MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, JUNE 27, 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 9:31 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 Lorena González, Seattle – via phone
Councilmember Kathy Lambert, King County
Mayor Bill Pugh, Pierce County Other Cities & Towns
Councilmember Chris Roberts, King County Other Cities & Towns Alt. – via phone
Mayor Barb Tolbert, Snohomish County Other Cities & Towns Alt.
Councilmember Stephanie Wright, Snohomish County – via phone
Councilmember Derek Young, Pierce County

Guests and staff present for all or part of the meeting were:
Hannah Bahnmiller, PSRC
Kelsey Beck, City of Seattle
Mark Gulbranson, PSRC
Diana Lauderbach, PSRC
Thu Le, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Charles Patton, PSRC
Andrew Werfelmann, PSRC

2. Communications and Public Comment
There was no public comment.

3. Consent Agenda
a. Approve Minutes of Meeting held April 25, 2019
b. Approval of Vouchers dated April 18, 2019 through June 14, 2019 in the Amount of $1,777,830.03.
Consent Agenda–Action: It was moved and seconded (Erickson/Pugh) to approve the minutes of the Operations Committee meeting April 25, 2019 and approve the vouchers dated April 18 through June 14, 2019 in the amount of $1,777,830.03. The motion was unanimous.

4a. Action Item – Contract Authority for Ongoing Administrative Support
Diana Lauderbach, PSRC, informed the committee that PSRC seeks authority for ongoing administrative contracts every two years at the start of a new budget. The General Assembly adopted the FY2020-2021 budget in May with a start date of July 1. The competitive process for the contracts is completed every six years. The ongoing administrative contracts include accounting and financial consulting services, legal services, human resource support services, and public engagement services.

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

Action 1: Authorize the Executive Director to enter one or more contracts for accounting and financial consulting services, not to exceed $147,000 for the FY 2020-2021 biennium.

Action 2: Authorize the Executive Director to enter one or more contracts for legal services, not to exceed $157,000 for the FY 2020-2021 biennium.

Action 3: Authorize the Executive Director to enter one or more contracts for HR support services, not to exceed $95,000 for the FY 2020-2021 biennium.

Action 4: Authorize the Executive Director to enter one or more contracts to assist the agency with public engagement tasks, not to exceed $175,000 for the FY 2020-2021 biennium.

The motion was unanimous.

4b. Action Item – PSRC FY 2020 Indirect Cost Rate Approval
Diana Lauderbach, PSRC, explained that there are two types of costs charged to grants: direct costs and indirect costs. Direct costs are easily attributed to a cost objective or project. Indirect costs are not easily related to an individual project; an example would be rent. The estimated indirect costs are allocated to federal awards by use of an indirect cost rate.

At the end of the year, a reconciliation of actuals to estimates is done. The overage or underage rolls forward to the next fiscal year period. The process, types of costs and how the rate is set are reviewed and approved by the Federal Transit Administration (FTA). The FTA has reviewed and approved PSRC’s plan. The Metropolitan Planning Organization agreement between Washington State Department of Transportation and PSRC requires the Executive Board approve the indirect cost rate.
Ms. Lauderbach explained the methodology of calculating the indirect benefit rate and indirect rate.

**Action:** It was moved and seconded (Lambert/Pugh) to recommend that the Executive Board approve PSRC’s Fiscal Year 2020 indirect cost rate proposal with a benefit rate of 67.23% and indirect rate of 54.86%. The motion was unanimous.

5a. Information Item–Monthly Budget Progress Report  
5b. Information Item–Contract Status Report  
5c. Information Item–Completed Contracts  
5d. Information Item–Grant Status Report  
5e. Information Item–New Employee Status Report  
Ms. Lauderbach referenced the Monthly Budget Progress, noting that all projects are under budget and that there was one new contract on the Contract Status Report. Monthly standard reports were included in the packet. Committee members can contact staff with questions.

Thu Le introduced two new employees, Hannah Bahnmiller and Charles Patton, in the Regional Planning Division.

The meeting adjourned at 9:55 a.m. The next Operations Committee meeting will be July 25, 2019, at 9:30 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.