

**MEMORANDUM**

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

**FROM:** Shonda Shipman, Director of Finance  
Magan Waltari, Purchasing & Contracts Coordinator

**DATE:** May 16, 2019

**SUBJECT:** Consideration of Entering into an Interlocal Purchasing Agreement with Port of Everett

**RECOMMENDATION**

The Executive Committee met on May 9, 2019 and recommended to the Board of Directors that WTA enter into an Interlocal agreement with Port of Everett enabling WTA to purchase off of contracts established by Port of Everett.

**BACKGROUND**

An Interlocal agreement with Port of Everett will provide WTA access to their contracts. The Interlocal has been drafted in a way to allow WTA access to any contract that the Port has that is of use to the agency. This will help staff expedite orders and streamline purchasing requirements.

**FISCAL IMPACT**

None

**Recommendation:** The Executive Committee met on May 9, 2019 and recommended that the Board of Directors authorize the General Manager to enter into an amendment (#11) to WTA's contract with Trapeze Software ULC, extending software maintenance for an additional five years in an amount not to exceed \$1,090,000.

#### **G.5 Consideration of Approval of Microsoft Enterprise Renewal**

**Recommendation:** The Executive Committee met on May 9, 2019 and recommended that the Board of Directors authorize the General Manager to enter into a new three-year agreement with Microsoft and CDW-G for Microsoft software maintenance and hosted services not to exceed \$390,000.

#### **G.6 Consideration of Entering into an Interlocal Purchasing Agreement with Port of Everett**

**Recommendation:** The Executive Committee met on May 9, 2019 and recommended to the Board of Directors that WTA enter into an Interlocal agreement with Port of Everett enabling WTA to purchase off of contracts established by Port of Everett.

#### **G.7 Consideration of Entering into an Interlocal Purchasing Agreement with Port of Everett to Utilize a Portion of their Job Order Contract with Forma Construction**

**Recommendation:** The Executive Committee met on May 9, 2019 and recommended to the Board of Directors that WTA enter into an Interlocal agreement with Port of Everett enabling WTA to utilize up to \$300,000 of the Port's Job Order Contract with Forma Construction of Seattle, WA through March of 2020, unless mutually agreed on by the agencies.

MOTION BY ACKERMAN, SECONDED BY BARKER THAT THE BOARD OF DIRECTORS APPROVE THE CONSENT AGENDA, AS STATED IN THE RECOMMENDATIONS FOR ITEMS G.1 THROUGH G.7.

*The motion passed 6 – 0.*

### **H. REPORTS TO BOARD**

#### **H.1 First Quarter 2019 Financial Information and Ratios**

Shonda Shipman, Finance Director, gave an overview of the First Quarter 2019 Financial Report in the packet.