

COMMISSION
AGENDA MEMORANDUM

Item No. 4c

BRIEFING ITEM

Date of Meeting November 14, 2017

DATE: October 27, 2017

TO: Dave Soike, Interim Executive Director

FROM: Dan Thomas, Chief Financial Officer *DT*

Tom Tanaka, Senior Port Counsel *CT*

SUBJECT: Authorization for the Interim Executive Director to Execute an Interlocal Agreement 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 2018

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 2018.

SYNOPSIS

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 Port of Seattle commissioners, representing the Port of Seattle as an NWSA Managing Member, have previously approved these support service agreements. The costs for these support service agreements are included in both the Port's and NWSA's 2018 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 2018.

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

There are 17 support service agreements that will be implemented as part of this agreement for 2018 and are attached as exhibits to the ILA.

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 17 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
- Exhibit 2: Information Technology
- Exhibit 3: Public Affairs
- Exhibit 4: Managing member and Executive
- Exhibit 5: Legal and Public Records
- Exhibit 6: Labor Relations
- Exhibit 7: Capital Development
- Exhibit 8: Environmental and Planning
- Exhibit 9: Port of Seattle Police
- Exhibit 10: Central Procurement Office
- Exhibit 11: Security and Preparedness
- Exhibit 12: Maritime Maintenance
- Exhibit 13: Pier 69 Facilities Management
- Exhibit 14: Portfolio Management
- Exhibit 15: Tribal Coordination
- Exhibit 16: Internal Audit
- Exhibit 17: Additional Support Services as Needed

FINANCIAL IMPLICATIONS

The amounts required to provide the services to the NWSA were included in the Port's 2018 budget.

STRATEGIES AND OBJECTIVES

The NWSA will help the Port achieve its cargo, job creation, and environmental goals as set forth in the Century Agenda.

ATTACHMENTS TO THIS BRIEFING

- (1) Attachment A (Interlocal Agreement, including 17 service directives attached as exhibits).

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- (1) None.