contracts for consultant services to provide an assessment of PSRC's IT infrastructure and implementation of an EDRM system. The total budget for consultant(s) is not to exceed \$230,000 over a 3-year period with an option to extend for an additional year.

DISCUSSION ITEM: REVIEW DRAFT BIENNIAL BUDGET & WORK PROGRAM

Andrew Werfelmann, PSRC, shared that the draft biennial budget and work program was available on PSRC's website. At its October meeting, the committee had requested PSRC prepare different dues increase scenarios. Staff had shared that information with the committee via email. The current draft budget assumes no increase in member dues over the biennium. Staff are seeking guidance on how to address member dues.

Committee members shared that many constituents are experiencing hardship and anticipate financial difficulties in the coming year. Mr. Werfelmann shared that members' dues can be adjusted each year of the biennium. There would be an opportunity to adjust member dues next year when developing the supplemental budget.

PSRC's reserves are in a good position. PSRC staff are comfortable with a place holder of a zero percent dues increase in the first year of the biennium and a place holder for a 1-2% percent dues increase in the second year of the biennium. Members requested to see further dues scenarios before making a decision. Mr. Werfelmann will be sharing the budget with PSRC policy boards at upcoming meetings. That will provide the opportunity for members to share feedback on the budget and comments on member dues.

INFORMATION ITEMS:

a. New Employee Status Report

Thu Le introduced one new employee: Nancy Ferber.

- b. Monthly Budget Report
- c. Contract Status Report
- d. Grant Status Report
- e. 2025 Executive Board and Operations Committee Meeting Schedule

The committee reviewed standard monthly reports.

Ms. Buonanno Grennan shared that Jennifer Barnes and Kelly McGourty, PSRC had requested contract authority for updates to PSRC's Transportation Improvement Program (TIP) application database. Next week staff will be completing a lean process improvement to redesign the TIP application and make the application process easier for member jurisdictions. Staff will report out on the process next year.

This week PSRC hosted a successful Housing Research Center Summit. Robin Koskey, PSRC, will share further information at today's Executive Board meeting.

Mayor Joe Deets shared that the Kitsap Regional Coordinating Council will host its legislative reception this evening in Bremerton.

Members discussed getting information comparing low-cost housing versus workforce housing. Ms. Buonanno-Grennan shared that the Executive Board would receive a presentation on the state of the region's housing. She encouraged members to ask the questions at the Executive Board meeting.

NEXT MEETING

The next meeting is scheduled for Thursday, January 23, 2025, 9:00-9:50 a.m.

ADJOURN

The meeting was adjourned at 9:29 a.m.

ATTACHMENTS

- A. Attendance December 5, 2024

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3.b - Att. A

Jurisdiction		Member	Attend
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.	1
Kitsap County & Cities/Towns	1	MYR Becky Erickson, Poulsbo	1
		MYR Joe Deets, Bainbridge Island Alt.	1
Pierce County	1	CM Dave Morell	
		CM Ryan Mello Alt	
Pierce County Cities/Towns	1	MYR Josh Penner, Orting	
		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	
		Vacant Alt.	
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	
		COM Glen Bachman, Port of Everett	1
Members	10		6
		(Quorum = 5) Quorum Total	4