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Item Number: 8n_attach1

INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN
THE PORT OF SEATTLE AND THE NORTHWEST SEAPORT ALLIANCE

Meeting Date: November 8, 2022

INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN
THE PORT OF SEATTLE AND THE NORTHWEST SEAPORT ALLIANCE

THIS INTER-LOCAL AGREEMENT ("Agreement") is entered into by and between the Port of Seattle, a Washington municipal corporation, ("POS") and The Northwest Seaport Alliance, a Washington Port Public Development Authority ("NWSA") (referred to herein individually as "Party" and collectively as the "Parties").

WHEREAS, the Port of Tacoma and the Port of Seattle have entered into an agreement to establish The Northwest Seaport Alliance pursuant to the following federal and state authorities: (1) the FMC Discussion Agreement, (2) an interlocal agreement with delegated powers exercised pursuant to the port joint powers statute (RCW 53.08.240) which expressly permits joint operation and investment outside of a port's district, (3) RCW 39.34.030, the state Interlocal Cooperation Act, and (4) pursuant to ESHB 1170, WA Session Laws of 2015-6, (Chapter 53.57 RCW), which authorizes the Ports to create a port development authority to use, operate and manage certain marine facilities jointly, to be known as the NWSA; WHEREAS, in order to improve efficiency in obtaining, the services necessary for the development, redevelopment, repair and maintenance of new and existing facilities, and providing for the operation of The Northwest Seaport Alliance, NWSA and POS desire to retain support services from one another pursuant to the terms and conditions contained herein; and WHEREAS, the Parties are authorized, pursuant to Chapter 39.34 RCW (the Inter-local Cooperation Act), to enter into this Inter-local agreement.

NOW, THEREFORE, the Parties agree as follows:

I.

General Provisions for Support Services

A. Duration of this Agreement. Services to be provided under the terms of this Agreement will be provided during Calendar Year 2023. This Agreement and attached Service Directive exhibits are effective between January 1, 2023 and December 31, 2023. Subsequent Inter-Local Agreements for Support Services, if any, will be executed on an annual basis.

B. Services Provided. The NWSA and POS have agreed to provide support services to one another as defined in the Service Directive exhibits attached to this Agreement. Each Service Directive exhibit defines the scope of services, cost for services, charge methodology, and service level expectations for each service area to be provided. The NWSA and POS, in their respective sole discretion, may obtain the services under this Agreement from entities other than the Parties to this Agreement.

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INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN
THE PORT OF SEATTLE AND THE NORTHWEST SEAPORT ALLIANCE

C. Communications. Each Service Directive exhibit identifies the contact people for the Parties that will coordinate the work for each service area. It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

D. Employment, Policies and Procedures. During the term of this Agreement, individuals providing support services will remain full-time employees of their respective employer, who shall continue to be responsible for salary, benefits and retirement contributions. Nothing contained herein shall be construed as creating an employer/employee relationship between the individuals providing support services and the entity receiving the services. Staff providing support services will follow the policies and procedures of their respective employer in conducting the work.

E. Billing Rate and Procedures. The charge for services will be determined during the

budget cycle for the coming fiscal year. Based on the type of support service and as reflected on each specific Service Directive exhibit, costs will be allocated in one of the following ways: (1) monthly based on a fixed charge or formula, (2) charged to projects based on developed charge out rates or (3) performed as a fee for service based on predetermined charged out rates.

F. Independent Municipal Governments.

The Parties hereto are independent governmental entities and nothing herein shall be construed to limit the independent government powers, authority or discretion of the governing bodies of each Party. It is understood and agreed that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement. No employees or agents of any Party shall be deemed, or represent themselves to be, employees of any of the other Party.

G. Legal Obligations. This Agreement does not relieve either Party of any obligation or responsibility imposed upon it by law.

H. Timely Performance. The requirements of this Agreement shall be carried out in a timely manner according to a schedule negotiated by and satisfactory to the Parties.

I.

Recording. Copies of this Agreement shall be posted to the web sites of the Parties.

J. Audit of Records. During the term of this Agreement, and for a period not less than six (6) years from the date of termination, records and accounts pertaining to the work of this Agreement and accounting therefore shall be kept by each Party and shall be available for inspection and audit by representatives of either Party and any other entity with legal entitlement to review said records. If any litigation, claim, or audit is commenced, the records

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INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN THE PORT OF SEATTLE AND THE NORTHWEST SEAPORT ALLIANCE

and accounts along with supporting documentation shall be retained until all litigation, claims, or audit finding has been resolved, even though such litigation, claim, or audit continues past the six-year (6) retention period. This provision is in addition to and is not intended to supplant, alter or amend records retention requirements established by applicable state and federal laws.

II.

Dispute Resolution

A. Process. The Parties' designated representatives under Paragraph III herein shall use their best efforts to resolve disputes between the Parties. If the designated representatives are unable to resolve a dispute, then each Party's responsible Project Directors shall review the matter and use their best efforts to resolve it. If the Project Directors are unable to resolve the dispute, the matter shall be reviewed by the department director or chief executive officer of each Party or his or her designee. The Parties agree to exhaust each of these procedural steps before seeking to further resolve the dispute in any other forum. Any controversy or claim arising out of or relating to this Interlocal Agreement, or the breach thereof, which is not settled by agreement between the Parties, shall be settled by mediation in the State of Washington, in Pierce or King Counties. In the event either Party reasonably believes mediation will not result in a solution to the disagreement, mediation may be waived.

B. Controlling Law & Venue. This Agreement shall be construed and enforced according to the laws of the State of Washington.

III.

Notices

A. Contact Persons. Any notice, demand, request, consent, approval or communication that either Party desires or is required to give to the other Party shall be in writing addressed to the other Party at the addresses as follows unless otherwise indicated by the Parties to this Agreement:

NWSA:

David Morrison, Chief Financial Officer
PO Box 2985



Tacoma, WA 98401-2985
egaleno@portoftacoma.com

Port of Seattle:

Dan Thomas, Chief Financial Officer
PO Box 1209
Seattle, WA 98111
thomas.d@portseattle.org

B. Receipt. Notice shall be deemed "received" on the date of actual delivery or the first attempted delivery as shown on the return receipt if mailed with the United States Postal

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INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN
THE PORT OF SEATTLE AND THE NORTHWEST SEAPORT ALLIANCE

Service by certified mail, return receipt requested, otherwise receipt if presumed three days after deposit of mail into US Mail, or by receipt of email.

IV.

Indemnification and Hold Harmless

A. The Parties release each other from, and shall defend, indemnify, and hold each other and agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of the other Party and/or its agents, employees, officers, and/or subcontractors, arising out of or in any way related to this Agreement, unless and except to the extent the same be caused in whole or in part by the negligence of a Party or its agents, employees, and/or officers.

B. This Agreement includes a waiver of subrogation against all losses sustained by either Party and/or its agents, employees, officers, subcontractors, and/or insurers, arising out of or related to this Agreement except to the extent the Parties' losses are caused in whole or in part by the negligence of the other Party or its agents, employees, and/or officers.

C. Each Party specifically assumes liability for actions brought by its own employees against the other Party and for that purpose each Party specifically waives, as respects the other Party only, any immunity under the Worker's Compensation Act, RCW Title 51.

D. Both Parties recognize that this waiver was the subject of mutual negotiation. In the event any Party incurs attorney's fees, costs or other legal expenses to enforce the provisions of this Agreement against the other Party, all such fees, costs and expenses shall be recoverable by the prevailing Party.

E. No liability shall attach to any of the Parties by reason of entering into this Agreement except as expressly provided herein.

F. Each Party agrees that it will include in any contract which is related to the work of this Agreement a provision requiring the contractor to defend, indemnify and hold harmless all the Parties to this Agreement against any claims arising out of or related to the work of the contractor.

G. The provisions of this Article shall survive any termination or expiration of this Agreement.

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INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN
THE PORT OF SEATTLE AND THE NORTHWEST SEAPORT ALLIANCE

V.

Severability

If any term or provision of this Agreement, or its application to any person or circumstance is ruled invalid or unenforceable, the remainder of this Agreement will not be affected and will continue in full force and effect.

VI.

Limits of Financial Obligations/Property ownership.

Except as provided above, each Party shall finance its own conduct of responsibilities under this Agreement. No ownership of property will transfer as a result of this Agreement.
VII.

Entire Agreement/Amendment

This Agreement, together with any documents incorporated by reference shall constitute the entire agreement between the Parties with respect to the Services to be provided and shall supersede all prior agreements, proposals, understandings, representations, correspondence or communications relating to the subject matter hereof. No modification or amendment of this Agreement shall be valid and effective unless approved by both parties in writing.

WHEREFORE, the parties have executed this Agreement this _____ day of _____, _____.

Northwest Seaport Alliance

Port of Seattle

John Wolfe
Chief Executive Officer

Stephen P. Metruck
Executive Director

Date

Date

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**INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN
THE PORT OF SEATTLE AND THE NORTHWEST SEAPORT ALLIANCE**

Attached Support Service Directives for Calendar Year 2023

Support Service Agreement between NWSA and POS:

Exhibit 1 – Accounting, Finance, Treasury & Risk Management Support Services

Exhibit 2 – Legal and Public Records Support Services

Exhibit 3 – Information & Communication Technology and Security Support Services

Exhibit 4 – External Relations Support Services

Exhibit 5 – Portfolio Management Support Services

Exhibit 6 – Capital Development Support Services

Exhibit 7A – Port of Seattle Police Support Services

Exhibit 7B – Security Support Services

Exhibit 8 – Marine Maintenance Support Services

Exhibit 9 – Central Procurement Office Support Services

Exhibit 10 – Managing Member and Executive Support Services

Exhibit 11 – Pier 69 Facilities Management Support Services

Exhibit 12 – Environmental and Planning Support Services

Exhibit 13 – Tribal Coordination Support Services

Exhibit 14 – Labor Relations Support Services

Exhibit 15 – Additional Support Services as Needed

Exhibit 16 – Equity, Diversity and Inclusion

Exhibit 17 – Municipal, County, and State Use of NWSA-Licensed Property

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EXHIBIT POS – 01 - Service Directive:

Accounting, Finance, Treasury & Risk Management Support Services

EXHIBIT POS – 01

Service Directive for Accounting, Finance, Treasury & Risk Management Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Accounting

i) Prebilling tasks (such as balancing, reconciliation, review of billing data) for activitybased billings, i.e. utilities:

(1) Surety document maintenance (such as maintaining the original document onsite, quarterly reconciliation, and forwarding original document when needed for collection).

