

**THE NORTHWEST SEAPORT ALLIANCE**  
**MEMORANDUM**

**MANAGING MEMBERS**  
**ACTION ITEM**

Item No.: 9A  
Meeting Date: March 7, 2025

**DATE:** January 14, 2025  
**TO:** Managing Members  
**FROM:** John Wolfe, CEO  
Sponsor: Michael Dehner, Interim Chief Human Resources Officer  
Project Manager: Jeniann Kaelin, Manager, Human Resources  
Trisha Perez, Manager Human Resources

**SUBJECT: First Reading: Resolution 2025-03 Master Benefits & Salary Resolution**

**A. ACTION REQUESTED**

First reading of proposed Resolution 2025-03, Master Benefit & Salary Resolution, which supersedes Resolution 2024-05 and all prior Master Benefit & Salary Resolutions

**B. SYNOPSIS**

The Northwest Seaport Alliance Managing Members are authorized by RCW 53.57.020 and .030 and RCW 53.08.170 to create and fill positions, establish salary ranges, and establish benefits for employees by resolution.

The Master Benefit & Salary Resolution (“MBSR”) is the resolution in which the Managing Members charge the Chief Executive Officer (“CEO”) with the administration of and administrative details of the programs that they authorize.

The MBSR is also the mechanism by which the Managing Members approve staff recommended changes to the Northwest Seaport Alliance’s salary schedule.

**C. SUMMARY OF CHANGES**

Administrative changes were made that are intended to ensure consistency throughout the document or to improve grammar and clarity.

Staff recommends a cost of labor adjustment of 2.5 percent (2.5%) for non-represented salary ranges effective April 1, 2025.

**D. FINANCIAL IMPLICATIONS**

The 2.5% cost of labor adjustment to non-represented salary ranges will impact future salary expenses if actual compensation to employees is increased over time to be equal to the increased lower limits or above the current limits. The impact is specific to each

individual depending on where they are within the pay range, and the amount of the increase earned.

**E. ATTACHMENTS TO THIS REQUEST**

- Resolution 2025-03 with Exhibit A (Clean)
- Redlined Resolution 2024-05 with 2025 updates

**F. PREVIOUS ACTIONS OR BRIEFINGS**

- N/A



## RESOLUTION NO. 2025-03

### A RESOLUTION OF THE NORTHWEST SEAPORT ALLIANCE **MASTER BENEFIT AND SALARY RESOLUTION**

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A RESOLUTION of the Northwest Seaport Alliance superseding Resolution 2024-05 and all prior Master Benefit and Salary Resolutions.

**WHEREAS**, the Port of Tacoma and Port of Seattle Commissioners (collectively, "Managing Members") have authority pursuant to RCW 53.08.170 and RCW 53.57.030 to create and fill positions, establish salary ranges, and establish other benefits of employment including retirement, insurance and similar benefits for the Northwest Seaport Alliance ("Alliance").

NOW, THEREFORE, BE IT RESOLVED BY THE MANAGING MEMBERS OF THE NORTHWEST SEAPORT ALLIANCE as follows:

The Northwest Seaport Alliance adopts salary classifications, salary ranges and employee benefits as more specifically set forth herein.

I. **DEFINITIONS:** Except as otherwise provided, the following definitions apply to this Resolution:

- A. **At-will:** A designation indicating that the employment relationship may be terminated by the Alliance or the employee at any time and for any or no reason. All Alliance employees are employed on an at-will basis unless otherwise agreed in writing by a majority of the Managing Members.
- B. **Employee:** An employee is anyone who performs personal services for the Alliance and receives a paycheck from the Alliance payroll system with employment taxes withheld. The following categories of employees are used for purposes of compensation and benefits:
  1. **Regular:** A person who is actively employed by the Alliance and is regularly scheduled to work, excluding limited duration, temporary, on-call, and relief.
  2. **Limited Duration:** A person who is actively employed by the Alliance in a full-time position expected to last one (1) to three (3) years.
  3. **Temporary:** A person who is actively employed by the Alliance in a position that is expected to last less than six (6) months.

