

Board of Directors Regular Meeting

MINUTES

September 12, 2019

3100 S. 176th St., SeaTac, WA 98188

RTA Board Room

Call to Order

Chair Maureen Huffman called the meeting to order at 3:05 pm.

Roll Call

Board Members:

Maureen Huffman, Embassy Suites; Ken Stockdale, Crowne Plaza; David Sullivan, Cedarbrook Lodge; Jenny Vasquez, Marriott; Donna Rios, Radisson; Jill Andrews, Certified Folder.

MOTION: by Board Member Andrews, seconded by Board Member Rios, to excuse absent Board Members Ben Osgood and Elissa Cotero. Passed unanimously.

Staff:

Katherine Kertzman, President/CEO; Cecilia Pollock, Finance Manager; Meagan McGuire, Vice President of Sales & Partner Services; Ashley Comar, Vice President of MarCom; Autumn Lingle, Operations Administrator

Approve Agenda

MOTION: By Board Member Andrews, seconded by Board Member Rios, to approve the agenda. Passed unanimously.

Call for Public Comment

Aleksandr Yeremeyev, Economic Development Strategist for the City of SeaTac noted the City has hired an Urban Design Consultant. In addition, he encouraged Board Members to contact the City with their concerns.

Chair's Report

• **Presentation of Consent Agenda**

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

MOTION: was made to approve Consent Agenda Items 1 through 2 by Board Member Stockdale, seconded by Board Member Sullivan. Passed unanimously.

Financial Reports

• **2020 Budget Presentation**

Comptroller Cecilia Pollock presented the 2020 Budget to the Board Members

MOTION #2019-009: was made to approve Resolution 2019-002 the Budget for 2020 by Board Member Vasquez, seconded by Board Member Stockdale

President's Report

Informational:

- **Highline SeaTac Botanical Garden & Learning Center**

CEO/President Katherine Kertzman reviewed the reasons a decision was made to no longer proceed with plans for Highline SeaTac Botanical Garden & Learning Center development.

Action Items:

- Popular Networks Maintenance Fee
Motion to approve continuing contracting for services with Popular Networks for IT managed services in a not to exceed amount of \$75,000 for 2019 and \$75,000 for 2020. This amount exceeds the President/CEO's \$50,000 signing authority requiring Board approval.
MOTION #2019-010: was made by Board Member Andrews, seconded by Board Member Stockdale, to authorize the President/CEO to continue contracting for services with Popular Networks for IT managed services, in a not to exceed amount of \$75,000 for 2019 and \$75,000 for 2020.
- Antenna & Satellite Technology, Inc.
The Board was 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.
MOTION #2019-011: was made by Board Member Andrews, seconded by Board Member Sullivan, to authorize the President/CEO to continue contracting with Antenna & Satellite Technology, Inc. in a not to exceed amount of \$100,000 for a 12-month contract.
- BPP #007-2015 Procurement and Cash Disbursements Policies and Procedures Revision 1 to add Flow Chart.
MOTION #2019-012: was made by Board Member Vasquez, seconded by Board Member Stockdale, to approve BPP #007-2015 Procurement and Cash Disbursements Policies and Procedures Revision 1 to add Flow Chart.
- BPP #012-2019 Electronic Signatures and the Execution and Retention of Contracts Policy and Procedure.
MOTION #2019-013: was made by Board Member Rios, seconded by Board Member Stockdale, to approve BPP #012-2019 Electronic Signatures and the Execution and Retention of Contracts Policy and Procedure.
- 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
MOTION #2019-014: was made by Board Member Sullivan, seconded by Board Member Vasquez, to reappoint Ben Osgood for Position 3 and Elissa Cotero for Position 8.
- Revision of #BPP #009A-2016 to include Team Building
MOTION #2019-015: was made by Board Member Vasquez, seconded by Board Member Rios, to approve revision of BPP #009A-2016 to include Team Building.
- Employee Recognition Policy and Procedure approval and incorporation into the Employee Handbook.
MOTION #2019-016: was made by Board Member Vasquez, seconded by Board Member Rios, to approve and incorporate Employee Recognition Policy and Procedure into the Employee Handbook.

Staff Reports

Informational:

- Digital Edge Presentation
Vice Presidents Comar and McGuire provided an overview of Digital Edge.
- GreenRubino Contract Discussion
Vice President Comar noted reduction among other items surrounding contract.

Executive Session was called at 4:01 pm to discuss RCW 42.30.110 (1)(g) to review the performance of a public employee. At 4:06 pm it was extended by 5 minutes to 4:11 pm and then extended 5 more minutes ending at 4:16 pm, when the general meeting was reconvened.

Other Business

- BEST Alliance training September 23rd, 10:00am at Cedarbrook Lodge.
- Destination Development Advisory Committee meeting September 25th, 2:00pm at the RTA.
- Consensus was to hold the makeup Board of Directors meeting on November 7th.

Next Meeting Date

- October 10, 2019 at 3:00 pm.

Adjournment

- Meeting was adjourned at 4:26 pm.

Respectfully submitted,
Autumn Lingle, Operations Administrator