(2) Use tax (state) filing for items procured in North Harbor.

ii) Accounts payable services for the NWSA for North Harbor activity.

iii) Project accounting services to support project delivery for the NWSA.

(1) Project cost tracking and review of project costs for proper classification.

(2) Capitalization policy analysis and application to projects.

(3) Capital Project Spending reporting and comparison to budget, coordinate Cash Reimbursement for 50% of total project spending on monthly basis.

iv) General accounting services for NH financial transactions associated with The NWSA:

(1) In conjunction with POT, provide information, resources and expertise to ensure The NWSA is in compliance with Generally Accepted Accounting Principles, ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX01-1

EXHIBIT POS – 01 - Service Directive:

Accounting, Finance, Treasury & Risk Management Support Services

Government Accounting Standards and specific Accounting policies as developed by the NWSA.

(2) Services to support external financial audit, single audit of financial reporting and compliance with policies and state and federal statutes.

v) Grant accounting services for NH federal and state grants:

(1) POS Accounting has provided and discussed grant compliance requirements with NWSA accounting in accordance with 2 CFR 200.331. Applies to grants where POS is grantee and NWSA is sub-recipient.

b) Finance & Budget

i) Provide Operating Budget services to include:

(1) Partner with POT staff to compile North Harbor budget.

ii) Provide Capital Budget services:

(1) No capital budget services provided by POS to NWSA.

iii) Provide Financial Analysis Services to include:

(1) Business Development

(a) Review and provide feedback or suggestions on project analyses.

(b) Advise on bond restrictions for POS licensed facilities.

(2) Policy

(a) Work collaboratively on financial policy and procedure issues as initiated by any of the three entities or as required for NWSA function.

(3) Funding

(a) Assess fundability and funding options for NWSA decision on investments.

(b) Review and collaborate on long-term forecasting.

(c) Provide State Grant support for NWSA Lead and POS provides grant administration.

(d) Provide support services for project delivery between POS and NWSA for split funding due to environmental liabilities, authorization of projects with dual

funding between NWSA and POS.

c) Treasury

i) Provide Banking services, including but not limited to:

(1) No routine banking services provided by POS to the NWSA, however, certain Accounting activities (see section 3, a, i, (1) and 3, a, ii) flow through POS main bank account.

ii) Provide Investment services, including but not limited to:

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Port of Seattle and The Northwest Seaport Alliance

EX01-2

EXHIBIT POS – 01 - Service Directive:

Accounting, Finance, Treasury & Risk Management Support Services

(1) Invest the working capital liquidity fund for North Harbor projects.

d) Risk Management

i) Provide risk management services to The NWSA for NWSA-licensed properties in King County and as requested. Scope includes negotiation/update of insurance policies; process claims; consult on risk management aspects of contracting.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX01-3

EXHIBIT POS – 01 - Service Directive:

Accounting, Finance, Treasury & Risk Management Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area and

Department #

(Acct if
appropriate)

Service

Item

(from

list

above)

Method

of

Charges 1

Basis for Charge

Hourly

Rate, Fixed

Percentage,

Fixed

Amount, or

Formula

2023

Budgeted

Amount 2

3.a.iv

Standard

Charge based on the

standard allocation.

2.63%

\$22,419

AFR
Disbursements
Dept# 2240

3.a.ii

Special

2.00%

\$41,225

AFR General
Accounting
Dept# 2260

3.a.iii-v

Special

6.75%

\$185,162

AFR Financial
Reporting
Dept# 2290
Finance
Finance & Budget
Dept# 2100

3.a.iv

Standard

Based on support services
and activities provided by
staff to each operating
division and NWSA.
Based on support services
and activities provided by
staff to each operating
division and NWSA.
Charge based on the
standard allocation.

2.63%

\$34,318

3.b.i-iii

Special

5.27%

\$145,741

3.b.i-iii

Special

Based on estimated support services provided by each staff to each operating division and NWSA.

Based on estimated support services provided by each staff to each operating division and NWSA.

12.71%

\$184,078

Accounting
AFR Core Services
Dept# 2210

Maritime Finance
& Budget
Dept# 6210

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX01-4

EXHIBIT POS – 01 - Service Directive:
Accounting, Finance, Treasury & Risk Management Support Services

Environmental
Finance
Dept# 6211

3.b.i-iii

Special

Treasury

3.c.ii

Special

Risk Management

Risk Management
Dept# 1330
Insurance –
Premium
Dept# 1335
Insurance – All
Other Allocated
Dept# 1335

Based on estimated support
services provided by each
staff to each operating
division and NWSA.
Investments: Based on
NWSA funds % share of POS
PIF

3.2%

\$16,690

Included in
the cost
allocation
for Dept
2100

Included in
the cost
allocation
for Dept
2100

Special

Banking: see
Accounting/AFR Revenue
and AFR Disbursements, 3,
a, i and 3,a,ii, respectively

3.d.i

Standard

Charge based on the
standard allocation.

3.d.i

Direct
Charge

NWSA Reimbursable –
Direct Charge.

\$790,000

3.d.i

Direct
Charge

Property & Liability Broker
Contract

\$19,860

2.63%

\$28,880

5) Scope of Services to be provided by The NWSA to POS

a) None.

6) Cost for Service and Charge Methodology – The NWSA to POS

a) None.

7) Service Level Expectations:

a) Before January 1, 2023, agreements will be made on desired standard report formats and frequencies.

b) Accounting services will be provided on standard schedules consistent with, and coordinating with, POT and POS accounting schedules.

c) Retention of key financial reports and information in compliance with state requirements.

d) Performance Measures and Metrics:

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX01-5

EXHIBIT POS – 01 - Service Directive:

Accounting, Finance, Treasury & Risk Management Support Services

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of

Measure 3

Accounting –

Accounts Payable

Management

Accounting –

Projects

Accuracy

Accounting General

Time Based

Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)

1. Public works contracts paid within statutory period.

2. Open payables over 60 days

3. Rec'd not invoiced report reconciled weekly

Target

1. 100%
2. \$0
3. Resolved
within 1
month

1. Project costs accurately reflected in the project subledger and reconciles to GL.
2. Project reviewed and analyzed for capital vs. expense accounting before spending begins, provided timely and complete Asset Plans are submitted to POS Accounting by the project management groups.

1. 100%

1. Monthly Fin'l package avail
 - a. SH data avail
 - b. Cashflow avail
 - c. NH data avail

1. 13th bus day
 - a. 8th bus day
 - b. 9th bus day
 - c. 10th bus day

2. 100%

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX01-6

EXHIBIT POS – 01 - Service Directive:

Accounting, Finance, Treasury & Risk Management Support Services

Accounting – Grants Accuracy

2. Annual audited financial statements
avail.
 1. Audit Findings

2. April 30th
 1. 0

Finance – Budget

Time Based

1. Provide North Harbor budget
information by agreed upon dates
-

1. (date updated
annually)

Finance – Financial
Analysis

Time Based

1. Timely

Treasury –
Investments

Management

1. Provide timely response and
feedback regarding NWSA analyses,
policies, or procedures.

1. Maintain investments consistent
with investment guidelines,
prioritizing Safety, Liquidity and
Return of Principle, in that order.

1. 100%
compliance

8) Primary Contacts:

a) NWSA – David Morrison

b) POS – Dan Thomas

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX01-7

EXHIBIT POS - 02 - Service Directive:

Legal & Public Records Management Support Services

EXHIBIT POS - 02

Service Directive for Legal & Public Records Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1. Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2. Time period:

This agreement is for calendar year 2023.

3. Scope of Services to be provided by POS to The NWSA

a) Legal & Public Records Management

i) Provide legal services to The NWSA associated with NWSA-licensed properties, contracts, NWSA legal matters and workplace responsibility. Coordinate with POT legal support and outside counsel. The major areas POS attorneys will possibly cover include public works, contracts, leasing, land use, and environmental matters for the NWSA.

- ii) Provide legal services for project-specific environmental matters, litigation, specific claims, focused contract negotiations, etc.
- iii) Coordinate services of outside counsel as appropriate.
- iv) Provide POS portion of state-mandated NWSA records management, and support for NWSA PDR requests. This work will be done at the direction of Alliance Public Records Officer Erin Galeno.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX02-1

EXHIBIT POS - 02 - Service Directive:

Legal & Public Records Management Support Services

4. Cost for Service and Charge Methodology – POS to The NWSA:

Service Area

and

Department #

(Acct if
appropriate)

Attorney

Services

Dept# 1310

Records

Management

Dept# 1311

Service

Item

(from

list

above)

3.a.i-iii

3.a.iv

Method of

Charges 1

Basis for Charge

Standard

Charge based on the
standard allocation.

Direct

Charge

NMFS, Trademarks, ESA,

Compliance, T5

Construction (Dock

Upgrade), T5 Permitting.

Charge based on the

standard allocation.

Standard

Hourly Rate,

Fixed

Percentage,

Fixed Amount,
or Formula

2023
Budgeted
Amount 2

2.63%

\$95,767

\$102,000

2.63%

\$19,076

5. Scope of Services to be provided by The NWSA to POS

a) None.

6. Cost for Service and Charge Methodology – NWSA to POS

a) None.

7. Service Level Expectations:

a) To Be Determined.

b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

•

2

Preliminary budget amount – subject to final budget approval.

