MINUTES
OPERATIONS COMMITTEE MEETING
THURSDAY, OCTOBER 24, 2019
PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM
9:00 a.m. Study Session; 9:30 a.m. Committee Meeting

1. Study Session
Councilmember Claudia Balducci started the study session at 9:12 a.m.

Mark Gulbranson, PSRC, explained that every three years the board is asked to consider Executive Board representatives based on population. The Operations Committee previously reviewed the topic and discussed it again at its September meeting.

There are four jurisdictions that are eligible to have another seat: City of Seattle, Other Towns and Cities in King County, Pierce County, and Other Towns and Cities in Pierce County. Previously, two jurisdictions were interested in an additional seat: Other Towns and Cities in King County and Other Towns and Cities in Pierce County. The City of Seattle and Pierce County were not interested in an additional seat. The City of Seattle had the caveat that if other jurisdictions were given a seat, the City of Seattle would take its seat.

Since the last Operations Committee meeting, Other Towns and Cities in Pierce County has reevaluated and is not interested in another seat. Currently, there is only one jurisdiction, Other Towns and Cities in King County, interested in another seat.

Mr. Gulbranson shared another method of calculating Other Towns and Cities representatives based on population. The way Other Towns and Cities is described in PSRC’s Interlocal Agreement is that they are all the towns and cities within the county other than the major metropolitan city. For example, for King County, Seattle is not a part of that, but Bellevue, Federal Way, Kent, Kirkland and Auburn would be and the other remaining towns and cities. It was noted that weighted votes do not change.

Councilmember Lorena González clarified that if King County Other Towns and Cities will take a seat, the City of Seattle would take the additional seat as well.

Councilmember Balducci stated that the recommendation from the committee could be to add one seat for the City of Seattle and one seat for Other Towns and Cities in King County. Pierce County and Other Towns and Cities in Pierce County would not take the
additional seat. She asked for the committee’s opinion. A committee member commented that they prefer to follow a formula. It can be difficult to track making changes by exception rather than by a rule or formula. It was asked to consider the size of the group, especially as population continues to grow, more jurisdictions would be entitled to seats. Mr. Gulbranson also shared that 50% of Executive Board members are required to be transit board members. The committee continued to discuss the formula from the Interlocal Agreement and how rounding was completed.

Josh Brown, PSRC, noted that the Interlocal Agreement directs PSRC to evaluate the composition of the Executive Board every three years and to look to population to allocate those seats. With that there is flexibility. State law dictates that jurisdictions with a population over 80,000 are provided a seat on the Executive Board.

Councilmember Balducci asked for staff to come back at the next meeting with different options:
1. A recommendation to add one seat for the City of Seattle and one seat for Other Towns and Cities in King County, or with blanks to fill in as to who wants the seats and who doesn’t want the seats and we can vote up or down on this year’s proposed change.
2. Direct staff to undertake a study next year to look at ways we might reconfigure seats at the Executive Board pursuant to the comments by Councilmember Todd to limit the growth, so meetings remain manageable.
3. A recommendation to add seats from the jurisdictions requesting them and undertake a study on Executive Board representatives.

2. Call to Order and Roll Call
Councilmember Claudia Balducci called the meeting of the Operations Committee to order at 9:35 a.m.

Members and Alternates present for all or part of the meeting included:
Mayor Nancy Backus, King County Other Cities & Towns
Councilmember Claudia Balducci, King County, Chair
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.
Councilmember Doug Richardson, Pierce County Alt. – via phone
Councilmember Mike Todd, Snohomish County Other Cities & Towns
Councilmember Stephanie Wright, Snohomish County – via phone

Guests and staff present for all or part of the meeting were:
Kelsey Beck, City of Seattle
Josh Brown, PSRC
Amy Efroymson, Avitus
Michael Fuller, Justice
Mark Gulbranson, PSRC
Diana Lauderbach, PSRC
Thu Le, PSRC
Lili Mayer, PSRC
Casey Moreau, PSRC
Patty Mosure, PSRC
Marguerite Richard, Seattle Poverty Action Network
Omari Tahir-Garrett
Alex Tsimerman, SUA
Andrew Werfelmann, PSRC

3. Communications and Public Comment
Alex Tsimerman, SUA; Magurite Richard, Seattle Poverty Action Network; Omari Tahir-Garret; and Michael Fuller provided public comment.

4. Consent Agenda
a. Approve Minutes of Meeting held September 26, 2019

Consent Agenda–Action: It was moved and seconded (Backus/Todd) to approve the minutes of the Operations Committee meeting September 26, 2019, with a correction to the minutes noting Marguerite Richard provided public comment and approve the vouchers dated September 11 through October 13, 2019, in the amount of $889,336.99. The motion was unanimous.

5a. Action Item – Contract Authorization for Architect Services
Jerry Harless, PSRC, explained this would be a two-part project. The first part includes security improvements in the PSRC lobby. The authorization would be to contract with an architect to advise PSRC and propose a design. Any construction would need approval by the committee. The second part of the project would include a review of PSRC space needs for the next building lease coming up in 2024. The contracts are not to exceed $25,000.

Action: It was moved and seconded (Pugh/Backus) to recommend the Executive Board authorize the Executive Director to enter into one or more contracts for architecture services not to exceed $25,000.

6a. Discussion Item – Employee Salary Study - Avitus
Amy Efroymson, Avitus, shared with the committee that Avitus completed a salary survey this year. The survey is completed every three years. This survey focused on base pay as opposed to total compensation. Twenty-one positions were surveyed using five different surveys, contacting eight different Metropolitan Planning Organizations (MPOs).

Results of the survey data showed that PSRC had fallen behind in the minimum and midpoint of salary ranges. There were 13 positions that were 10% or more below
market, four positions that were 10% or more below market at the midpoint. As a result of that, PSRC was experiencing pay compression. Immediate changes were to go through PSRC’s broadband pay structure and increase the ranges to match the market. In addition, there is a need for two additional pay bands to align with external markets and manage internal equity. Several positions around the planner, modeler and GIS roles had made significant jumps from three years ago. Going forward, the recommendations will be that PSRC does a pay study annually opposed to every three years. Every three years PSRC will continue to evaluate greater compensation: benefits, time off, etc. Annually PSRC will look at salary ranges and make sure to increase them by the cost of living, which is the current practice. This combined with the market study should ensure PSRC’s salary ranges stay at market.

The committee requested to receive a copy of the consultant’s 2019 salary study. Mr. Gulbranson noted that the implementation of the study is the responsibility of the Executive Director and the agency would be moving to the new pay bands effective January 1, 2020.

6b. Information Item–Contract Status Report
6c. Information Item–Completed Contracts
6d. Information Item–Grant Status Report
Reports were included in the agenda packet. Committee members can reach out to staff with questions.

The meeting adjourned at 9:58 a.m. The next Operations Committee meeting will be December 5, 2019, at 9:00 a.m., Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.