



**COMMISSION  
AGENDA MEMORANDUM**

**Item No. 8b**

**ACTION ITEM**

**Date of Meeting: September 14, 2021**

**DATE:** September 2, 2021  
**TO:** Steve Metruck, Executive Director  
**FROM:** Duane Hill, AFR Senior Manager Disbursements  
**SUBJECT:** **Claims and Obligations – August 2021**

**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 August 1 through 31, 2021 as follows:

<b>Payment Type</b>	<b>Payment Reference Start Number</b>	<b>Payment Reference End Number</b>	<b>Amount</b>
Accounts Payable Checks	940681	940958	\$ 2,200,783.55
Accounts Payable ACH	037556	038338	\$ 66,139,446.46
Accounts Payable Wire Transfers	015664	015683	\$ 12,483,118.62
Payroll Checks	199334	199635	\$ 70,056.74
Payroll ACH	1037211	1041562	\$ 11,679,514.07
<b>Total Payments</b>			<b>\$ 92,572,919.44</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 November 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 Effective

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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 August 2021, over \$80,823,348.63 in payments were made to nearly 618 vendors, comprised of 1,790 invoices and over 6,186 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, NWSA Equity, Insurance, Environmental Remediation, Utility Expenses, Janitorial Services and Sales Taxes. Net payroll expense for the month of August was \$11,749,570.81.

<b>Top 15 Payment Category Summary:</b>	
<b>Category</b>	<b>Payment Amount</b>
Construction	45,082,474.14
Employee Benefits	9,825,812.07
Payroll Taxes	4,466,778.07
Contracted Services	3,322,461.33
SPA Equity	2,782,000.00
Insurance	2,526,311.93
Environmental Remediation	2,168,286.82
Utility Expenses	1,749,445.89
Janitorial Services	1,644,326.53
Sales Taxes	1,126,756.25
Legal	1,038,979.70
Software	856,757.50
Maintenance Inventory	852,514.32
Parking Taxes	548,264.93
Bond Fees	484,350.18
<b>Other Categories Total :</b>	<b>2,347,828.97</b>
<b>Net Payroll</b>	<b>11,749,570.81</b>
<b>Total Payments :</b>	<b>\$92,572,919.44</b>

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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.



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**Lisa Lam/Port Auditor**

At a meeting of the Port Commission held on September 14, 2021, 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:

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**Port Commission**