1

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX02-2

EXHIBIT POS - 02 - Service Directive:

Legal & Public Records Management Support Services

negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Records

Time Based

Performance Measure (SMART - Specific,
Measurable, Achievable, Relevant, Time

Bound)

Initial acknowledgement of Public
Records request sent to requester

Target

5 working days

Initial response due date communicated 100%
to requester within 5 days
Records

Time Based

Fulfill state JLARC annual Public Records
Response reporting due July 1

100%

Records

Management

Records coordinators are trained on
state records retention, reporting and
disclosure laws

100%

All commissioners and records staff
meet current Open public Meetings and
Open Public Records training
requirements
Records

Accuracy

All responsive records are identified,
gathered, and delivered pursuant to the
request

100%

100%

8. Primary Contacts:

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX02-3

EXHIBIT POS - 02 - Service Directive:

Legal & Public Records Management Support Services

a) NWSA – Dana Henderson

b) POS – Pete Ramels

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX02-4

EXHIBIT POS - 03 - Service Directive:
Information & Communication Technology and Security Support Services

EXHIBIT POS - 03
Service Directive for Information & Communication Technology and Security Support Services
by and between
Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Information Technology

i) Provide technology for the POS support service groups that will be providing services to the NWSA. This may include (but is not limited to): MAXIMO, CAD, Police Systems (including 911 dispatch), Financial Systems, Project Delivery System, Construction Document Management System, Contractor Management Systems, Debt Management System, Emergency Communications, Engineering Archives, Access Control ID Badge, and GIS, as well as PC, desktop software and technology infrastructure support for those groups that are providing support to the NWSA.

ii) Miscellaneous service requests or new Port owned equipment or software outside of services specifically listed in (i) will be charged on a time and materials basis.

b) Information Security

i) Provide cyber security protection, detection, and response services and business continuity and disaster recovery programs for the POS support service groups that will be providing services to the NWSA. This may include (but is not limited to): MAXIMO, CAD, Police Systems (including 911 dispatch), Financial Systems, Project Delivery System, Construction Document Management System, Contractor Management Systems, Debt Management System, Emergency Communications, Engineering Archives, Access Control ID Badge, and GIS, as well as PC, desktop

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX03-1

EXHIBIT POS - 03 - Service Directive:
Information & Communication Technology and Security Support Services

software and technology infrastructure support for those groups that are providing support to the NWSA.

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area and

Department #

(Acct if appropriate)

Service

Item
(from
list
above)

Method of
Charges 1

Basis for Charge

Indirect Technology
Support.
Charges for POS
service providers
using technology
while working for
NWSA.
Dept# 1910

3.a.i

Special.
ICT costs are
allocated to
subclasses of POS
service groups
which are then
reallocated to
NWSA as
appropriate.
Special. (see
above)
Special. (see
above)
Direct Charge

PC Counts for
Infrastructure, PC
Support and Service
Desk.

Dept# 1936
Dept# 1970
Direct Support
Dept# 1910

3.a.ii

Hourly Rate,
Fixed
Percentage,
Fixed
Amount, or
Formula
2.61%

2023
Budgeted
Amount 2

See above.

2.50%

\$136,830

See above.

2.74%

\$376,248

Service requests or additional equipment requested from NWSA staff for miscellaneous IT services while they are at P69, or accessing Port of Seattle systems.

Time and materials

\$0

\$292,029

Systems Support Costs for Business Applications.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between Port of Seattle and The Northwest Seaport Alliance

EX03-2

EXHIBIT POS - 03 - Service Directive:
Information & Communication Technology and Security Support Services

Indirect Information Security Support. Charges for POS service providers while working for NWSA. Dept #1980

3.b.i

Special. Costs are allocated

to subclasses of
POS service groups
which are then
reallocated to
NWSA as
appropriate.

PC Counts

2.61%

\$74,713

5) Scope of Services to be provided by The NWSA to POS

a) None.

6) Cost for Service and Charge Methodology – NWSA to POS

a) None.

7) Service Level Expectations:

a) To Be Determined

b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure. The POS technology ticketing system, Freshservice, should be used to ensure visibility regarding an outage or service issue.

Service Area

Type of

Measure 3

Performance Measure (SMART Specific, Measurable, Achievable, Relevant, Time Bound)

Target

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX03-3

EXHIBIT POS - 03 - Service Directive:

Information & Communication Technology and Security Support Services

8) Primary Contacts:

a) NWSA – David Morrison

b) POS Information Technology – Matt Breed / Krista Sadler

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX03-4

EXHIBIT POS - 04 - Service Directive:

External Relations Support Services

EXHIBIT POS - 04

Service Directive for External Relations Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Government Relations

i) Represents the NWSA's legislative interests with local officials and staff and tribal governments in King County.

b) Community Relations

i) Establish and maintain NWSA relationship with community organizations in King County to build support for the NWSA's mission and activities.

c) Communications

i) Helps represent the NWSA to media.

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX04-1

EXHIBIT POS - 04 - Service Directive:

External Relations Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area

and

Department #

(Acct if appropriate)

Service

Item

(from list above)

Method of

Charges 1

Basis for Charge

External

Relations

Dept #1420

3.a

Special

External Relations will provide services to The Northwest Seaport Alliance (NWSA) on issues and

projects where the unique knowledge, capabilities and relationships of the POS homeport staff are essential to advancing NWSA business priorities and the Port of Seattle's Century Agenda objectives. The cost allocation is based on the estimated staff time supporting each operating division and the NWSA.

Hourly
Rate, Fixed
Percentage,
Fixed
Amount, or
Formula
2.68%

2023
Budgeted
Amount 2

\$258,302

- 5) Scope of Services to be provided by The NWSA to POS
 - a) None.
- 6) Cost for Service and Charge Methodology – NWSA to POS
 - a) None.
- 7) Service Level Expectations:
 - a) External Relations will provide any necessary services to the NWSA.
 - b) Performance Measures and Metrics:
This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX04-2

EXHIBIT POS - 04 - Service Directive:
External Relations Support Services
negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.
Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Performance Measure (SMART Specific, Measurable, Achievable, Relevant, Time Bound)
Develop annual legislative agenda for MM to approve and make sufficient progress toward achieving goals within.

Target

Government
Relations

Management

Community
Relations

Management

Develop annual community outreach plan and make sufficient progress toward achieving goals within. NWSA staff will serve as the lead for the NWSA Annual Breakfast as well as any unplanned NWSA events in the North harbor.

Sufficient Progress

Communications

Management

Assist in response to media requests in timely and professional manner. The POS maritime media officer will work alongside NWSA Communications on issues residing in the North harbor. POS staff will provide maritime clips to all commissioners and appropriate staff.

Timely

Sufficient Progress

- 8) Primary Contacts:
a) NWSA – Ryan McFarland/Melanie Stambaugh/Lindsay Wolpa
b) POS – Pearse Edwards

Type of Measure Options:
Time Based – measure is time bound – duration, frequency, by a specific date, etc...
Management – measure dealing with or controlling issues, communications, or staff
Accuracy – measure to have a specified level of accuracy to be measurable
Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX04-3

EXHIBIT POS - 04 - Service Directive:

External Relations Support Services

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX04-4

EXHIBIT POS - 05 - Service Directive:

Portfolio Management Support Services

EXHIBIT POS - 05

Service Directive for Portfolio Management Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Property Management:

i) For NWSA-licensed properties in King County, POS staff will coordinate with utility billing/invoicing, and current routine reporting. Additional reports as requested may be subject to additional charges.

ii) For NWSA-licensed properties in King County, POS staff will provide utility administration including processing of utility invoices and billing of tenants their share of utility expense as well as reimbursement of tenants paying utility providers directly where Port or other tenants are also using those services. Services also include budgeting for relevant utility revenue and expense accounts, and monitoring/paying for City of Seattle Street Use Permits.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX05-1

EXHIBIT POS - 05 - Service Directive:

Portfolio Management Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area and

Department #

(Acct if
appropriate)

Service

Item

(from

list

above)

Method of

Charges 1

Basis for Charge

Portfolio
Management
(also includes
Central Harbor
Mgmt, Maritime
Industrial Admin,
Marina Office &
Retail Mgmt)
Dept# 6230

3.a

Direct Charge

Actual employee time
recorded on bi-weekly
payroll time reporting.

Hourly Rate,
Fixed
Percentage,
Fixed
Amount or
Formula

2023
Budgeted
Amount 2

\$115,706

- 5) Scope of Services to be provided by The NWSA to POS
a) None.
6) Cost for Service and Charge Methodology – The NWSA to POS
a) None.
7) Service Level Expectations:
a) Timely and accurate.
b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX05-2

EXHIBIT POS - 05 - Service Directive:

Portfolio Management Support Services

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Lease
Administration and
Utilities

Time-Based

Performance Measure (SMART Specific, Measurable, Achievable, Relevant, Time Bound)

Utility providers and SDOT are paid in a timely manner. Monthly utility bill files are transmitted to the NWSA in a timely manner.

Target

N/A

8) Primary Contacts:

a) NWSA – Tong Zhu, Jennifer Marietta

b) POS – Melinda Miller, Joe Pelonio

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX05-3

EXHIBIT POS - 06 - Service Directive:

Capital Development Support Services

EXHIBIT POS - 06

Service Directive for Capital Development Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit

defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Infrastructure Project Delivery (Engineering)

i) POS staff may support The NWSA with engineering services for projects in King County. Services include engineering Design, Construction Management, Construction Safety, Survey and Mapping, and support for public works contract procurement.

b) Port Construction Services (PCS)

i) NWSA may contract with Port Construction Services for small works construction services at NWSA-licensed properties in King County.

c) Waterfront Project Management (WPM)

i) POS staff may support The NWSA with project delivery and program management for NWSA projects in King County. Services for projects start with capital planning and budgeting of new projects. WPM project delivery processes include the following phases: initiation, planning, design, execution, any grant related work, grant administration, and closeout. Changes in 2023 include adding use of consultants for project management services and hiring several new staff members to handle increasing project workload.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX06-1

EXHIBIT POS - 06 - Service Directive:

Capital Development Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area

and

Department

#

(Acct if
appropriate)

Engineering

Depts Node

O1600

Port

Construction

Services

Dept #1700

Waterfront

Project

Management

Dept #6260

Service

Item

(from

list

above)

Method of

Charges 1

Basis for Charge

3.a

Project
Charge

3.a

Special

3.b

Project
Charge

3.b

Special

3.c

Project
Charges

3.c

Special

Expense Projects,
Direct Charge & Project
Costing overhead
Based on support
services and activities
provided by staff to
each operating division
and NWSA.

