



Item No. 8b

Date of Meeting March 12, 2024

**COMMISSION
AGENDA MEMORANDUM**

ACTION ITEM

DATE: March 01, 2024
TO: Steve Metruck, Executive Director
FROM: Eloise Olivar, AFR Senior Manager Disbursements
SUBJECT: **Claims and Obligations – February 2024**

ACTION REQUESTED

Request Port Commission approval of the Port Auditor’s payment of the salaries and claims of the Port pursuant to RCW 42.24.180 for payments issued during the period February 1 through 29, 2024 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	952115	952590	\$9,609,372.94
Accounts Payable ACH	063491	064431	\$66,770,474.75
Accounts Payable Wire Transfers	016247	016267	\$10,500,465.15
Payroll Checks	211165	211566	\$187,182.90
Payroll ACH	1179748	1184517	\$15,337,284.36
Total Payments			\$102,404,780.10

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

OVERSIGHT

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

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

For the month of February 2024, over \$86,880,312.84 in payments were made to nearly 680 vendors, comprised of 2,379 invoices and over 8,597 accounting expense transactions. About 94 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Payroll Taxes, Software, Utility Expenses, Legal, Sales Taxes, Environmental Remediation, and Public Expense. Net payroll expense for the month of February was \$ 15,524,467.26.

Top 10 Payment Category Summary:

Category	Payment Amount
Construction	45,561,784.69
Employee Benefits	11,009,622.99
Contracted Services	7,403,258.25
Payroll Taxes	5,968,751.42
Software	3,440,710.07
Utility Expenses	3,371,807.71
Legal	1,352,030.92
Sales Taxes	1,308,750.83
Environmental Remediation	1,304,966.22
Public Expense	1,073,366.55
Other Categories Total :	5,085,263.19
Net Payroll	15,524,467.26
Total Payments :	\$102,404,780.10

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



Lisa Lam/Port Auditor

At a meeting of the Port Commission held on March 12, 2024, it is hereby moved that, pursuant to RCW 42.24.180, the Port Commission approves the Port Auditor’s payment of the above salaries and claims of the Port:

Port Commission