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

1. Call to Order and Roll Call
Councilmember Claudia Balducci called the meeting of the Operations Committee to order at 9:28 a.m.

Members and Alternates present for all or part of the meeting included:
Councilmember Claudia Balducci, King County, Chair
Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns
Councilmember Kathy Lambert, King County
Mayor Bill Pugh, Pierce County Other Cities & Towns
Councilmember Chris Roberts, King County Other Cities & Towns Alt.
Commissioner Hester Serebrin, Statutory Members
Councilmember Mike Todd, Snohomish County Other Cities & Towns
Councilmember Stephanie Wright, Snohomish County – via phone
Councilmember Derek Young, Pierce County – via phone

Guests and staff present for all or part of the meeting were:
Josh Brown, PSRC
Gil Cerise, PSRC
Mark Gulbranson, PSRC
Alex Guo, PSRC
Sarah Gutschow, PSRC
Ben Larson, PSRC
Diana Lauderbach, PSRC
Thu Le, PSRC
Lily Mayer, PSRC
Kelly McGourty, PSRC
Casey Moreau, PSRC
Kimberly Pearson, PSRC
Kalon Thomas, PSRC
Andrew Werfelmann, PSRC

2. Communications and Public Comment
There was no public comment.
3. Consent Agenda
   a. Approve Minutes of Meeting held June 27, 2019
   b. Approval of Vouchers dated June 14, 2019 through July 15, 2019 in the Amount of $921,847.80.

Consent Agenda–Action: It was moved and seconded (Erickson/Todd) to approve the minutes of the Operations Committee meeting June 27, 2019 and approve the vouchers dated June 14 through July 15, 2019 in the amount of $921,847.80. The motion was unanimous.

4a. Action Item – Budget Amendment and Contract Authority for Consultant Services for Puget Sound Region Passenger-Only Ferry Study
   Gil Cerise, PSRC, shared that there are two action items before the committee. The first is to amend the budget to add new grant revenues to complete a passenger-only ferry study. Funding was provided by the Washington State Legislature. The second action is to approve contract authority up to $330,000 for consultant services to assist with the study. PSRC estimates costs for the study at $275,000 and has included a contingency of $55,000 for consultant services.

   Mr. Cerise stated that the study will consider routes and terminal locations on Puget Sound, Lake Washington and Lake Union. The study will review market potential and ridership, capital and operating costs and include recommendations to accelerate electrification of the fleet and emissions analysis.

   Mayor Erickson expressed concern that the funding amount was not sufficient given the scope of the study. She recommended approaching other relevant stakeholders and jurisdictions to contribute funds. Mr. Cerise shared the results of PSRC’s independent cost estimate. PSRC anticipates the study will be deliverable with the funding levels.

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

   Action 1: Amend the Adopted Budget and Work Program for Fiscal Years 2020-2021 to add an additional $350,000 in funds from Washington State Department of Transportation (WSDOT) as outlined in the discussion below.

   Action 2: Authorize the Executive Director to enter into one or more consultant contracts for preparation of the Puget Sound Region Passenger-Only Ferry Study, not to exceed $330,000.

   The motion was unanimous.

4b. Action Item – Contract Authority to Purchase Upgrade for Accounting Software
   Diana Lauderbach, PSRC, shared that the request before the committee is to spend up to $20,000 on a routine upgrade of PSRC’s financial accounting software.
Action: It was moved and seconded (Pugh/Lambert) to authorize the Executive Director to enter into one or more contracts not to exceed $20,000 to update Puget Sound Regional Council’s accounting system. The estimated cost is based on the previous system upgrade costs adjusted for inflation and includes the software, consultant support and installation.

5a. Information Item–Monthly Budget Progress Report
5b. Information Item–Contract Status Report
5c. Information Item–Completed Contracts
5d. Information Item–Grant Status Report

Ms. Lauderbach informed the committee that the reports were looking at the end of the fiscal year. The Monthly Budget Progress Report showed that spending was under budget. Ms. Lauderbach reviewed the other routine reports with the committee.

5e. Information Item–New Employee Status Report

Thu Le introduced four new employees: Alex Guo and Ben Larson in the Data & Planning Department, and Kimberly Pearson and Kalon Thomas in the Transportation Planning Department.

The meeting adjourned at 9:50 a.m. There is no meeting in August. The next Operations Committee meeting will be September 26, 2019, at 9:30 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.