

**Board of Directors Regular Meeting**

**AGENDA**

September 12, 2019

3100 S. 176<sup>th</sup> St., SeaTac, WA 98188

RTA Board Room

3:00 p.m. – Call to Order—*Maureen Huffman, Board Chair*

**1. Roll Call**

**Excuse absent Board Members – Motion**

**2. Approve/Amend Agenda**

**3. Call for Public Comment**

*Anyone wishing to speak before the Board, either as an individual or as a member of a group may do so at this time. Individuals desiring to speak shall give their name, address, and the group they represent, if any. A speaker is limited to three minutes unless granted an extension of time.*

**4. Chair's Report**

**A. Presentation of Consent Agenda – Maureen Huffman, Board Chair**

Item 1: Approval of minutes from the June 13, 2019, Regular Board Meeting

Item 2: Approval of Auditing Official's Certificate for June 7, 2019 through August 30, 2019.

(Claim checks and electronic payments for June 7, 2019 through August 30, 2019. Check numbers 8634 through 8752 in the amount of \$610,056.76. Electronic payments for payroll and American Express for the dates of June 14, 2019 through August 30, 2019 in the amount of \$269,115.32

**RECOMMENDED MOTION: I move to approve Consent Agenda Items 1 through 2.**

**B. Financial Reports - Cecilia Pollock**

**C. Action Items**

a. 2020 Budget Presentation – Cecilia Pollock

**RECOMMENDED MOTION: I move to approve Resolution 2019-002 the Budget for 2020**

**5. President's Report – Katherine Kertzman**

**A. Informational:**

a. Highline SeaTac Botanical Garden & Learning Center - Update

**B. Action Items:**

a. Popular Networks Maintenance Fee

Motion to approve continuing contracting for services with Popular Networks for IT services in an amount not to exceed \$75,000 for 2019 and \$75,000 for 2020. This amount exceeds the President/CEO's \$50,000 signing authority requiring Board approval.

**RECOMMENDED MOTION: I move to authorize the President/CEO to continue contracting with Popular Networks for IT Managed Services, in a not to exceed amount of \$75,000 for 2019 and \$75,000 for 2020.**

b. Antenna & Satellite Technology, Inc.

The Board is being asked to authorize the President/CEO to enter into a contract with Antenna & Satellite Technology, Inc., in a not to exceed amount of \$100,000 for a 12-month contract.

**RECOMMENDED MOTION: I move to authorize the President/CEO to continue contracting with Antenna & Satellite Technology, Inc. in a not to exceed amount in 2019 of \$100,000 for a 12-month contract.**

c. BPP #007-2015 Procurement and Cash Disbursements Policies and Procedures Revision 1 to add Flow Chart.

**RECOMMENDED MOTION: I move to approve BPP #007-2015 Procurement and Cash Disbursements Policies and Procedures Revision 1 to add Flow Chart.**

d. BPP #012-2019 Electronic Signatures and the Execution and Retention of Contracts

**RECOMMENDED MOTION: I move to approve BPP #012-2019 Electronic Signatures and the Execution and Retention of Contracts Policy and Procedure**

e. Board Position's 3 and 8 Terms expire on 12/31/2019

Successive Three-year Term for Board Position 3 Ending Dec. 31, 2022 – Ben Osgood

Successive Three-Year Term for Board Position 8 Ending Dec. 31, 2022 – Elissa Cotero

**RECOMMENDED MOTION: I move to reappoint Ben Osgood for Position 3 and Elissa Cotero for Position 8.**

e. Revision of #BPP #009A-2016 to include Team Building

**RECOMMENDED MOTION: I move to approve revision of BPP #009A-2016 to include Team Building.**

f. Employee Recognition Policy and Procedure approval and incorporation into the Employee Handbook

**RECOMMENDED MOTION: I move to approve and incorporate Employee Recognition Policy and Procedure into the Employee Handbook.**

**6. Staff Reports**

**A. Informational:**

a. Digital Edge Presentation – Ashley Comar & Meagan McGuire

b. GreenRubino Contract Discussion – Ashley Comar

**B. Action Items: N/A**

**7. Executive Session – Optional**

**8. Other Business – Anyone**

**9. Next Meeting Date - October 10, 2019, Vote on November 7 or 14 meeting dates**

**10. Adjournment**