Expense Projects,
Direct Charge & Project
Costing overhead
Based on support
services and activities
provided by staff to
each operating division
and NWSA.

Expense Projects and
Direct Charges & Direct
Charge Markup Exp
Based on support
services and activities
provided by staff to
each operating division
and NWSA.

Hourly Rate, Fixed
Percentage, Fixed
Amount, or
Formula

2023
Budgeted Amount 2

\$130,843
8.98%

\$457,174

\$0
3.30%

\$105,883 (*)

\$459,257
58.27%

\$879,860

*Amounts identified in this table reflect only the Operating Budget and do not include the Capital Budget spending.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX06-2

EXHIBIT POS - 06 - Service Directive:
Capital Development Support Services

- 5) Scope of Services to be provided by The NWSA to POS
 - a) None.
- 6) Cost for Service and Charge Methodology – NWSA to POS
 - a) None.
- 7) Service Level Expectations:

- a) Will provide any necessary services to the NWSA.

- b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Conformance with
appropriate and
applicable policies
and procedures

Management

Scope

Accuracy

Performance Measure (SMART Specific, Measurable, Achievable, Relevant, Time Bound)

Projects appropriately authorized and work completed in accordance with appropriate policies and procedures

Target

Project definitions, as defined in the basis of design or 30% design documents, are accurate and complete

Properly documented

0 Deficiencies reported on the Compliance Report

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between Port of Seattle and The Northwest Seaport Alliance

EX06-3

EXHIBIT POS - 06 - Service Directive: Capital Development Support Services Budget

Accuracy

Projects are completed within authorized amounts

Project spending does not exceed current authorization

Schedule

Accuracy

Work is delivered on time

Schedules are developed and agreed to by all parties

8) Primary Contacts:

a) NWSA – Thais Howard

- b) POS – Anne Porter
 - i) Engineering – Janice Zahn
 - ii) Project Management – Emma Del Vento
 - iii) Port Construction Services – Jermaine Murray

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX06-4

EXHIBIT POS – 07A - Service Directive:

Port of Seattle Police Support Services

EXHIBIT POS – 07A

Service Directive for Port of Seattle Police Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Port of Seattle Police

i) The NWSA will contract with POS Port Police for services at NWSA-licensed properties in King County, which include:

- (1) Terminal 5
- (2) Terminal 10
- (3) Terminal 18
- (4) Terminal 46
- (5) Terminal 30
- (6) Terminal 25
- (7) Terminal 103
- (8) Terminal 104
- (9) Terminal 106
- (10) Terminal 107
- (11) Terminal 108
- (12) Terminal 115

ii) Services include, but are not limited to:

- (1) General Patrol
- (2) Traffic Management

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX07A-1

EXHIBIT POS – 07A - Service Directive:

Port of Seattle Police Support Services

- (3) Incident Response
- (4) Crowd Management
- (5) Community Participation
- (6) Itinerant trespassing

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service

Service

Area and
Item
Department (from

list
(Acct if
above)
appropriate)
Police
3.a
Dept #4300

Method of
Charges 1

Basis for Charge

Hourly Rate,
Fixed
Percentage,
Fixed Amount,
or Formula

2023
Budgeted Amount 2

Special

The overall
Allocation was
based on hours
assigned to
particular units.
Hours are provided
from the Police
scheduling system
and Police CAD
system from
January 1, 2022
through June 30
2022. Breakdown
of allocation to
Maritime units was
determined from
calls for service to
specific properties.

2.48%

\$852,806

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX07A-2

EXHIBIT POS – 07A - Service Directive:

Port of Seattle Police Support Services

5) Scope of Services to be provided by The NWSA to POS

a) None.

6) Cost for Service and Charge Methodology – NWSA to POS

a) None.

7) Service Level Expectations:

a) Port of Seattle Police will provide any necessary services to the NWSA.

b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

General Patrol
Traffic mgmt
Incident response
Crowd Mgmt
Community mtg
participation
Itinerant
intervention

Time Based
Management
Management
Management
Management
Time Based

Performance Measure (SMART Specific, Measurable, Achievable,
Relevant, Time Bound)

Target

Daily frequency
On Call
On Call
On Call
On Call

3x / day
Until trucks clear
Until resolved
Until resolved
Attend

Contact and referral to City

Within 24 hours

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX07A-3

EXHIBIT POS – 07A - Service Directive:

Port of Seattle Police Support Services

8) Primary Contacts:

a) NWSA – Tom Bellerud

b) POS – Michael Villa, Mark Thomas

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX07A-4

EXHIBIT POS ? 7B - Service Directive:

Security Support Services

EXHIBIT POS ? 7B

Service Directive for Security Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA) for Calendar Year 2023.

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services and Costs for Service:

a) Security Support Services to be provided by POS to The NWSA include the following:

i.

POS will manage contract security services as needed at NWSA-licensed properties in King County. Those contract security charges will be billed to NWSA.

ii.

Maintain compliance with the Maritime Transportation Security Act (MTSA) at all properties.

iii.

Maintain security personnel services for properties to provide for the protection of the asset from theft, vandalism, and other criminal activities.

iv.

Maintain security personnel services and U.S. Coast Guard required Facility Security Plan (FSP) for properties to maintain compliance with MTSA and applicable laws, regulations, policies, and procedures.

v.

Provide emergency management services to ensure continuity of operations, mitigation of hazards and coordinated responses to planned and unplanned emergent/emergency events.

vi.

Maintain liaison with Federal, State, County, City and other governmental and law enforcement agencies for legal/regulatory compliance and emergency management, to include act as representative for Maritime Security Committees.

vii.

Maintain the ability of the facilities to communicate effectively on the Port of Seattle Radio System through radios provide by the Port of Seattle and operated through a

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

1

EXHIBIT POS ? 7B - Service Directive:
Security Support Services
Memorandum of Agreement with the tenants as part of the emergency management and security program.

viii.
Coordinate drills and exercises of security plans and emergency management activities with all Port of Seattle Maritime Properties and the appropriate federal, state, and local authorities in order to maintain regulatory/legal requirements and operational readiness.

ix.

Represent the Port of Seattle and all Maritime properties and activities at the U.S. Coast Guard Area Maritime Security Committee.

x.

Represent Washington State Public Ports on the Puget Sound Harbor Safety Committee.

xi.

Where appropriate, maintain Port of Seattle access control program and infrastructure for access to facilities in compliance with U.S. Coast Guard regulations.

xii.

Where appropriate, maintain Port of Seattle video surveillance program and infrastructure for video surveillance of Port of Seattle properties.

xiii.

Maintain Port of Seattle 24 hour a day, 7 day a week Duty Officer response telephone number for security and emergencies (206) 787-3688

xiv.

Where appropriate, provide safety, security and emergency management training for Port of Seattle personnel, contractors, vendors, and tenants.

xv.

Where appropriate, maintain the Port of Seattle TWIC program for maritime facilities.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

2

EXHIBIT POS ? 7B - Service Directive:
Security Support Services
4) Cost for Service and Charge Methodology – POS to The NWSA:
Service Area

Method of
Charges 1

Basis for Charge

Contract Security
Services
(Maritime
Security)
Dept# 6910

Direct Charges

Budget/Actual
expenditures for
contract security
at NWSAlicensed
properties.

Special

Variable Driven
Charge
allocation for
department
expense

Hourly
Rate, Fixed
Percentage,
Fixed
Amount, or
Formula

2023 Budgeted
Amount 2

27.22%

\$132,774

\$414,284

5) Scope of Contract Security Services to be provided by The NWSA to POS:

- a) Contract security guard services at Terminal 46 to provide for perimeter security, deterrence of theft, vandalism, criminal activity in the preservation of the value of the asset, and compliance with USCG MTSA requirements.
- b) Contract security guard services at other NWSA facilities not occupied by a tenant to prevent theft, vandalism, and criminal activity in the preservation of the value of the asset, and compliance with USCG MTSA requirements as applicable.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

3

EXHIBIT POS ? 7B - Service Directive:
Security Support Services

6) Service Level Expectations:

- a) Monthly billing statements for security personnel to be provided by the Port of Seattle Maritime Security program to the NWSA for services provided.
- b) The Port of Seattle provides 24 hour a day, 7 days a week security and emergency response via the Maritime Duty Officer telephone number (206) 787-3688.
- c) Other service level expectations to be determined as needed.

7) Primary Contacts:

- a) NWSA – Tom Bellerud
- b) POS – Russ Read

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

4

EXHIBIT POS - 08 - Service Directive:
Marine Maintenance Support Services

EXHIBIT POS - 08
Service Directive for Marine Maintenance Support Services
by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit

defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Marine Maintenance

i) The NWSA will contract with POS Marine Maintenance for facility maintenance services at NWSA license properties in King County.

ii) Other to be determined.

b) POS Vehicle Use by NWSA Approved Staff

i) The NWSA shall indemnify the Port of Seattle for all damages, claims, or injuries resulting from the use of a Port vehicle. The Port self-insures its fleet for liability (damages for property or bodily injury we owe to an injured party) and physical damage to the fleet. All damages, whether to the vehicle itself or paid to an injured third party - that result from when a NWSA driver is using a Port vehicle, shall be indemnified back to the Port, by the NWSA. If a third-party driver (not the NWSA driver) is liable for damages to the Port (i.e. Port is injured party), the Port will recover damages that it's owed from the liable third party to the extent possible. However, any damages not recovered will be reimbursed to the Port from the NWSA. The Port recognizes that the NWSA has vehicle or auto insurance however that insurance applies on an excess basis to all vehicles other than those owned by the NWSA. The vehicles who NWSA will be driving are Port owned and self-insured by the Port.

