



**COMMISSION  
AGENDA MEMORANDUM**

Item No. 8b

**ACTION ITEM**

Date of Meeting April 16, 2024

**DATE:** April 2, 2024  
**TO:** Steve Metruck, Executive Director  
**FROM:** Eloise Olivar, AFR Senior Manager Disbursements  
**SUBJECT:** **Claims and Obligations – March 2024**

**ACTION REQUESTED**

Request Port Commission approval of the Port Auditor’s payment of the salaries and claims of the Port pursuant to RCW 42.24.180 for payments issued during the period March 01 through 31, 2024 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	952591	952971	\$11,119,079.97
Accounts Payable ACH	064432	065244	\$56,369,853.99
Accounts Payable Wire Transfers	016268	016288	\$13,183,485.71
Payroll Checks	211567	212007	\$139,832.99
Payroll ACH	1184518	1191686	\$25,530,129.35
<b>Total Payments</b>			<b>\$106,342,382.01</b>

Pursuant to RCW 42.24.180, “the Port’s legislative body” (the Commission) is required to approve in a public meeting all payments of claims within one month of issuance.

**OVERSIGHT**

All these payments have been previously authorized either through direct Commission action or delegation of authority to the Executive Director and through his or her staff. Detailed information on Port expenditures is provided to the Commission through comprehensive budget presentations as well as the publicly released Budget Document, which provides an even greater level of detail. The Port’s operating and capital budget is approved by resolution in December for the coming fiscal year, and the Commission also approves the Salary and Benefit Resolution around the same time to authorize pay and benefit programs. Notwithstanding the Port’s budget approval, individual capital projects and contracts exceeding certain dollar thresholds are also subsequently brought before the Commission for specific authorization prior to commencement of the project or contract—if they are below the thresholds the Executive Director is delegated authority to approve them. Expenditures are monitored against budgets monthly by management and reported comprehensively to the Commission quarterly.

Meeting Date: April 16, 2024

Effective internal controls over all Port procurement, contracting and disbursements are also in place to ensure proper central oversight, delegation of authority, separation of duties, payment approval and documentation, and signed perjury statement certifications for all payments. Port disbursements are also regularly monitored against spending authorizations. All payment transactions and internal controls are subject to periodic Port internal audits and annual external audits conducted by both the State Auditor’s Office and the Port’s independent auditors.

For the month of March 2024, over \$80,672,419.67 in payments were made to nearly 618 vendors, comprised of 1,981 invoices and over 7,424 accounting expense transactions. About 91 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Payroll Taxes, Contracted Services, Janitorial Services, Utility Expenses, Trade Business & Community, Environmental Remediation, Election Expenses and Sales Taxes. Net payroll expense for the month of March was \$25,669,962.34.

**Top 10 Payment Category Summary:**

<b>Category</b>	<b>Payment Amount</b>
Construction	35,198,398.76
Employee Benefits	10,813,875.78
Payroll Taxes	6,576,054.32
Contracted Services	5,902,973.85
Janitorial Services	4,131,506.78
Utility Expenses	3,071,019.49
Trade Business & Community	2,629,576.19
Environmental Remediation	1,809,586.19
Election Expenses	1,608,797.27
Sales Taxes	1,600,401.55
Other Categories Total:	7,330,229.49
Net Payroll	25,669,962.34
<b>Total Payments</b>	<b>106,342,382.01</b>

Meeting Date: April 16, 2024

Appropriate and effective internal controls are in place to ensure that the above obligations were processed in accordance with Port of Seattle procurement/payment policies and delegation of authority.

  
\_\_\_\_\_  
**Lisa Lam/Port Auditor**

At a meeting of the Port Commission held on April 16, 2024, it is hereby moved that, pursuant to RCW 42.24.180, the Port Commission approves the Port Auditor’s payment of the above salaries and claims of the Port:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Port Commission**