MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, DECEMBER 5, 2019
PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM
9:00 a.m.

1. Call to Order and Roll Call
Councilmember Claudia Balducci called the meeting of the Operations Committee to order at 9:08 a.m.

Members and Alternates present for all or part of the meeting included:
Commissioner Glen Bachman, Statutory Members
Councilmember Claudia Balducci, King County, Chair
Mayor Becky Erickson, Kitsap County and Other Cities & Towns
Councilmember Lorena González, Seattle – via phone
Councilmember Kathy Lambert, King County
Mayor Bill Pugh, Pierce County Other Cities & Towns
Councilmember Mike Todd, Snohomish County Other Cities & Towns
Councilmember Stephanie Wright, Snohomish County – via phone
Councilmember Derek Young, Pierce County

Guests and staff present for all or part of the meeting were:
Josh Brown, PSRC
Mark Gulbranson, PSRC
Jerry Harless, PSRC
Stacey Jehlik, City of Seattle
Diana Lauderbach, PSRC
Thu Le, PSRC
Lili Mayer, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Mikayla Svob, PSRC
Andrew Werfelmann, PSRC

2. Communications and Public Comment
There was no public comment.
Councilmember Balducci stated that the Operations Committee would not discuss the Executive Board Representatives issue. The issue has been postponed for further analysis. Staff will have additional information to share in January.

Mark Gulbranson shared that staff have reviewed board composition and the Revised Code of Washington (RCW) pertaining to PSRC. The RCW notes principal cities getting a seat on the PSRC Executive Board. There are three jurisdictions that fit into the category of a principal city that do not have a seat on the Executive Board: Port Orchard, Redmond and Lakewood. The calculation entails the jurisdiction’s population, the number of people living in the city and the number of people coming into the city to work. The Executive Committee will discuss the issue at its December 5 meeting. This topic will return to the Operations Committee at its meeting in January.

3. Consent Agenda
   a. Approve Minutes of Meeting held October 24, 2019
   b. Approval of Vouchers dated October 17, 2019 through November 15, 2019 in the Amount of $1,039,973.57.

Consent Agenda–Action: It was moved and seconded (Pugh/Todd) to approve the minutes of the Operations Committee meeting October 24, 2019, and approve the vouchers dated October 17 through November 15, 2019, in the amount of $1,039,973.57. The motion was unanimous.

4a. Action Item – Contract Authority for Unanticipated Repairs or Replacement of Essential Equipment and Related Consultant Services
Jerry Harless, PSRC, shared that different pieces of equipment in the boardroom have been failing due to the age of the equipment. PSRC procedures require board authority for contracts over $10,000. Waiting one month for board authority to replace failed equipment could interrupt business operations for PSRC. PSRC is seeking contract authority not to exceed $100,000 for replacement of essential hardware due to unexpected failure. PSRC does not expect to spend the money unless the need arises. This will assist staff in maintaining business operations and facilitating the continuity of business meetings.

Action: It was moved and seconded (Todd/Bachman) to recommend the Executive Board authorize the Executive Director to enter one or more contracts for repair and/or replacement of existing and essential hardware, software, facilities, equipment or services for the Fiscal Years 2020-2021 biennium, not to exceed $100,000 for the FY 2020-2021 biennium.

5a. Information Item – New Employee Status Report
Thu Le introduced two new employees: Grace Young in the Data Department and Mikayla Svob in the Regional Planning Division.

5b. Information Item–2020 Executive Board and Operations Committee Meeting Schedule
Councilmember Balducci shared that the Operations Committee agenda often warrants more time for discussion. She asked Operations Committee members for discussion and feedback for starting the meeting at 9:00 am. Committee members agreed that 2020 meetings will start at 9:00 am.

5c. Discussion Item–Review Budget Assumptions for Draft Supplemental Biennial Budget and Work Program (FY2020-2021)
Diana Lauderbach, PSRC, shared the schedule for the development of the Supplemental Biennial Budget. Ms. Lauderbach reviewed the proposed changes to the Supplemental budget and the updated budget tables.

5d. Information Item–FTA Triennial Review FY 2019 and Annual State Audit
Ms. Lauderbach shared that the Federal Transit Administration (FTA) reviews PSRC’s federal grants every three years. There were no findings during this review.

The Washington State Auditor’s office will begin the FY 2019 audit of both PSRC and Central Puget Sound Economic Development District in December 2019.

5e. Information Item–Monthly Budget Progress Report
5f. Information Item–Contract Status Report
5e. Information Item–Completed Contracts
5f. Information Item–Grant Status Report
Ms. Lauderbach briefed the committee on the standard reports.

The meeting adjourned at 9:47 a.m. The next Operations Committee meeting will be January 23, 2020, at 9:00 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.