MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, MARCH 28, 2019
PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM
9:30 a.m.

1. Call to Order and Roll Call
Councilmember Douglas Richardson called the meeting of the Operations Committee to order at 9:30 a.m. Councilmember Richardson shared that he would be serving as acting chair on behalf of Executive Dammeier.

Councilmember Richardson welcomed a new committee member, Mayor Bill Pugh, City of Sumner, representing Other Cities and Towns in Pierce County. Councilmember Richardson acknowledged the departure of the previous representative, Mayor Ron Lucas, Town of Steilacoom.

Members and Alternates present for all or part of the meeting included:
Commissioner Glen Bachman, PSRC Statutory Member Alt.
Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns
Councilmember Lorena González, City of Seattle – via phone
Councilmember Kathy Lambert, King County
Mayor Bill Pugh, Pierce County Other Cities & Towns
Councilmember Douglas Richardson, Pierce County Alt.
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
Councilmember Stephanie Wright, Snohomish County – via phone

Guests and staff present for all or part of the meeting were:
Ben Bakkenta, PSRC
Grant Gibson, PSRC
Mark Gulbranson, PSRC
Jerry Harless, PSRC
Piset Khuon, PSRC
Diana Lauderbach, PSRC
Thu Le, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Alex Tsimerman, SUP
2. Communications and Public Comment
Alex Tsimerman provided public comment.

3. Consent Agenda
a. Approve Minutes of Meeting held February 28, 2019
b. Approval of Vouchers dated February 15, 2019 through March 15, 2019 in the Amount of $941,695.70.

Consent Agenda–Action: It was moved and seconded (Erickson/Pugh) to approve the minutes of the Operations Committee meetings February 28, 2019 and approve the vouchers dated February 15, 2019 through March 15, 2019 in the amount of $941,695.70.

4a. Action Item – Approve Fiscal Years 2020-2021 Budget and Work Program
Diana Lauderbach, PSRC, provided background on how the budget and work program had been developed by the Operations Committee. The draft budget was then presented to PSRC committees and policy boards. PSRC received one comment on the budget, which was included in the agenda packet. The comment asked that resources be devoted to equity and social justice. Diana shared that equity and social justice work was included as a sub-task under Regional Planning in PSRC’s budget.

The committee is being asked to recommend that the Executive Board approve and recommend the budget to the General Assembly for approval.

Councilmember Chris Roberts asked for clarification on PSRC’s equity and social justice work. Ben Bakkenta shared how PSRC is working to advance the tools used to assess equitable outcomes as part of the development of the Regional Transportation Plan and VISION 2050. Those tools include opportunity mapping, displacement risk analysis, as well as technical work to support the evaluation of the plans and policies. PSRC has also been working with community partners throughout the process to hear their concerns and incorporate policy language and other provisions in the plans. PSRC has an open recruitment for an Equity Manager to continue to advance our equity work.

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

1. Recommend that the Executive Board approve the Proposed FY 2020-2021 Biennial Budget and Work Program and recommend adoption by the General Assembly on May 30, 2019.

2. Recommend that the General Assembly adopt Resolution PSRC-A-2019-01 authorizing the submittal of the adopted Fiscal Year 2020-2021 Biennial Budget and Work Program.
4b. Action Item – Approve Contract Authority for 2019 General Assembly
Mark Gulbranson, PSRC, shared that the contract authority before the committee would allow PSRC to secure a space, pay for meals, audio visual and other expenses related to the General Assembly. Total costs are not to exceed $25,000.

Action: It was moved and seconded (Lambert/Erickson) to Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts for support of the 2019 General Assembly. The total cost for all contracts will not exceed $25,000.

4c. Action Item – Contract Authority to Purchase Closed Captioning Service for Video Web Streaming
Jerry Harless, PSRC, explained that in March the committee approved contract authority for web streaming services for an amount not to exceed $60,000. Staff have worked with a vendor to estimate an amount for closed captioning services for PSRC board meetings. The estimated expense for closed captioning service would be more than the original contract authority approved by the committee. The committee is being asked to increase contract authority for an amount not to exceed $75,000 to cover closed captioning services for policy board meetings.

Action: It was moved and seconded (Lambert/Pugh) to Recommend that the Executive Board authorize the Executive Director to enter into one or more contracts to purchase audio/video web streaming equipment and service not to exceed $75,000 total for three years to replace the prior authorization of $60,000 over three years.

Mr. Harless shared that PSRC has created an additional Wi-Fi account for board members. The password for the board members’ Wi-Fi will only be changed once a year. Board members can receive the login information from the front desk.

5a. Information Item–Monthly Budget Progress Report
5b. Information Item–Contract Status Report
5c. Information Item–Completed Contracts
5d. Information Item–Grant Status Report
Monthly standard reports were included in the packet. Committee members can contact staff with questions.

5e. New Employee Status Report
Thu Le introduced one new employee, Grant Gibson, in the Data Department.

Mayor Erickson inquired about an expiring contract in March and upcoming expiring contracts in June. Patty Mosure shared that the EcoNorthwest contract ending this month is on track to be completed. Mayor Erickson noted that the contracts were last approved in 2015 and inquired if it was time to review the consultants, evaluate their performance and see if they were meeting PSRC’s needs. Staff will provide an in-depth briefing on on-going administrative contracts at the next meeting.
The meeting adjourned at 9:59 a.m. The next Operations Committee meeting will be April 25, 2019 at 9:30 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.