

**PORT OF SEATTLE**  
**MEMORANDUM**

**COMMISSION AGENDA – STAFF BRIEFING**

**Item No.** 7g

**Date of Meeting** April 21, 2009

**DATE:** April 2, 2009

**TO:** Tay Yoshitani, Chief Executive Officer

**FROM:** Linda Strout, Deputy CEO  
Craig Watson, General Counsel  
Ralph Graves, Managing Director of Capital Development

**SUBJECT:** Update – Port Implementation of McKay Report Recommendations

In January 2008, the Port Commission created a Special Investigative Committee which commissioned the services of McKay Chadwell LLC and others to further review and report on certain matters raised by the Washington State Auditor’s Office in a 2007 Performance Audit. McKay Chadwell presented a report (the “McKay Report”), including a set of recommendations, to the Port Commission on December 3, 2008.

Shortly thereafter, the Port’s CEO tasked members of the executive staff with implementing seven recommendations contained in the McKay Report. This internal Port team assembled the McKay Report recommendations, Port responses and a set of implementing action steps into a matrix format. The resulting “Matrix” is accessible to the public on the Port’s website. The internal team reviews and updates the Matrix every two weeks. For each recommendation or action step, the Matrix identifies the internal team member accountable and establishes an estimated completion date.

At the April 21 Commission meeting, staff will update the Commission on the implementation status of each of the recommendations.