4. **Full-time:** A person who is actively employed by the Alliance and is regularly scheduled to work 40 hours per week.
  5. **Part-time:** A person who is actively employed by the Alliance and is regularly scheduled to work less than 40 hours per week.
  6. **Relief Employee:** A person who is actively employed by the Alliance in an on-call position with no guarantee of work.
  7. **Exempt:** An employee who is exempt from overtime compensation under the federal Fair Labor Standards Act (“FLSA”).
  8. **Non-Exempt:** An employee who is eligible for overtime compensation under the FLSA, including those paid on a salary basis.
  9. **Chief Executive Officer (“CEO”):** The CEO is an employee hired by the Managing Members. The terms and conditions of the Benefit and Salary Resolution also apply to the CEO, unless otherwise stated in an Employment Contract between the CEO and Managing Members. Terms or conditions of employment, adjustments to pay (including those resulting from an annual review), pay range, or benefits for the CEO must be adopted in open session by the Managing Members and shall prevail over any relevant conflicting or inconsistent terms and conditions in this resolution. Any CEO Employment Contract shall become effective without an amendment to this Resolution. Any salary adjustments resulting from the CEO’s annual review shall be taken by a vote of the Managing Members in a public meeting and will be effective April 1st.
- C. **Non-graded Positions:** Positions that are excluded from the salary grade tables because their salary is determined by other factors, for example, the Chief Executive Officer, Interns, and other limited positions.
- D. **Immediate Family:** Except as otherwise specified herein and subject to any applicable Summary Plan Description, “immediate family” is limited to:
1. Spouse or state registered domestic partner of the employee; and
  2. The parent, foster parent, sibling, child, foster child, grandparent, and grandchild of the employee or the employee’s spouse or state registered domestic partner.

## II. BENEFIT PROGRAM

A. **Authorization to Adjust Benefits Plan Components.** The CEO is authorized to amend benefits as necessary to comply with any changes in statutory requirements with notification to the Managing Members. The CEO and Chief Human Resources Officer will provide advance notice of any program changes to the Managing Members.

B. **Mandated Benefits.** The Alliance will comply with and offer access to all federal, state, and locally mandated benefits including, but not limited to, Washington Paid Sick Leave, Washington Paid Family Medical Leave, Military Leave, and Occupational Injury Leave.

### C. Health Care Benefits.

1. **Health Benefits.** The Alliance provides health care coverage to eligible employees and their eligible dependents, including medical, prescription, dental, and vision coverage. Plan participants must elect medical to be eligible for dental and/or vision coverage.

#### 2. Post-Employment Defined Benefit Plan.

a. The Alliance provides access to an employer-paid post-employment medical benefit program only for those eligible employees hired by the Port of Tacoma before March 15, 2007 who also were given the opportunity and elected not to make a one-time irrevocable decision to move to the VEBA 5 (see Section II.D.1). This plan is closed to new participants.

b. **Creation of a Trust.** The Port of Tacoma has established and maintains a trust sufficient to fund the eligible employees in the Post-Employment Defined Benefit Plan. The Port of Tacoma's Treasurer shall fund the trust on behalf of the Alliance.

### D. Investment Programs.

1. **Voluntary Employees' Beneficiary Association Plans (VEBA and VEBA 5).** The VEBA is a tax-free health reimbursement account. The plan reimburses eligible out-of-pocket health care costs incurred by eligible participants. In addition to VEBA, the Alliance offers a VEBA 5 Plan that is an additional tax-free health reimbursement account separate from VEBA. The VEBA 5 Plan is only available to eligible participants and is closed to new participants. Both VEBA and VEBA 5 programs are separate from the Port's

medical plan program.

2. **Deferred Compensation 457 (“457 Plan”).** Deferred compensation 457 is a plan that allows eligible employees to arrange an authorized portion of salary to be withheld and invested for payment at a later date. Employees may elect pre-tax and/or post-tax deferrals. Annual maximum contributions to this 457 Plan are established by the Internal Revenue Service.
3. **401a Retirement Savings Plan (“401a Plan”).** A 401a Plan was provided to certain eligible employees prior to November 1, 2015, and was closed to new participants effective November 1, 2015.

#### E. Leave Time.

1. **Vacation.** The Alliance offers a vacation accrual program for eligible employees, and upon termination of employment, employees may receive payment for accrued unused vacation time in accord with applicable Policy and law.
2. **Holidays.** The Alliance recognizes twelve (12) holidays.
3. **Paid Parental Leave.** Eligible employees may take up to four weeks (28 calendar days) of paid parental leave for the birth, adoption or foster placement of a dependent child.
4. **Sick Leave.** Eligible employees shall accrue sick leave, and upon termination of employment, employees may receive payment for a percentage of accrued unused sick time in accord with applicable Policy and law.
5. **Leaves of Absence without Pay.** The Alliance may grant a leave of absence without pay for qualifying reasons to include non-occupational injury and disease and to reduce personal hardship. Such leave will be granted consistent with state and federal law.
6. **Shared Leave.** On a voluntary basis, Alliance employees may donate accrued leave to benefit other eligible Alliance or Port of Tacoma employees.
7. **Bereavement Leave.** Employees may receive up to three (3) days of bereavement leave after the death of an immediate family member, in addition to up to four (4) days of accrued sick leave.
8. **Jury Duty Leave.**
  - a. Jury Duty. Regular full-time employees who serve on jury

duty shall receive full regular compensation for time actually spent fulfilling jury duty.

