



## Puget Sound Regional Council

### MINUTES

#### Operations Committee

July 24, 2025

1201 Third Avenue, Ste 500, Seattle, WA 98101

### CALL TO ORDER AND ROLL CALL

Chair Executive Ryan Mello called the meeting to order at 9:00 a.m. and welcomed members and attendees to the hybrid meeting. Chair Mello introduced Marc Daily, the new Administrative Services Director, who provided brief introductory remarks.

### COMMUNICATIONS AND PUBLIC COMMENT

There was no public comment.

Roll call determined that a quorum was present.

### CONSENT AGENDA

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

- a. Approve Minutes of Meeting held June 26, 2025
- b. Approve Vouchers Dated June 3, 2025, Through July 3, 2025, in the Amount of \$1,285,804.83
- c. Adopt 2025 Update to PSRC's Title VI Plan

**The motion passed.**

### **ACTION ITEM: APPROVE ADDITIONAL CONTRACT AUTHORITY FOR INFORMATION TECHNOLOGY SERVICES**

Mr. Daily, PSRC, presented a request to increase contract authority for IT support services to \$105,000 for fiscal years 2026–2027, correcting a prior budget error and accommodating a slight adjustment.

**ACTION: It was moved and seconded (Roberts/Ralph) to**

Recommend Executive Board authorization for the Executive Director to enter into contracts for information technology consulting services in an amount not to exceed \$105,000 for FY 2026–2027. The motion passed unanimously.

**The motion passed.**

**ACTION ITEM: APPROVE PSRC FY 2026 INDIRECT COST RATE**

Andrew Werfelmann, PSRC, presented the proposed FY 2026 benefit rate (52.25%) and indirect rate (45.43%), calculated based on the biennial budget adopted by the General Assembly. These rates are required for federal billing and are consistent with prior years.

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

recommend Executive Board approval of the FY 2026 indirect cost rate proposal (benefit rate 52.25%, indirect rate 45.43%).

**The motion passed.**

**ACTION ITEM: APPROVE INCREASED CONTRACT AUTHORITY FOR TRANSPORTATION PROJECTS DATABASE & ONLINE APPLICATIONS UPGRADE**

Jennifer Barnes, PSRC, provided an overview of the phased upgrade to PSRC's transportation project database and online application system, which supports the Transportation Improvement Program (TIP), regional capacity projects and grant applications. The requested authority will fund Phase 3, including system integration, user interface improvements and continued support for the legacy system during transition. The total contract authority requested is \$100,000, as included in the adopted budget.

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

Recommend Executive Board authorization for the Executive Director to extend consulting contracts and increase authority for the transportation projects database and online applications upgrade, not to exceed \$100,000. The motion passed.

**The motion passed.**

**ACTION ITEM: APPROVE INCREASED CONTRACT AUTHORITY FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE**

Lili Mayer, PSRC, presented a request to increase contract authority by \$200,000 for the biennium to complete the transition to the new ERP system. The initial implementation was funded in the previous biennium; this request covers the remaining implementation and support costs for FY 2026–2027.

**ACTION: It was moved and seconded (Roberts/Sproul), to**  
Recommend Executive Board authorization for the Executive Director to extend the consulting contract for ERP software implementation and support services, not to exceed \$200,000. The motion passed.

**INFORMATION ITEMS:**

- a. Monthly Budget Report
- b. Contract Status Report
- c. Grant Status Report

The committee reviewed standard monthly financial reports.

Chair Mello highlighted the ongoing recruitment for the Equity Advisory Committee, with applications due August 29, and encouraged members to share the opportunity.

Josh Brown, PSRC, provided an update on PSRC's participation in the King v. Turner lawsuit, joining other regional governments to seek an injunction against new federal grant stipulations. Legal costs are being managed within existing contract authority, but a future request for additional funds may be forthcoming. Members were briefed on the fiscal implications and process.

The committee discussed the agency's use of AI tools for operational efficiency and planning analysis. Staff described current AI workgroup activities and ongoing exploration of AI-enabled features in new software systems.

The next Operations Committee meeting is scheduled for Thursday, September 25, 2025, at 9:00 a.m. There will be no meeting in August.

**ADJOURN**

The meeting was adjourned at 9:40 a.m.

**ATTACHMENTS**

- a. Attendance July 24, 2025

**PSRC Operations Committee - July 24, 2025**

**3a. - Att. A**

<b>Jurisdiction</b>		<b>Member</b>	<b>Attend</b>
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Dan Strauss	
		Vacant Alt.	
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	Executive Ryan Mello	1
		CM Dave Morell, Alt.	
Pierce County Cities/Towns	1	CM Stan Flemming, University Place	
		CM Jeff Sproul, Orting Alt.	1
Snohomish County	1	CM Sam Low	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	1
		COM Glen Bachman, Port of Everett	
Members	10		8
		(Quorum = 5) Quorum Total	7