



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 4g

**ACTION ITEM**

**Date of Meeting** November 8, 2016

**DATE:** October 21, 2016

**TO:** Ted Fick, Chief Executive Officer

**FROM:** Dan Thomas, Chief Financial Officer  
Tom Tanaka, Senior Port Counsel

**SUBJECT:** Service Agreements to Allow Port of Seattle Staff to Provide Services to the NWSA for 2017

**ACTION REQUESTED**

Request Commission authorization for the Chief Executive Officer to execute an interlocal agreement (ILA) with the Northwest Seaport Alliance (NWSA) to implement a series of support service agreements to allow Port staff to provide services to the NWSA for 2017.

**EXECUTIVE SUMMARY**

The NWSA will require service support from different departments at the Ports of Seattle and Tacoma. The means to provide these support services is through an ILA between the NWSA and the ports. The costs for these support service agreements are included in both the Port's and NWSA's 2017 budgets.

**BACKGROUND**

The Ports of Seattle and Tacoma created the NWSA in August 2015 to jointly manage the two ports' marine cargo facilities. The NWSA will need support and services from both ports in order to carry out its various administrative functions and operations. Each port intends to execute an ILA with NWSA to allow the ports to provide those services for 2017.

The two Managing Members (the two ports as represented by their respective commissioners) approved the 2017 NWSA budget on November 1, 2016. The Port of Seattle budget includes the budgeted amounts for the proposed ILA service agreements with the NWSA.

There are 16 support service agreements that will be implemented as part of this agreement for 2017 and are attached as exhibits to the ILA.

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**REQUEST JUSTIFICATION AND DETAILS**

The NWSA will require support services from both the Ports of Seattle and Tacoma in order to carry out its functions. Each port will provide these support functions through an ILA that describes the services to be provided.

The proposed ILA is included as Attachment A. There are 16 service directives that are attached as exhibits to the ILA. The list of those exhibits is as follows:

Exhibit 1: Accounting, Finance, Treasury and Risk Management Support Services

Exhibit 2: Information Technology Support Services

Exhibit 3: Public Affairs Support Services

Exhibit 4: Managing Member and Executive Support Services

Exhibit 5: Legal and Public Records Support Services

Exhibit 6: Labor Relations Support Services

Exhibit 7: Capital Development Support Services

Exhibit 8: Environmental and Planning Support Services

Exhibit 9: Port of Seattle Police Support Services

Exhibit 10: Central Procurement Office Support Services

Exhibit 11: Security and Preparedness Support Services

Exhibit 12: Marine Maintenance Support Services

Exhibit 13: Pier 69 Facilities Management Support Services

Exhibit 14: Portfolio Management Support Services

Exhibit 15: Tribal Coordination Support Services

Exhibit 16: Additional Support Services as Needed

**FINANCIAL IMPLICATIONS**

The amounts required to provide the services to the NWSA were included in the Port's 2017 budget. The participating departments will contribute a portion of their operating costs to the Northwest Seaport Alliance. Please refer to the exhibits for further detail.

**ATTACHMENTS TO THIS REQUEST**

- (1) Attachment A (Interlocal Agreement, including 16 service directives attached as exhibits).

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None