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX08-1

EXHIBIT POS - 08 - Service Directive:

Marine Maintenance Support Services

However, regardless of whether the NWSA has insurance that applies to pay for damages, it's the responsibility of the NWSA to indemnify the Port for any and all damages incurred while a NWSA driver is driving a Port vehicle. The lack of insurance or an exclusion in a NWSA auto/vehicle policy of insurance does not override the NWSA's responsibility to pay for all damages that result from use of a Port vehicle.

ii) All NWSA staff who operate POS vehicles assigned to Terminal 46 shall meet the following criteria and conform to the following processes. NWSA drivers shall:

1. Have passed scrutiny of the POS Risk Management department (Driving Abstract, EX-14 read and sign) prior to using POS vehicles.
2. Maintain a valid Washington State driver license.
3. Notify POS Risk Management and POS Marine Maintenance Fleet and Transportation Manager in the event of any collision, vandalism/damage, or any moving or parking violations, as they occur.
4. Use POS vehicles only for NWSA business purposes, no personal use is permitted
5. Not use POS vehicles overnight, out of state, or park overnight anywhere other than Terminal 46 without prior written approval by POS Risk Management.
6. Log every use of POS vehicles, and provide those logs to the MM Fleet and Transportation Manager monthly.
7. Report any vehicle defects immediately to the MM Fleet and Transportation Manager or their identified support staff.
8. Not operate any POS vehicle that is suspected of having a mechanical or safety issue, or that has warning lights illuminated in the dashboard.
9. Not loan POS vehicles to contractors, sub-contractors, interns, or other staff who have not been approved to operate POS vehicles by POS Risk Management.

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX08-2

EXHIBIT POS - 08 - Service Directive:

Marine Maintenance Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area
and
Department #
(Acct if
appropriate)

Service
Item
(from
list
above)

Method of
Charges 1

Basis for Charge

Marine
Maintenance
Dept #6280

3.a

Project Charges

3.a

Special

3.a

Special

Project and other work as
budgeted in 2023 Operating
Budget. Actual charges will
be for actual projects and
work performed.

To be based on historical 5Y
proportion of actual
spending of work performed
for NWSA, Maritime,
Stormwater, and Economic
Development Divisions.

Project and other work as
budgeted in 2023 Operating
Budget. Actual charges will
be for actual projects and
work performed.

Mitigation
Parks
Dept #6114

Hourly
Rate, Fixed
Percentage,
Fixed
Amount or
Formula

15.04%

2023
Budgeted
Amount 2

\$1,973,293

\$2,554,778

\$107,617

- 5) Scope of Services to be provided by The NWSA to POS
a) None.
6) Cost for Service and Charge Methodology – The NWSA to POS
a) None.
7) Service Level Expectations:
a) To be determined.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX08-3

EXHIBIT POS - 08 - Service Directive:
Marine Maintenance Support Services

b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure. Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Performance Measure (SMART Specific, Measurable, Achievable,
Relevant, Time Bound)

Target

- 8) Primary Contacts:
a) NWSA – Tom Bellerud

b) POS – Delmas Whittaker

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX08-4

EXHIBIT POS - 09 - Service Directive:

Central Procurement Office Support Services

EXHIBIT POS - 09

Service Directive for Central Procurement Office Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA in the North Harbor

a) Central Procurement

i) Provide procurement services associated with NWSA projects managed through POS system in King County.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX09-1

EXHIBIT POS - 09 - Service Directive:

Central Procurement Office Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area and

Department #

(Acct if appropriate)

Service

Item

(from list
above)

Method of

Charges 1

Basis for Charge

CPO Construction

(purchasing/consulting
if related to projects)
Dept# 1680
Central Procurement
Office
Dept# 9205

3.a

Standard

3.a

Standard

Use Project Costing Charge
first. The vast amount of
our work is Capital with
some Expense.
Charge based on the
standard allocation.

Hourly
Rate, Fixed
Percentage
Fixed
Amount,
or Formula
2.63%

2023
Budgeted
Amount 2

2.63%

\$186,959

\$12,594

5) Scope of Services to be provided by The NWSA to POS

a) None.

6) Cost for Service and Charge Methodology – NWSA to POS

a) None.

7) Service Level Expectations:

a) Service will be provided as needed where POS Central Procurement Office can aid and assist Alliance efforts through direct procurements, allowing use of POS contracts or working collectively on mutual procurements, and emergent needs.

b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX09-2

EXHIBIT POS - 09 - Service Directive:
Central Procurement Office Support Services

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Performance Measure (SMART Specific, Measurable, Achievable, Relevant, Time Bound)

Provide services related to Public Works based on a mutually agreed upon schedule where staffing availability, existing contracts, and procurement efficiencies can be realized in both Harbors regarding Alliance initiatives impacting both Harbors. Prior to engaging in work in either Harbor, the home port shall have first right of refusal.

Target

Services (includes Professional, Personal, and Purchased services as well as the purchase of goods)

Provide services based on a mutually agreed upon schedule where staffing availability, existing contracts, and procurement efficiencies can be realized in both Harbors. This does not include normal MRO and routine warehouse stock replenishment conducted by Storekeepers and Maintenance staff.

Meet mutually agreed upon schedule 80% of the time.

Public Works Projects

Provide Public Works based on a mutually agreed schedule. Construction will remain the responsibility of the Home Port.

Meet mutually
agreed upon
schedule 80% of
the time.

Services (includes
Professional,
Personal, and
Purchased services
as well as the
purchase of goods)
related to Public
Works Projects

Meet mutually
agreed upon
schedule 80% of
the time.

- 8) Primary Contacts:
a) NWSA – David Morrison
b) POS – Nora Huey

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX09-3

EXHIBIT POS - 10 - Service Directive:
Managing Member/Commission Support Services

EXHIBIT POS - 10
Service Directive for Managing Member/Commission Support Services
by and between
Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Managing Member/Commission Support

i) POS Commission staff will coordinate closely with NWSA staff to provide support for NWSA Managing Member meeting coordination.

ii) POS Commission staff will coordinate closely with NWSA staff to provide weekly support for issues management, scheduling, travel arrangements and production of briefings, outreach materials, event support, document signatures and other emergent activities as necessary.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX10-1

EXHIBIT POS - 10 - Service Directive:

Managing Member/Commission Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area
and
Department
(Acct if
appropriate)

Service
Item
(from list
above)

Method of
Charges 1

Basis for Charge

Commission
Office
Dept #1200

3.a

Fixed
Amount

Based upon agreed
amount of \$250,000
per year.

Hourly Rate,
Fixed
Percentage,
Fixed
Amount or
Formula

2023 Budgeted
Amount 2

\$250,000

5) Scope of Services to be provided by The NWSA to POS

a) None.

6) Cost for Service and Charge Methodology – NWSA to POS

a) None.

7) Service Level Expectations:

a) Will provide any necessary services to the NWSA.

b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated

percentage or formula that will be applied monthly to the actual expenditures.

- Project/Direct Charges – Charged to specific projects based on current procedures.
 - Special Fixed Percentage allocation – Variable by department methodology but fixed for the year.
- Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX10-2

EXHIBIT POS - 10 - Service Directive:
Managing Member/Commission Support Services

NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Performance Measure (SMART Specific, Measurable, Achievable,
Relevant, Time Bound)

Managing Member administrative
support such as calendaring, briefings,
materials dissemination, travel, policy
and media coordination.

Target

Managing Member
Support

Other

Managing Member
– Meeting
Frequency

Other

Managing Member shall meet at least At least Quarterly
quarterly and may hold executive
sessions to oversee the business of the
PDA, set policy and strategic direction
for the NWSA.

Managing Member
– Compliance

Other

Managing Member will carry out the 100% compliance
provisions of the PDA in RCW 53.08
and RCW 42.30.

Managing Member
– Meeting
Attendance

Other

Three or more commissioners from 100% of MM
each homeport present at Managing Meetings
Member meetings.

Weekly
coordination

8) Primary Contacts:

- a) NWSA – Lindsay Wolpa
- b) POS – Aaron Pritchard

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX10-3

EXHIBIT POS - 11 - Service Directive:

Pier 69 Facilities Management Support Services

EXHIBIT POS - 11

Service Directive for Pier 69 Facilities Management Support Services
by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Pier 69 Facilities Management

i) POS will provide fully serviced office space, conference space and common use space for those POS service groups housed at Pier 69 that provide services to NWSA.

ii) POS will provide the NWSA with use of the commission chambers, conference center, and common use space at Pier 69.

iii) POS will provide NWSA employees visiting Pier 69 with parking access at the Bell Street Garage.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX11-1

EXHIBIT POS - 11 - Service Directive:

Pier 69 Facilities Management Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area
and
Department #
(Acct if
appropriate)

Service
Item
(from list
above)

Method of
Charges 1

Basis for Charge

Pier 69
Facilities
Management
Dept #2510

3.a

Special

Allocation based on corporate
allocations for some larger
departments, and default corporate
allocations for others, of office
space occupied by Central Services
groups.

Hourly
Rate, Fixed
Percentage,
Fixed
Amount, or
Formula
3.58%

2023
Budgeted
Amount 2

\$62,991

5) Scope of Services to be provided by The NWSA to POS

a) None.

6) Cost for Service and Charge Methodology – NWSA to POS

a) None.

