

**MEMORANDUM**

**TO:** Chairman and Members of the Board of Directors

**FROM:** R. Josh Nylander, IT Director  
Magan Waltari, Procurement and Contracts Manager

**DATE:** May 19, 2022

**SUBJECT:** Consideration of Microsoft Enterprise Agreement Renewal

**RECOMMENDATION**

The Executive Committee met on May 12, 2022 and recommended that the Board of Director authorize the General Manager to enter into a new three (3) year agreement with Microsoft and CDW-G for Microsoft software maintenance and hosted services not to exceed \$750,000.

**BACKGROUND**

WTA utilizes a suite of Microsoft software and hosting partners for its daily operations. Because of the total cost of a three-year agreement, staff utilizes a competitively sourced contract established between one of Microsoft's Value-Added Resellers (VAR) and the State of Washington. Using an established contract provides cost savings and staff efficiencies.

The agreement will provide:

1. Maintenance and licenses for server software
2. Office 365 subscriptions
3. Azure hosting for the public website, offsite back-up, and other services

The contract cost is partially based on the number of employees served and how quickly and to what extent WTA transitions to Microsoft hosted cloud computing. At the end of each year, there is a "true up" where additions or subtractions to the licenses are adjusted. The growth year to year in expected contract amount accommodates this growth in usage.

**FISCAL IMPACT**

Approximately \$240,000 year one, \$250,000 year two, and \$260,000 year three for a total not to exceed of \$750,000. Year one expenses are included in the 2022 budget. Staff will include years two and three in those respective expense budgets.

## **H. BOARD ACTION – CONSENT AGENDA**

### **H.1 Consideration of Approval of Minutes – April 21, 2022 Board Meeting**

### **H.2 Consideration of Approval of April 1 – 30, 2022 Expenditures**

**Recommendation:** The Executive Committee met on May 12, 2022 and recommended that the Board of Directors approve the April 1-30, 2022 payable and payroll expenditures.

### **H.3 Consideration of Pictometry Interlocal with Whatcom County**

**Recommendation:** The Executive Committee met on May 12<sup>th</sup> and recommended that the Board of Directors enter into the interlocal agreement with Whatcom County to establish a cost sharing partnership for licensed Pictometry imagery and software.

### **H.4 Consideration of Microsoft Enterprise Agreement Renewal**

**Recommendation:** The Executive Committee met on May 12, 2022 and recommended that the Board of Director authorize the General Manager to enter into a new three (3) year agreement with Microsoft and CDW-G for Microsoft software maintenance and hosted services not to exceed \$750,000.

### **H.5 Consideration of Trapeze Annual Maintenance Purchase**

**Recommendation:** The Executive Committee met on May 12, 2022 and recommended that the Board of Directors authorize the General Manager to enter into a purchase order with Trapeze Group for WTA's Trapeze Annual Licensing and Maintenance in an amount not to exceed \$234,000.

### **H.6 Consideration of Rescheduling Public Hearing on Transportation Improvement Plan to June Board Meeting**

**Recommendation:** The Executive Committee met on May 12, 2022 and recommended that the Board of Directors reschedule the Public Hearing to receive public comment on WTA's Transportation Improvement Program (TIP) for 2023-2028 originally scheduled for the May 19, 2022 Board meeting to the June 16, 2022 Board meeting.

MOTION BY KORTHUIS, SECONDED BY LAUTENBACH THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA INCLUDING:

- APPROVAL OF THE APRIL 21, 2022 BOARD MEETING MINUTES
- APPROVAL OF THE APRIL 1-30, 2022 EXPENDITURES
- APPROVAL OF ENTERING INTO AN INTERLOCAL AGREEMENT WITH WHATCOM COUNTY TO ESTABLISH A COST SHARING PARTNERSHIP FOR LICENSED PICTOMETRY IMAGERY AND SOFTWARE.

- APPROVAL OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A NEW THREE (3) YEAR AGREEMENT WITH MICROSOFT AND CDW-G FOR MICROSOFT SOFTWARE MAINTENANCE AND HOSTED SERVICES NOT TO EXCEED \$750,000.
- APPROVAL OF AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PURCHASE ORDER WITH TRAPEZE GROUP FOR WTA'S TRAPEZE ANNUAL LICENSING AND MAINTENANCE IN AN AMOUNT NOT TO EXCEED \$234,000.
- APPROVAL TO RESCHEDULE THE PUBLIC HEARING TO RECEIVE PUBLIC COMMENT ON WTA'S TRANSPORTATION IMPROVEMENT PROGRAM (TIP) FOR 2023-2028 ORIGINALLY SCHEDULED FOR THE MAY 19, 2022 BOARD MEETING TO THE JUNE 16, 2022 BOARD MEETING.

*The motion was approved by unanimous consent.*

## **I. REPORTS TO BOARD**

### **I.1 Financial Framework Discussion**

Les Reardanz, General Manager stated that as we have been thinking through the zero-emission fleet transition issue, we have been looking at the costs and trying to create a spend plan into the future. We wanted to add the WTA 2040 projects at the bottom of the CIP list to highlight the demands on dollars going forward. While we do have money now, there are some policy decisions we will have to make as we go forward.

He said that policy discussion sets out a transformational change for WTA. He said historically WTA has focused on bus service on the street. WTA 2040 identified several other things that WTA could be doing into the future. He said the scope could shift depending on the finances, but those programs could include:

- zero-emission bus transition
- expanding on-demand service
- expanding WTA's transit demand management approach
- considering bus rapid transit (1-3 lines)
- looking at transit corridors along with speed and reliability investments
- bus stops
- proactive land use partnering
- increased partnering with other agencies
- facility improvements
- transit-oriented development

Mr. Reardanz reviewed a high-level financial framework spreadsheet format. He asked if this format would work for further discussion. He proposed