

**Board of Directors Regular Meeting**

**AGENDA**

March 18, 2026, 3:00 pm  
3100 S. 176<sup>th</sup> St., SeaTac, WA 98188  
**Hybrid/Video Conference**

Join Zoom Meeting

<https://us02web.zoom.us/j/82637337902?pwd=e7AUcTLRcrQSwWRsytznKtbyaCWGs2.1>

Meeting ID: 826 3733 7902 Passcode: 472235

**3:00 p.m. – Call to Order—*Josh Ewing, Chair***

- 1. Roll Call**
- 2. Excuse absent Board Members – *Motion***
- 3. Approve Agenda March 18, 2026, board meeting**
- 4. Public Comments**
- 5. Chair’s Report**

**1. Presentation of Consent Agenda – *Josh Ewing, Chair***

**Item 1:** Approval of Minutes from January 15, 2026, Regular Board Meeting.

**Item 2:** Approval of Auditing Official’s Certificate for January 1, 2025, through February 28, 2026. Total disbursements in the amount of \$977,660.26.

**Item 3:** Meeting calendar change. Move the next RTA board meeting from Thursday May 21, 2026, to Thursday May 28, 2026.

**RECOMMENDED MOTION: I move to approve Consent Agenda Items 1, 2 & 3.**

**6. President/CEO Report**

- 1. Updated 2025 Preliminary P&L**
- 2. Revised 2026 Budget – Revenue of \$5,457,515**

In summary: The RTA has been awarded an unbudgeted \$490,000 marketing grant for FY 2026 from King County. A revised budget has been created to reflect the unbudgeted grant

proceeds and accompanying marketing expenditure. In addition, the revised budget reflects additional proceeds from the City of SeaTac (\$67,764 for FIFA marketing), the City of Des Moines (\$5,000 for signage and meeting incentive) and their accompanying expenditures.

**RECOMMENDED MOTION: I move to approve 2026 budget revision #1 reflecting total revenue of \$5,457,515 and authorize the RTA CEO to negotiate and execute a grant agreement in the amount of \$490,000 with King County.**

**3. Pacific Office Automation Copier Lease**

The existing copier lease (60-month lease at \$245/mo) is due to expire. A 60-month lease with Pacific Office Automation on a new comparable copier is \$266/mo.

**RECOMMENDED MOTION: I move to authorize the RTA CEO to negotiate and execute a 60-month lease (expiring in 2031) with Pacific Office Automation not to exceed \$266 per month, before tax.**

**4. Connect Trade Show and Conference 2026 Agreement**

Connect is the trade show and conference organizer for many of the hospitality industry's largest events (Connect Marketplace, Connect Spring, Connect Winter). These three shows are the cornerstone of the RTA's scholarship program that provides registration for regional hotel and venue sales managers to attend and promote the Seattle Southside Region. The proposed 2026 show registration, registration for 25 attendees encompassing 396 meeting planner appointments is estimated at \$78,500.

**RECOMMENDED MOTION: I move to authorize the RTA CEO to negotiate and execute a 2026 contract with Connect not to exceed \$80,000.**

**5. Tempest/IDSS Contract**

Tempest/IDSS provides the RTA website, database and email marketing. The 2026 contract totals \$49,400. It is anticipated that additional project work will be needed in 2026 from Tempest/IDSS that will exceed the \$50,000 contract limit of the RTA CEO. It is anticipated that an additional \$15,000 in work will be needed in 2026.

**RECOMMENDED MOTION: I move to authorize the RTA CEO to negotiate and execute an amendment to the contracts with Tempest/IDSS to spend up to \$15,000 over the existing \$49,400 agreements. Total 2026 expenditures not to exceed \$64,400.**

**6. Osborne Northwest Public Relations**

Osborne Northwest provides public relation services for the RTA under a contract approved by the RTA board in September 2025. There is a need for additional media outreach and a possible media FAM trip to experience the World Table District. The additional services are expected to cost \$10,000.

**RECOMMENDED MOTION: I move to authorize the RTA CEO to negotiate and execute a contract amendment with Osborne Northwest Public Relations not to exceed \$10,000 for 2026.**

- 7. Update on World
- 8. Table District – Ashley Comar

**7. New Business**

- 8. Next meeting: May 28, 2026

**10. Adjournment**

**This is a Seattle Southside Board of Directors meeting and although open to the public, no public comment process is provided. If you have questions, please email them to [mark@seattlesouthside.com](mailto:mark@seattlesouthside.com).**