7) Service Level Expectations:

a) Pier 69 Facilities Management will provide NWSA with the same high level of service it provides to the POS.

b) POS employees and NWSA employees visiting Pier 69 will be subject to the same policies and procedures with respect to requesting and receiving facility management services.

c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Corporate Percentage (Fixed) allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage (Variable by budget organization but fixed for the year)– Charges will be tracked and charged based on a fixed percentage as determined by the level of service.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX11-2

EXHIBIT POS - 11 - Service Directive:

Pier 69 Facilities Management Support Services

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Performance Measure (SMART Specific, Measurable, Achievable,
Relevant, Time Bound)

Target

8) Primary Contacts:

- a) NWSA – David Morrison
- b) POS – Nick Milos

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX11-3

EXHIBIT POS - 12 - Service Directive:

Environmental Services & Planning Support Services

EXHIBIT POS - 12

Service Directive for Environmental Services & Planning Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle Maritime Environment and Sustainability department staff (POS staff) with regard to Support Services listed in the title for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Environmental Services Administration

i)

Overall administration of environmental and planning programs that support coordination with and delivery of services to NWSA.

b) Environment, Planning & Sustainability Services

Core Services to be provided by POS to NWSA

POS staff provides a range of environmental, planning and sustainability services to NWSA that are necessary for maintaining our collective "license to operate." These services include:

i)

Programmatic permit development and administration. Develop and secure programmatic permits that benefit NWSA projects. These include programmatic permits for pile systems repair and maintenance, shoreline stabilization, maintenance dredging, etc.

ii) General compliance. Prepare required permit compliance manuals and establish protocol and triggers for project reporting. Manage compliance reporting, including energy code and Seattle Municipal Code compliance related to NWSA buildings. Maintain SharePoint workflows and permit compliance tracking system.

iii) SEPA administration (lead agency). Provide administration to run SEPA and NEPA review for capital and expense projects.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX12-2

EXHIBIT POS - 12 - Service Directive:

Environmental Services & Planning Support Services

iv) Interagency coordination and planning. Planning and permitting agency coordination. Overall maintenance of relationships and coordination to ensure operations and permitting run smoothly.

v) Agency and stakeholder communication/consultations. Respond to calls and requests for information outside of a specific capital project.

vi) Tribal relationships, engagement, negotiations. Maintain excellent working relationships with Treaty-tribes and support negotiations related to in-water work for NWSA projects.

vii) General community engagement, coordination, and outreach. Conduct community and elected official tours, respond to public inquiries, communicate regularly with near port communities, provide education, respond to questions and concerns, manage relationships. This service covers all POS properties including NWSA leased properties in Seattle.

viii) Data visualization, mapping, and analysis. Respond to requests for maps and other deliverables that include bathymetry, topography, land cover, facilities, infrastructure, and other data.

ix) Data gathering. Utilize inventory of ME&S equipment that includes drones, ROV (Ringo), vessel, iPads, cameras, range finder, water quality sensors, noise meter and other equipment as needed to respond to requests for information about NWSA facilities.

- x) Lease reviews. Review leases and other transaction documents to ensure compliance with regulations, Port policies, environmental "best practices", and agreements.
- xi) US Coast Guard Expansion. Provide assistance and advocacy, including internal and Coast Guard coordination, SEPA/NEPA comments, and responses to information requests. If there is additional support necessary, we will setup a separate project and agreement.
- xii) Marine mammal monitoring. Manage IDIQ contract to ensure that marine mammal monitoring can be provided for NWSA in-water projects as needed. Actual monitoring hours are charged directly to NWSA capital or expense projects.
- xiii) Procurement. Procure and manage contracts needed to ensure that a full range of environmental services are available to support NWSA projects as needed.
- xiv) Compensatory habitat mitigation. Evaluate, develop, and maintain an inventory of compensatory mitigation sites and/or mitigation credits to support NWSA projects as needed. Costs include evaluation of potential sites; design, permit and construct projects on those sites; ensure long term management and maintenance of sites; and ensure compliance.
- xv) WRDA coordination. Meet with USACE staff regularly to review status of all current and future NWSA projects in the North Harbor and maintain relationships that ensure a high level of service under WRDA.
- xvi) Nuisance wildlife management. Provide on-call service for NWSA properties to address wildlife related problems and respond to and addresses issues that include but are not limited to osprey nests on utility poles, racoons in catch basins, peregrine

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX12-3

EXHIBIT POS - 12 - Service Directive:

Environmental Services & Planning Support Services

falcons in warehouses, removal of deceased marine mammals, and terns nesting on rooftops.

xvii) Spill response. Provide 24/7 on-call spill response for NWSA properties.

xviii) Derelict vessel response. Provide 24/7 on-call service to respond to derelict vessels that exist at or threaten NWSA facilities.

xix) Hazardous material response. Provide hazardous material assessment, illicit discharge response, and manage hazardous material disposal on NWSA projects when needed.

xx) Stormwater services. Provide stormwater system maintenance, operation, regulation, and compliance services as needed for NWSA facilities.

xxi) Regulatory expertise and relationships. Provide expertise and relationships related to regulations, policies, procedures and staff at the following agencies/tribes: Seattle Department of Construction and Inspection; Seattle Office of Planning and Community Development; Seattle Department of Transportation; Seattle City Light; Seattle Public Utilities; Seattle City Council; Seattle Office of the Waterfront; Seattle Mayor's Office; King County Department of Permitting & Environmental Review; U.S. Army Corps of Engineers; Washington State Departments of Ecology, Natural Resources, and Fish & Wildlife; NOAA/National Marine Fisheries Service; US Fish & Wildlife Service; Environmental Protection Agency; Dredged Material Management Office; Suquamish Tribe; Muckleshoot Indian Tribe.

xxii) Community expertise/relationships. Provide expertise and awareness of community issues and concerns related to NWSA operations within the Duwamish Valley, East and West Waterways, and Elliott Bay.

xxiii) Program administration. Administration of POS environmental and planning programs that support coordination with and delivery of services to NWSA, including provision of human resources, office space, and equipment needed for services described in this agreement.

xxiv) Common coordination. POS has common interest in meeting POS and NWSA environmental goals established by the individual ports and the commonly managed properties under the NWSA. NWSA, POT & POS staff agree to coordinate closely on regional programs, sharing data, strategy development, and alignment of programs. Time spent on these programs are staffed and paid for by each organization, although collaboration and coordination of tasks will be required and cost sharing may be

agreed to. Programs of common coordination include but not limited to:

- (1) Northwest Ports Clean Air Strategy update
- (2) Emissions accounting
- (3) Awards programs including POS Environmental Excellence Awards and NWSA North Star Awards
- (4) Southern Resident Killer Whale (SRKW) Orca Recovery efforts

If requested by the NWSA, and agreed to by POS additional POS staff time could be spent on NWSA actions for work outside of the common strategy development and beyond requirements. The actual costs (based on analysis of work activities, staff and ILA for Support Services By and Between Port of Seattle and The Northwest Seaport Alliance

EX12-4

EXHIBIT POS - 12 - Service Directive:

Environmental Services & Planning Support Services consultant contracting time) will be covered by NWSA, applied to the project with approvals by the project lead.

xxv) Project delivery. POS staff will provide The NWSA with project delivery of environmental services for NWSA capital projects in the NWSA North Harbor. Services include planning, permitting, SEPA/NEPA, environmental remediation and habitat mitigation. All project costs including permit fees, staff time, and outside services required for permit acquisition will be tracked and charged to the individual project. Non-capital project environmental services will be covered by the allocation in the table below.

xxvi) Planning & Permitting. POS staff will support and collaborate with NWSA as-needed for land use and project-related planning. Land use planning will include feasibility studies, development proposals, city and regional regulatory or policy changes, as it applies to the area in and around NWSA managed properties. This work is estimated and allocated ahead. POS will continue to be the point of contact for local permits that POS is the applicant. POS staff will provide the following as it relates:

- 1) Be a conduit for NWSA with the Seattle Office of Planning and Community Development (OPCD)
- 2) Maintain working knowledge of Seattle Department of Construction and Inspection (SDCI) procedures as they may relate to NWSA projects
- 3) Maintain working knowledge of King County land use planning activities and initiatives.
- 4) Maintain general awareness of projects and outreach efforts of neighborhoods that surround NWSA properties
- 5) Have regular conversation with the NWSA Senior Planning Manager or other NWSA staff as needed. If NWSA requires additional resources to deliver a specific project, study or analysis requiring outside services, the actual costs (based on analysis of work activities, staff and consultant services) will be negotiated and paid for separately.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX12-5

EXHIBIT POS - 12 - Service Directive:

Environmental Services & Planning Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area
and
Department
(Acct if
appropriate)
Maritime
Environmental
Services

Dept #1350
Environment &
Sustainability
Admin
Dept #2710
Maritime
Strategic
Planning
& Policy
Dept #6250
1

Service
Item
(from SD
title)

3.b.iiii

Method of
Charges¹

Basis for Charge

Hourly Rate,
Fixed
Percentage,
Fixed
Amount or
Formula

2023
Budgeted
Amount²

Fixed Amount

Percentage of
committed amount
(\$318K)*

76.70%

\$243,919

Fixed Amount

Percentage of
committed amount
(\$318K)*

3.42%

\$310,886

Fixed Amount

Percentage of
committed amount
(\$318K)*

19.87%

\$63,195

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

* The Port of Seattle and the NWSA agreed that the total fixed amount for orgs 1350, is based on the 2022 amount of \$300,000 plus 6% increase for inflation, total of \$318,000 for 2023. The actual direct charges and allocation among the three orgs can change, but the total will remain \$318,000 for 2023.

* Amounts identified in this table reflect only the Operating Budget and do not include the Capital Budget spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX12-6

EXHIBIT POS - 12 - Service Directive:
Environmental Services & Planning Support Services

Payment for services

POS and NWSA acknowledge that services described in the scope of services entail direct and indirect costs to provide. These costs will be transacted between POS and NWSA in a manner that is

proportionate to the level of service provided by either entity, as follows:

- a. In 2023 and going forward, NWSA will provide a fixed amount to POS of \$318,000 for the core environmental services identified in item (3), adjusted annually for inflation. This reflects an accurate accounting of the services received by NWSA in relation to the actual cost to provide them. This does not include direct charges to capital programs or projects. In future years, if NWSA consistently requires additional services not included in item (3), POS and NWSA will work collaboratively to estimate the cost of the additional services and adjust the fixed fee accordingly through a new or amended agreement.
- b. In 2023 and going forward, POS will provide funding for any services requested of NWSA on a case-by-case basis. Such services and the method of payment will require mutual agreement, transacted either through direct charges to POS subclasses or projects, or through special agreements for that purpose, based on current billable rates for NWSA.
- c. Specific service requests made pursuant to item (5) will be negotiated on a case-by-case basis. Such services and the method of payment will require mutual agreement, transacted either through direct charges to POS or NWSA subclasses or projects (depending on who is receiving service), or through special agreements for that purpose, based on current billable rates.

