MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, MARCH 22, 2018
PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM
9:30 am

1. Call to Order and Roll Call
Executive Bruce Dammeier, Chair, called the meeting of the Operations Committee to order at 9:36 am.

Members and Alternates present for all or part of the meeting included:
Executive Bruce Dammeier, Pierce County
Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns
Councilmember Kathy Lambert, King County
Mayor Ron Lucas, Town of Steilacoom, Pierce County Other Cities & Towns
Councilmember Chris Roberts, Shoreline, King County Other Cities & Towns
Councilmember Rick Talbert, Pierce County
Councilmember Mike Todd, Snohomish County Other Cities & Towns – via phone
Councilmember Stephanie Wright, Snohomish County – via phone

Guests and staff present for all or part of the meeting were:
Josh Brown, PSRC
Mark Gulbranson, PSRC
Craig Helmann, PSRC
Diana Lauderbach, PSRC
Brian Lee, PSRC
Paul W. Locke
Lili Mayer, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Alex Tsimerman, Alex for America.com
Andrew Werfelmann, PSRC

2. Communications and Public Comments
Paul Locke and Alex Tsimerman provided public comment.

3. Consent Agenda
a. Approve Minutes of Meeting held February 22, 2018
b. Approval of Vouchers dated January 10 through February 8, 2018 in the Amount of $925,533.86

Consent Agenda–Action: It was moved and seconded (Roberts/Erickson) to approve the minutes of the Operations Committee meeting February 22, 2018 and the vouchers dated
February 14 through February 28, 2018 in the amount of $805,120.73. The motion was unanimous.

4a. Action Item–Approve Supplemental Biennial Budget and Work Program FY2018-2019
Diana Lauderbach informed the committee that there are no overall changes to the revenue and expenditures in the Supplemental Biennial Budget. The committee reviewed the budget as a draft in December and January. The budget was then shared with all PSRC policy boards in February. PSRC has not received any comments on the budget. Ms. Lauderbach asked that the Operations Committee recommend the Supplemental Biennial Budget and Work Program to the Executive Board for approval and recommendation for adoption by the General Assembly.

Actions 1: It was moved and seconded (Erickson/Talbert) to recommend approval of the FY 2018-2019 Supplemental Biennial Budget and Work Program by the Executive Board and recommend adoption by the General Assembly on May 31, 2018. The motion was unanimous.

Action 2: It was moved and seconded (Erickson/Lambert) to recommend that the General Assembly adopt Resolution PSRC-A-2018-01 authorizing the submittal of the adopted Supplemental Fiscal Year 2018-2019 Biennial Budget and Work Program to the appropriate federal and state funding agencies.

4b. Action Item–Approve Membership for City of Des Moines
Mark Gulbranson informed the committee that the Operations Committee agenda packet included a letter from the City of Des Moines requesting membership with the Puget Sound Regional Council. This would be effective April 1, 2018. The recommendation would also allow the Executive Director to assess the City of Des Moines membership dues beginning July 1, 2018. The dues are estimated to be $9,600.

There was discussion about jurisdictions in the region that are not members of PSRC. Mr. Gulbranson shared the number of jurisdictions that are not currently members, noting that they are smaller cities. Committee members expressed support in reaching out to those cities to encourage their membership and assist with dues.

Action 1: It was moved and seconded (Talbert/Lambert) to recommend that the Executive Board recognize the City of Des Moines as a member of the Puget Sound Regional Council, effective April 1, 2018.

Action 2: It was moved and seconded (Talbert/Erickson) to recommend the Executive Board authorize the Executive Director to assess the City of Des Moines membership dues beginning in fiscal year 2019 (July 1, 2018–June 30, 2019).

4c. Action Item–Contract Authority for the Second Two-year Cycle (Wave 2) of the Six-Year Puget Sound Regional Household Travel Survey Program
Brian Lee informed the committee that PSRC is in the middle of a six-year Travel Survey Program. The survey is carried out every two years, for a total of three two-year survey cycles. PSRC is in contract with a consultant for the full six-year program, with each two-year cycle subject to contract renewal. The request to the committee is to authorize PSRC to start work for the second two-year cycle (Wave 2), and authorize the Executive Director to enter into a consultant contract not to exceed $150,000. The funds are included in the 2018-2019 budget. Data for Wave 2 will be collected in spring 2019.
Mr. Lee noted that in Wave 1 (2017) the survey response rate in the rural areas was lower than estimated. PSRC then incurred an overage, paying for a higher level of survey responses, to ensure sufficient responses from rural areas. To cover this overage, PSRC proposes to use funds from the Wave 2 (2019) survey.

**Action:** It was moved and seconded (Roberts/Talbert) to authorize the Executive Director to enter into a consultant contract for the second two-year cycle (Wave 2) of the six-year Puget Sound Regional Household Travel Survey Program up to the amount of $150,000.

**4d. Action Item–Contract Authority for 2018 General Assembly**
Mr. Gulbranson informed the committee that the request was to enter into multiple contracts, not to exceed a total of $20,000, for the 2018 General Assembly. The funds are included in the budget.

**Action:** It was moved and seconded (Talbert/Lambert) to recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for support of the 2018 General Assembly.

**5a. Information Item–Monthly Budget Progress Report**
**5b. Information Item–Contract Status Report**
**5c. Information Item–Completed Contracts**
**5d. Information Item–Grant Status Report**
Members were informed that the standard reports were in their packets, and that they could reach out to staff with questions.

The meeting adjourned at 10:05 am. The next Operations Committee meeting will be Thursday, April 26, 2018 at 9:30 am, Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.