



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6c

**ACTION ITEM**

**Date of Meeting** November 13, 2018

**DATE:** October 26, 2018

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Dan Thomas, Chief Financial Officer  
Tom Tanaka, Interim General Counsel

**SUBJECT:** 2019 service agreements for Port of Seattle staff to provide services to the Northwest Seaport Alliance

**Amount of this request:** \$0

**Total estimated project cost:** \$0

**ACTION REQUESTED**

Request Commission authorization for the Executive Director 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 2019.

**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 homeports as a part of the annual budget process. The costs for these support service agreements are included in both the Port's and NWSA's 2019 budgets.

**JUSTIFICATION**

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.

**DETAILS**

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 2019.

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

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Seattle budget included the budgeted amounts for the proposed ILA service agreements with the NWSA.

There are 15 support service agreements that will be implemented as part of this agreement for 2019 and are attached as exhibits to the ILA.

***Scope of Work***

The proposed ILA is included as Attachment A. There are 15 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
- Exhibit 12: Maritime Maintenance
- Exhibit 13: Pier 69 Facilities Management
- Exhibit 14: Portfolio Management
- Exhibit 15: Additional Support Services as Needed

***Schedule***

This is a part of the annual budget process.

**FINANCIAL IMPLICATIONS**

The amounts required to provide the services to the NWSA are included in the Port's 2019 budget.

**ADDITIONAL BACKGROUND**

None

**ATTACHMENTS TO THIS REQUEST**

- (1) Attachment A (Interlocal Agreement, including 15 service directives attached as exhibits).

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**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

None