Coordination of activities which are of mutual interest but outside of the core services
In addition to activities in item (3) above, POS and NWSA routinely coordinate activities related to regional environmental initiatives, strategies, and programs, at their own cost. This coordination includes sharing of data, collaborative strategy development, and ensuring alignment between NWSA and POS environmental programs. Time spent on these coordinated activities is typically staffed and funded individually by POS and NWSA. These activities include but are not limited to:

- Northwest Ports Clean Air Strategy implementation
- Seattle Waterfront Clean Energy Strategy planning and implementation
- Emissions accounting and joint reporting
- Grant funding and public and private partnerships

- Southern Resident Killer Whale (SRKW) Orca Recovery efforts
 - International and domestic engagement on shared policy issues
 - Resiliency and hazard mitigation planning
 - Negotiation/coordination with Muckleshoot Indian Tribe and Suquamish Tribe
- ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX12-7

EXHIBIT POS - 12 - Service Directive:
Environmental Services & Planning Support Services

POS or NWSA may request additional staff time and resources to be allocated to the abovementioned (or other) activities that exceeds normal "coordination." In such case, if mutually agreed, the costs of the additional staff time and resources will be borne by the entity receiving the additional services.

5) Scope of Services to be provided by The NWSA to POS

a) It is anticipated that the following support will be provided by the NWSA environmental team:

i) NWSA has common interest in meeting POS and NWSA environmental goals established by the individual ports and the commonly managed properties under the NWSA. NWSA, POT & POS staff agree to coordinate closely on regional programs, sharing data, strategy development, and alignment of programs. Time spent on these programs are staffed and paid for by each organization, although collaboration and coordination of tasks will be required and cost sharing may be agreed to. Programs of common coordination include, but are not limited to:

- Northwest Ports Clean Air Strategy update
- Emissions accounting
- Awards programs including POS Environmental Excellence Awards and NWSA North Star Awards
- SRKW Orca Recovery efforts

If requested by POS, and agreed to by NWSA, additional staff time could be spent on POS actions for work outside of the common strategy development and beyond requirements. The actual costs (based on analysis of work activities, staff and consultant contracting time) will be covered by POS, applied to the project with approvals by the project lead.

6) Cost for Service and Charge Methodology – The NWSA to POS

Service Area
and
Department
(Acct if
appropriate)
Environmental

Service
Item
(from
SD title)
5.a.i

Method of
Charges

Basis for Charge

Hourly Rate,
Fixed
Percentage or
Formula

2021
Budgeted

Amount

As mutually agreed to per
text

Based on
current billable
rate

Undetermined
– as needed
basis

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX12-8

EXHIBIT POS - 12 - Service Directive:
Environmental Services & Planning Support Services

7) Partnership Expectations:

a) POS and NWSA agree to:

- i) Work cooperatively to share information
- ii) Communicate on a regular basis via phone and meetings to keep each other apprised of issues of mutual interest
- iii) Jointly decide level of engagement and participation
- iv) Respond to each other's requests in a timely manner
- v) Raise any concerns or issues in a timely manner and work cooperatively to resolve

8) Primary Contacts:

- a) NWSA – Jason Jordan (Secondary: Deanna Seaman, Deirdre Wilson, Steve Nicolas)
- b) POS: Sandra Kilroy (Secondary: Joseph Gellings, Jon Sloan, Alex Adams, Jane Dewell, Mike DeSota)

It is expected that the identified contact people will communicate frequently to coordinate the work, to confirm that services are provided, and to evaluate financial performance.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX12-9

EXHIBIT POS - 13 - Service Directive:
Tribal Coordination Support Services

EXHIBIT POS - 13

Service Directive for Tribal Coordination Support Services
by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Tribal Coordination

- i) POS and NWSA staff will coordinate closely on tribal coordination, permits and negotiations affecting marine cargo projects.

- ii) POS staff will provide administrative and technical services in connection with Tribal Coordination activities to The NWSA.
- iii) Other to be determined.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX13-1

EXHIBIT POS - 13 - Service Directive:
Tribal Coordination Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area
and
Department
(Acct if
appropriate)

Service
Item
(from list
above)

Method of
Charges¹

Basis for Charge

Tribal
Coordination
Dept #0101

a

Fixed
Amount

Agreements with
Muckleshoot
Indian Tribe and
Suquamish Tribe

Hourly
Rate, Fixed
Percentage,
Fixed
Amount or
Formula

2023 Budgeted Amount 2

\$1,073,0780 (for the tribal
payments)

- 5) Scope of Services to be provided by The NWSA to POS
- a) Regular engagement with POS and recognized Tribal Communities concerning items of mutual interest to resolve problems, communicate ports development plans, receive tribal concurrence necessary for issuance of ACOE permits for port projects, coordinate vessel access to port facilities with tribal treaty fishing access needs, identify government to government opportunities that could result in mutual benefits and other reasons for maintaining and growing strong relationships between the ports and federally recognized tribes.

- b) See Exhibit POS-12 for additional relevant environmental services.
- 6) Cost for Service and Charge Methodology – NWSA to POT

a) None

7) Service Level Expectations:

a) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX13-2

EXHIBIT POS - 13 - Service Directive:
Tribal Coordination Support Services

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Tribal Coordination
Agreements

Management

Performance Measure (SMART Specific, Measurable, Achievable,
Relevant, Time Bound)

Receive tribal concurrence on ACOE
permits.

Target

Receipt within
project schedule.

8) Primary Contacts:

- a) NWSA – Lindsay Wolpa
- b) POS – Jon Sloan

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected

spending.

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX13-3

EXHIBIT POS - 13 - Service Directive:
Tribal Coordination Support Services

Additional Information

The Muckleshoot Indian Tribe, the Suquamish Tribe, POS, and NWSA share a common area of operations, including bay and channel areas throughout north and south Elliott Bay. Since 1995, Treaty tribes and the port have cooperated through a series of agreements, with the objective to avoid and minimize potential negative effects on Treaty-protected fishing access, in conjunction with cargo and passenger activities and infrastructure improvements at port marine terminal (and other) facilities.

Background

The Port of Seattle conducts government-to-government relations with the Muckleshoot Indian Tribe and Suquamish Tribe as federally recognized, Treaty-protected native sovereign nations. POS long-term commitment to the Muckleshoot Indian Tribe and Suquamish Tribes relates to maintenance of usual and accustomed treaty fishing access adjacent to port marine terminal sites throughout Elliott Bay, the East and West waterways, and the Duwamish River.

Treaty tribe authority: The Muckleshoot Indian Tribe and the Suquamish Tribe have authority to exercise treaty-reserved fishing rights within their "usual and accustomed hunting and fishing areas" (U&A) in Elliott Bay, the East and West waterways in south Elliott Bay, and the Duwamish River. This includes two elements affecting port marine terminal facilities: (1) direct fishing access at marine terminal locations and (2) participation in federal decision-making for proposed port development that might affect treaty fishing access.

The tribes have treaty-reserved fishing rights in all areas required for navigational access to port facilities, so navigational and berth access to all port marine terminal facilities during fishing periods (generally August through January) must be accomplished without substantially impeding fishing activities.

Treaty tribes have equal decision-making authority with federal agencies, including the U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and Environmental Protection Agency, regarding authorizations required by the port for development, operation, and maintenance of marine cargo infrastructure. This authority also extends to federal Superfund cleanup determinations and natural resource damage and restoration requirements.

The Muckleshoot Indian Tribe and Suquamish Tribe and the port have worked to manage successful Treaty fishing access with marine cargo and passenger vessel access for many years. Experience indicates that pro-active actions taken to design, construct, and operate port facilities in a manner that avoids conflicts with Treaty fishing improves safety, reduces damage to fishing gear and vessels, allows for effective harvest, reduces the potential for delays in vessel arrivals

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX13-4

EXHIBIT POS - 13 - Service Directive:
Tribal Coordination Support Services

and departures, and reduces uncertainty for port-sponsored marine terminal development actions.

Since 1995 all capital Port of Seattle development and marine facility improvement projects,

including Terminal 5, Terminal 18, Terminal 30, Terminal 91, and Terminal 115, have included agreements to compensate Treaty tribes for adverse “in-water” effects on Treaty fishing, in instances where displacement of fishing access could not be avoided or minimized. Compensation measures in most cases consisted of payments to the Muckleshoot Indian Tribe and Suquamish Tribe.

In addition, recent agreements with the Muckleshoot Indian Tribe and Suquamish Tribe have provided for coordination of fishing activities with marine terminal operations. During fishing periods, the tribes and the port have agreed on measures and funding for twenty-four-hour monitoring and management, to minimize potential disruption of net fishing, while allowing for movement of cargo and passenger vessels.

The POS and NWSA have a shared interest in continuing close coordination with both Tribes, including frequent engagement and careful attention to their treaty rights.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX13-5

EXHIBIT POS - 14 - Service Directive:
Labor Relations Support Services

EXHIBIT POS - 14
Service Directive for Labor Relations Support Services
by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Labor Relations

i) Management and negotiation of CBA and other labor relations activities for represented employees working for POS under service agreements to NWSA (eg: Marine Maintenance, Port Construction Services).

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX14-1

EXHIBIT POS - 14 - Service Directive:
Labor Relations Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area
and
Department
(Acct if
appropriate)

Service
Item
(from list
above)

Method of
Charges 1

Basis for Charge

Labor
Relations
Dept #1810

3.a

Special

Allocation is based on number of represented employees and the number of collective bargaining units for AV and Non-AV divisions, as well as local unions outreach efforts related to labor relations.

