

MEMORANDUM

TO: Chairman and Members of the Executive Committee

FROM: Erin Knudson, Manager of Accounting

DATE: March 8, 2018

SUBJECT: Discussion of Authorization of Agreement with the Whatcom County Treasurer for Investment Services

RECOMMENDATION

That the Executive Committee recommends that the Board of Directors authorize the General Manager to sign an agreement with the Whatcom County Treasurer for investment services for an initial term of three (3) years ending on December 31, 2020. The agreement may be extended by mutual agreement in writing of both parties.

BACKGROUND

The Whatcom County Treasurer currently manages and invests WTA funds that are not required for immediate expenditure. These funds are accepted and combined with funds from other municipalities in the Whatcom County Investment Pool (WCIP) for the purposes of making investments as allowed under RCW 36.29.022.

It recently came to the attention of both WTA and the Whatcom County Treasurer that this service was not documented in an agreement between the two agencies. This agreement formalizes this service.

FISCAL IMPACT

This item has no additional fiscal impact. The 2018 budget for investment fees is \$24,000.

- Establishing WTA's Code of Ethics
- Avoiding Conflicts of Interest
- Protecting Confidential Information

The motion passed 7 – 0.

F.4 Consideration of Proposed Grant Program for Retired Vans

Recommendation: The Executive Committee met on March 8, 2018 and recommended that the Board of Directors approve a program for granting surplus WTA vanpool vans to local non-profits.

Rick Nicholson gave an overview of this item. He explained that the program would allow Whatcom County non-profit agencies to apply for WTA retired vanpool vans to provide transportation services that augment WTA's service. He stated WTA will have four vans that reach "end of life" in 2018, but because of the vanpool marketing effort, we may need more vans, so we are not sure yet how many vans will be available this year.

MOTION BY KORTHUIS, SECONDED BY ACKERMAN THAT THE BOARD OF DIRECTORS APPROVE A PROGRAM FOR GRANTING SURPLUS WTA VANPPOL VANS TO LOCAL NON-PROFITS.

Board member Louws asked if Whatcom County could retain the opportunity to acquire retired vehicles, if needed. Pete Stark stated that WTA has made retired paratransit vehicles available to the Sheriff's office in the past and our current policy allows that. He said we would continue giving the County this opportunity before making vans available for this program.

Board member Barker said she would like to have a report on how many agencies apply for vans after staff have gone through the application process.

The motion passed 7 – 0.

F.5 Consideration of Authorization of Agreement with the Whatcom County Treasurer for Investment Services

Recommendation: The Executive Committee met on March 8, 2018 and recommended that the Board of Directors authorize the General Manager to sign an agreement with the Whatcom County Treasurer for investment services for an initial term of three (3) years ending on December 31, 2020. The agreement may be extended by mutual agreement in writing of both parties.

Erin Knudsen, Manager of Accounting Services, gave an overview of this item. She stated that the Whatcom County Treasurer already manages and invests WTA funds, but this agreement would formalize that service.

MOTION BY KORTHUIS, SECONDED BY ACKERMAN THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO SIGN AN AGREEMENT WITH THE WHATCOM COUNTY TREASURER FOR INVESTMENT SERVICES FOR AN INITIAL TERM OF THREE YEARS ENDING ON DECEMBER 31, 2020, WITH POSSIBLE EXTENSION BY MUTUAL AGREEMENT IN WRITING.

The motion passed 7 – 0.

F.6 Consideration of Microsoft Select-Plus Software Maintenance Renewal

Recommendation: That the Board of Directors authorize the General Manager to renew software maintenance for three years on WTA's Microsoft software covered by our Select-Plus agreement for \$130,700.

Josh Nylander, Director of IT, gave an overview of this item. He stated this was not reviewed by the Executive Committee because staff were waiting for some pricing information.

MOTION BY ACKERMAN, SECONDED BY BARKER THAT THE BOARD OF DIRECTORS AUTHORIZE THE GENERAL MANAGER TO RENEW SOFTWARE MAINTENANCE FOR THREE YEARS ON WTA'S MICROSOFT SOFTWARE COVERED BY OUR SELECT-PLUS AGREEMENT FOR \$130,700.

The motion passed 7 – 0.

F.7 Consideration of Setting a Public Hearing for the WTA 2018 Capital Improvement Plan

Recommendation: The Executive Committee met on March 8, 2018 and recommended that the Board of Directors authorize a Public Hearing at the April Board meeting (April 19, 2018) to receive comment on projects in the 2018 Capital Improvement Plan.

Mike Bozzo, Director of Fleet & Facilities, gave an overview of this item and a presentation on the Capital Improvement Plan process.

MOTION BY LOUWS, SECONDED BY LILLIQUIST THAT THE BOARD OF DIRECTORS AUTHORIZE A PUBLIC HEARING AT THE APRIL BOARD MEETING (APRIL 19, 2018) TO RECEIVE COMMENT ON PROJECTS IN THE 2018 CAPITAL IMPROVEMENT PLAN.