MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, APRIL 25, 2019
PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM
9:30 a.m.

1. Call to Order and Roll Call
Executive Bruce Dammeier called the meeting of the Operations Committee to order at 9:30 a.m.

Members and Alternates present for all or part of the meeting included:
Mayor Nancy Backus, King County Other Cities & Towns – via phone
Executive Bruce Dammeier, Pierce County
Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns
Councilmember Lorena González – via phone
Mayor Bill Pugh, Pierce County Other Cities & Towns – via phone
Councilmember Doug Richardson, Pierce County Alt – via phone.
Councilmember Chris Roberts, King County Other Cities & Towns Alt.
Commissioner Hester Serebrin, PSRC Statutory Members
Councilmember Mike Todd, Snohomish County Other Cities & Towns – via phone

Guests and staff present for all or part of the meeting were:
Josh Brown, PSRC
Mark Gulbranson, PSRC
Diana Lauderbach, PSRC
Lili Mayer, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Catherine Rudolph, Pierce County
Alex Tsimerman, SUP
Andrew Werfelmann, PSRC

2. Communications and Public Comment
Alex Tsimerman provided public comment.

3. Consent Agenda
a. Approve Minutes of Meeting held March 28, 2019
b. Approval of Vouchers dated March 18, 2019 through April 15, 2019 in the Amount of $906,703.07.
Consent Agenda–Action: It was moved and seconded (Erickson/Roberts) to approve the minutes of the Operations Committee meeting March 28, 2019 and approve the vouchers dated March 18, 2019 through April 15, 2019 in the amount of $906,703.07.

4a. Action Item – Approve Membership for Town of Wilkeson
Mark Gulbranson, PSRC, shared that the Town of Wilkeson has requested membership in PSRC. This week the City of Roy passed a resolution to join PSRC. The Operations Committee will be asked to recommend the Executive Board approve membership for both jurisdictions. Both would be new members and be eligible to attend the General Assembly. Dues would not be charged the first year of membership. The annual dues for the Town of Wilkeson will be $136.00 per year and $225.00 for the City of Roy.

Action: It was moved and seconded (Erickson/Roberts) to

1. Recommend that the Executive Board recognize the Town of Wilkeson and the City of Roy as members of the Puget Sound Regional Council, effective April 25, 2019.

Action: It was moved and seconded (Erickson/Roberts) to

2. Recommend the Executive Board authorize the Executive Director to assess the Town of Wilkeson and the City of Roy membership dues beginning in Fiscal Year 2021 (July 1, 2020 – June 30, 2021).

5a. Discussion Item – Procurement for Ongoing Administrative Service Contracts
Diana Lauderbach, PSRC, shared that at last month’s meeting the committee had questions about procurement for PSRC’s ongoing administrative contracts. PSRC maintains ongoing contracts for legal, financial, communications and human resources services. Procurement policies follow the Federal Transit Agency (FTA) guidelines. PSRC’s policy is to procure for on-call contracts is every four to eight years.

Ms. Lauderbach shared the procurement schedule for ongoing services. Ms. Lauderbach explained that one contract could be procured, or it could be a roster of pre-approved consultants. PSRC requests quotes for tasks from each consultant to make sure the rates are reasonable.

Ms. Lauderbach stated that many of the contracts expire at the end of the biennium because PSRC has budgetary authority for that time frame. PSRC gets new budget authority every two years. PSRC may not procure every year but has contracts in place. PSRC then goes through a process to make sure the rates are still reasonable and amend the contract for time.

The committee discussed the number of contracts held by women and minority owned businesses. The committee also discussed the geographic location of the businesses,
noting that communication firms should be aware of issues unique to certain communities within PSRC’s geographic areas. PSRC can reach out to members for recommendations of businesses that should be contacted about future procurements.

Mr. Gulbranson shared that in June the committee will have an action to approve contract authority for administrative contracts.

6a. Information Item–Monthly Budget Progress Report  
6b. Information Item–Contract Status Report  
6c. Information Item–Completed Contracts  
6d. Information Item–Grant Status Report  
Monthly standard reports were included in the packet. Committee members can contact staff with questions.

Ms. Lauderbach shared that the Monthly Budget Progress Report shows the actual expenditures are less than the amount budgeted for the Data function partly due to the timing of contractual work in progress.

Josh Brown shared that PSRC has completed a successful review of the Unified Planning and Work Program with our federal partners. After the Budget and Work Program is adopted by the General Assembly, it will be shared with our federal partners. PSRC then expects a letter of full approval.

The meeting adjourned at 9:59 a.m. The General Assembly will meet May 30 at the Washington State Convention Center. The next Operations Committee meeting will be June 27, 2019 at 9:30 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.