Hourly
Rate, Fixed
Percentage,
Fixed
Amount, or
Formula
2.5%

2023
Budgeted
Amount 2

\$39,995

5) Scope of Services to be provided by The NWSA to POS

a) None.

6) Cost for Service and Charge Methodology – NWSA to POT

a) None.

7) Service Level Expectations:

a) Labor Relations will provide any necessary services to the NWSA.

b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer, and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX14-2

EXHIBIT POS - 14 - Service Directive:
Labor Relations Support Services

NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure 3

Labor Relations

Management

Performance Measure (SMART Specific, Measurable, Achievable, Relevant, Time Bound)

Collective Bargaining Agreements are negotiated in a timely manner so as to avoid contract expiration (and potential lost productivity)

Target

Agreements reached prior to contract expirations

8) Primary Contacts:

- a) NWSA – Tom Bellerud
- b) POS – Mikel O'Brien

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

Type of Measure Options:

Time Based – measure is time bound – duration, frequency, by a specific date, etc...

Management – measure dealing with or controlling issues, communications, or staff

Accuracy – measure to have a specified level of accuracy to be measurable

Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX14-3

EXHIBIT POS - 15 - Service Directive:
Additional Support Services as Needed

EXHIBIT POS - 15
Service Directive for Additional Support Services as Needed
by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance, and vice versa.

This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS and The NWSA to Each Other

a) POS and The NWSA will provide miscellaneous additional support services as requested by one to the other. The specific scope of those services will be determined at the time of the request. These are services that are not covered by one of the other service agreement exhibits. Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX15-1

EXHIBIT POS - 15 - Service Directive:
Additional Support Services as Needed

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area
and
Department
(Acct if
appropriate)

Service
Item
(from list
above)

Method of
Charges 1

Basis for Charge

Hourly Rate, Fixed
Percentage, Fixed
Amount or Formula

2023 Budgeted
Amount 2

3.a

Fee for
Service/Special

Level of use
monthly at
agreed to rates

Agreed to when
need for service is
determined

TBD

5) Service Level Expectations:

- a) To be determined for each individual service to be provided at the time of request
- b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX15-2

EXHIBIT POS - 15 - Service Directive:
Additional Support Services as Needed

6) Primary Contacts:

- a) NWSA – David Morrison
- b) POS – Dan Thomas/Michael Tong

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX15-3

EXHIBIT POS - 16 – Equity Diversity and Inclusion Project Support

EXHIBIT POS - 16
Service Directive for Equity Diversity and Inclusion Project Support
by and between
Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance, and vice versa. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

- a) Provide high-level, strategic advice to NWSA staff and primary consultants to support the development of the long-term strategy for transitioning to zero-emission drayage trucking. Strategic advice will focus on approaches for incorporating necessary equity considerations into the strategy, including prioritizing stakeholder outcomes among those who have been disproportionately impacted by poorer environmental health and economic prosperity related to the trucking industry.
- b) POS will work with NWSA staff to design the consulting RFP through an equity lens, contribute input on the review and selection process, and support onboarding of the primary consultant.
- c) Once selected, work closely with NWSA staff and the primary consultant, to provide strategic advice on best practices related to equitable community engagement.
- d) Exploratory Work: Spend time understanding context for NWSA efforts around EDI and provide recommendations on EDI approaches and application for internal NWSA operations.
- e) Provide high-level, strategic advice to NWSA staff and primary consultants to support the development and implementation of truck parking engagement efforts.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX16-1

EXHIBIT POS - 16 – Equity Diversity and Inclusion Project Support

4) Cost for Service and Charge Methodology – POS to The NWSA:
Service Area
and
Department
(Acct if
appropriate)
Office of
Equity,
Diversity,
and Inclusion
Dept #1460

Service
Item
(from list
above)

Method of
Charges 1

3.a

Project Charges

Basis for Charge

Fixed

Hourly Rate,
Fixed
Percentage,
Fixed Amount
or Formula
Fixed amount

2023 Budgeted
Amount 2

\$50,000 for Truck

Collaboration and EDI
capacity-building
recommendations
for NWSA

5) Service Level Expectations:

a) Provide guidance and facilitation to incorporate Equity, Diversity and Inclusion (EDI) into trucker engagement strategies. Primarily work with the Puget Sound Zero Emission Truck Collaborative by supporting the NWSA staff and their primary consultants as they develop ways to incorporate equity, diversity, and inclusion into the strategy for transitioning to zero-emission drayage trucking by 2050.

b) Additionally, provide input on truck parking initiatives and engagement.

c) Provide recommendations on additional EDI action steps NWSA can consider as part of building EDI skills and capacity.

d) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

1

Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Corporate Percentage (Fixed) allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage (Variable by budget organization but fixed for the year)– Charges will be tracked and charged based on a fixed percentage as determined by the level of service.

2

Preliminary budget amount – subject to final budget approval.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX16-2

EXHIBIT POS - 16 – Equity Diversity and Inclusion Project Support

6) Primary Contacts:

a) NWSA – Jason Jordan

b) POS – Bookda Gheisar

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX16-3

EXHIBIT POS - 17 - Service Directive:
Municipal, County, and State Use of NWSA-Licensed Property Support Services

EXHIBIT POS - 17

Service Directive for Municipal, County, and State
Use of NWSA-Licensed Property

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA).

1) Purpose:

The purpose of this exhibit is to identify the services provided by and between The Northwest Seaport Alliance and the Port of Seattle with regard to Support Services listed above. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) Time period:

This agreement is for calendar year 2023.

3) Scope of Services to be provided by POS to The NWSA

a) Municipal, county, and state organizations (collectively "Third-Party Users") occasionally have need for temporary use of property licensed to The NWSA for lay-down, staging, and other activities in support of major capital improvement projects. Such use is formalized via a written agreement typically in the form of a Temporary Construction Easement (TCE). Depending upon the duration, scope of use, and agreement terms, payment by the Third-Party Users for use of the property may be made directly to the POS as the property owner. In such cases, these payment funds should be transferred to The NWSA as licensee/agent for the property. In the year ahead, POS expects to receive funds from the City of Seattle relating to a Memorandum of Understanding (MOU) between POS and the City of Seattle for the East Marginal Way Corridor Project. The MOU establishes the amount that the City will pay for TCEs on related POS properties including those licensed to NWSA, and NWSA participated in the negotiations. In the event other TCEs are paid directly to POS for use of NWSA licensed-property, payment for such TCEs shall be transferred by POS to NWSA pursuant to the terms of this exhibit.

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX17-3

EXHIBIT POS - 17 - Service Directive:

Municipal, County, and State Use of NWSA-Licensed Property Support Services

4) Cost for Service and Charge Methodology – POS to The NWSA:

Service Area

and

Department

(Acct if
appropriate)

Real Estate

Dept #08

Service

Item

(from list
above)

Method of

Charges¹

Basis for Charge

5

Project

The charge will be the fair market value for use of the property by the Third-Party Users as determined by an independent appraiser based upon the property attributes and

characteristics (\$290,600 for the EMW Corridor Project). Such amount will be incorporated into the use agreement for the property.

Hourly
Rate, Fixed
Percentage
or Formula
100% of
actual
amount
received
for use of
NWSA licensed
property

2023
Budgeted
Amount²
\$290,600
Plus any
associated
amounts in
the event
other TCEs
are paid
directly to
POS for
use of
NWSA
licensed property.

5) Scope of Services to be provided by The NWSA to POS

a) NWSA Real Estate will negotiate and draft, unless drafted by the Third-Party Users, the agreement by which the Third-Party Users may take temporary occupancy of NWSA-licensed property. The agreement shall state the fee for use of the property to be paid by the Third-Party Users.

6) Cost for Service and Charge Methodology – The NWSA to POS

a) None

7) Service Level Expectations:

a) NWSA Real Estate will provide any necessary services to the POS for these transactions regarding the drafting and negotiation of use agreements.

b) POS will provide any necessary services to the NWSA to transfer any fee to the NWSA paid directly to the POS for use of NWSA-licensed property.

c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Seattle activities are critical to improving services and are the basis for cost recovery for services provided. The Port of Seattle and ILA for Support Services By and Between

EX17-3

Port of Seattle and The Northwest Seaport Alliance

EXHIBIT POS - 17 - Service Directive:

Municipal, County, and State Use of NWSA-Licensed Property Support Services
The Northwest Seaport Alliance have identified activities critical to meeting The

1

Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be

charged to the POS as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

2

Preliminary budget amount – subject to final budget approval.

NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area

Type of
Measure3

NWSA Real Estate

Management

POS Finance

Management

Performance Measure (SMART Specific, Measurable, Achievable, Relevant, Time Bound)

NWSA Real Estate will negotiate and draft, unless drafted by the Third-Party Users, the agreement by which the Third-Party Users may take temporary occupancy of NWSA-licensed property. The agreement shall state the fee for use of the property to be paid by the Third-Party Users.

POS Finance to transfer funds to NWSA for use of NWSA-licensed property that has been formalized via a use agreement with the Third-Party Users.

Target

Agreement(s)
finalized prior to
commencement
date for property
use.

Funds transferred
prior to
commencement
date for property
use.

8) Primary Contacts:

- a) NWSA – Jennifer Maietta
- b) POS – Daniel Alhadeff

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

ILA for Support Services By and Between

Port of Seattle and The Northwest Seaport Alliance

EX17-3

EXHIBIT POS - 17 - Service Directive:
Municipal, County, and State Use of NWSA-Licensed Property Support Services

Type of Measure Options:
Time Based – measure is time bound – duration, frequency, by a specific date, etc...
Management – measure dealing with or controlling issues, communications, or staff
Accuracy – measure to have a specified level of accuracy to be measurable
Other – measure that doesn't fit into category above

3

ILA for Support Services By and Between
Port of Seattle and The Northwest Seaport Alliance

EX17-3