



Puget Sound Regional Council

MINUTES

OPERATIONS COMMITTEE MEETING

THURSDAY, DECEMBER 6, 2018

PUGET SOUND REGIONAL COUNCIL, CENTRAL MEETING ROOM

9:15 am

1. Call to Order and Roll Call

Councilmember Mike Todd called the meeting of the Operations Committee to order at 9:29 a.m.

Members and *Alternates* present for all or part of the meeting included:

Mayor Nancy Backus, King County Other Cities & Towns – via phone

Executive Bruce Dammeier, Pierce County, Chair

Mayor Becky Erickson, Poulsbo, Kitsap County and Other Cities & Towns

Councilmember Chris Roberts, King County Other Cities & Towns

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

Suzanne Childress, PSRC

Mark Gulbranson, PSRC

Andrea Harris-Long, PSRC

Craig Helmann, PSRC

Diana Lauderbach, PSRC

Thu Le, PSRC

Lili Mayer, PSRC

Casey Moreau, PSRC

Patty Mosure, PSRC

Chris Peak, PSRC

Andrew Werfelmann, PSRC

2. Communications and Public Comment

There were no public comments.

A quorum was not established. The committee reviewed items noting that they could be moved to the Executive Board by consensus.

3. Consent Agenda

- a. Approve Minutes of Meeting held October 25, 2018
- b. Approval of Vouchers dated October 18th, 2018 through November 16th, 2018 in the Amount of \$845,948.08

Consent Agenda–Action: It was moved by consensus to approve the minutes of the Operations Committee meeting October 25, 2018 and approve the vouchers dated October 18th, 2018 through November 16th, 2018 in the amount of \$845,948.08.

4a. Action Item–Contract Authority for Central Database Architect Support

Craig Helmann informed the committee that the action is to allow the Executive Director to enter a consultant contract not to exceed \$75,000 for a database architect. Other peer agencies maintain databases, allowing easier and more efficient use of the information internally as well as externally. It was recommended that PSRC build its own database utilizing staff expertise and use a consultant to support the process where needed, such as the design and implementation work. The consultant would then be available on an on-call basis as the project continues.

Action: It was moved by consensus to authorize the Executive Director to enter a consultant contract, not to exceed \$75,000, for on-call support in the design and implementation of a new Central Database to manage the PSRC’s data products.

5a. Discussion Item–PSRC Executive Board Representatives

Mark Gulbranson stated that the committee discussed this issue at their October meeting. PSRC’s President, Executive Dave Somers, had asked the Operations Committee to review Executive Board representation due to the additional seat added for the City of Auburn. In addition to Auburn, there are four jurisdictions that could potentially add a seat to the Executive Board due to population.

Staff have reached out to the four groups to gauge their interest in an additional seat. Other Cities and Towns in Pierce County has opted not to add another seat as they would not be able to appoint a representative who could attend regularly. Pierce County also expressed that it would not be interested in another seat on the Executive Board due to the logistical challenge of attending meetings regularly. The City of Seattle is only interested in an additional seat if all the other districts wish to add a representative. Other Cities and Towns in King County are interested in adding another representative.

Mr. Gulbranson stated that the committee could decide to maintain representatives as they are and not make changes to the board representation, recognizing that all votes at the Executive Board are weighted. The committee would then review representation again in three years. The committee could also consider adding representatives, though some of the four jurisdictions have noted that they would not be able to appoint a representative.

Committee members discussed deferring to the regularly scheduled review of representatives, planned for in the fall of 2019. Councilmember Roberts noted that adding another seat for Other Cities in King County would bring its representation to what it was previously, four, before the City of Kirkland was given its own seat.

Mr. Gulbranson stated that staff will prepare a memo for the January Operations Committee meeting using the current representatives with the understanding that the committee will review Executive Board representatives as scheduled in fall 2019.

5b. Discussion Item—Proposed FY 2020-2021 Biennial Budget and Work Program Assumptions and Financial Policies

Diana Lauderbach shared that the committee had been working on the budget since September, having reviewed the schedule, revenue and expenditure assumptions, PSRC's reserve fund policy, target setting process, dues increases, and budget assumptions which the draft budget was based upon. Information had been shared with the committee via email when meeting time did not allow.

Ms. Lauderbach reviewed the summary budget with the committee, reviewing each of the sections. There was a request to update the Integrated Timeline to reflect data collection and VISION plan development. There was a request to draw the boards' attention to the full work plan, which outlines the work PSRC is engaged in, and highlight the specific work elements pertaining to each board. There was a request to further clarify the unfunded subtasks noted in the summary by tying them back to the full workplan.

The Operations Committee agreed that the draft budget summary and full draft budget should move forward and be circulated to PSRC's policy boards.

5c. Information Item—Monthly Budget Progress Report

5d. Information Item—Contract Status Report

5e. Information Item—Completed Contracts

5f. Information Item—Grant Status Report

Monthly standard reports were included in the packet. Committee members can see staff with questions.

5g. New Employee Status Report

Thu Le introduced three new employees: Alvaro Caviedes in Data and Andrea Harris-Long and Ben Johnson in Growth Management Planning.

5h. PSRC Public Participation Plan

5i. 2019 Executive Board and Operations Committee Meeting Schedule

Executive Dammeier noted that there were two Information items included in the packet.

The meeting adjourned at 9:58 am. The next Operations Committee meeting will be January 24, 2019 at 9:30 am, Central Meeting Room, 1011 Western Ave. Suite 500, Seattle.