- b. Subpoenaed Witness Leave. When a regular full-time employee is subpoenaed as a witness under circumstances which are determined by the Chief Human Resources Officer to be related to and involve the Alliance or either Homeport, the same pay conditions listed for jury duty shall apply.

#### F. **Salary Protection.**

1. **Life and Accidental Death and Dismemberment Insurance.** The Alliance provides life insurance and accidental death and dismemberment policies for eligible employees.
2. **Long Term Disability Insurance.** The Alliance provides eligible employees with employer-paid long-term disability insurance with a 90-day elimination period.

#### G. **Employee Participation Fund.**

1. An employee participation fund is established to promote employee engagement activities and the Chief Executive Officer, or their delegate, may authorize the use of this fund for employee events that promote employee participation, team building, productivity, or that facilitate employee communications.
2. The fund may also be used to support other employee participation events, subject to the program criteria defined in the Employee Participation Fund Application.

### III. **ADMINISTRATION OF SALARY PROGRAM**

- A. **Establishment of Federal Fair Labor Standards Act (FLSA) classifications, salary grades and ranges.** There is hereby established a classification schedule and graded salary ranges for Alliance positions, which shall include all positions not covered by signed Collective Bargaining Agreements (“CBA”):

1. **FLSA Classification:** All Alliance positions are classified according to criteria of the FLSA as either exempt or nonexempt from overtime.
2. **Evaluation:** The CEO, in consultation with staff, shall periodically evaluate the work of non-represented employees to ensure proper classification and compliance with the FLSA.

- B. **Job Classification Level.** Each graded job will be assigned a classification level based on several factors related to the duties and responsibilities of work being performed. These factors are related supervisory responsibilities, complexity of duties, knowledge and skills required, level of responsibility, consequence of error, and other related issues.
- C. **Salary Ranges.** After a classification level has been determined, all positions, except non-graded positions, will be assigned a salary range utilizing a combination of labor market information with consideration to the placement of other Alliance jobs. Furthermore, the CEO is authorized to conduct salary surveys to ensure that the Alliance's salary ranges remain competitive within the general recruitment area and may also recommend an adjustment to salary ranges based on current market salary data and trends. Salary ranges may be adjusted by ordinary motion approved by the Managing Members at any regular or special meeting.
1. **Student Interns.** As non-graded positions, salary rates and employment conditions for students employed under internships or foreign exchange programs are determined by the CEO in consultation with staff and will be based in part upon the prevailing rates of pay and other conditions established by the program's sponsors.
  2. **Salary Adjustments.** Individual salaries and grade levels may be adjusted by the CEO based on internal equity, market equity, reorganization, reclassification, job duty changes, performance, or promotions. These adjustments will be made in accordance with the guidelines and parameters as set forth in Policy.

Budget totals for salary increases, lump sum payments, and market adjustment increases shall be approved by Managing Members as part of the annual budget process. Salary increases awarded to eligible employees are administered within the guidelines of the Performance Management Program. In addition, the CEO may approve a discretionary performance payout in the form of a one-time lump sum for employees who have met the criteria of the Exceptional Lump Sum Award program. The CEO also has discretion to approve market adjustment increases where appropriate given current market conditions and an employee's skills and experience in current position. The total amount awarded for salary increases, lump sum awards and market adjustments must not exceed budgeted totals.



3. **Authorization of a Cost of Labor Adjustment to Salary Ranges.** Based on the annual Employment Cost Index, the salary ranges for employees will be increased by 2.5 percent (2.5%) effective April 1, 2025. Following are the annual salary ranges by grade. A detailed table by job title is in Exhibit A.

Pay Grades	Annual Salaries		
	Minimum	Midpoint	Maximum
18	\$211,008	\$274,308	\$377,608
17	\$196,284	\$255,168	\$314,052
16	\$182,604	\$237,382	\$292,140
15	\$169,860	\$220,800	\$271,764
14	\$158,016	\$205,404	\$252,804
13	\$146,976	\$191,076	\$235,164
12	\$136,728	\$177,744	\$218,760
11	\$127,188	\$165,348	\$203,496
10	\$118,320	\$153,804	\$189,300
9	\$110,064	\$143,076	\$176,088
8	\$102,396	\$133,092	\$163,800
7	\$97,116	\$123,816	\$150,516
6	\$90,336	\$115,176	\$140,016
5	\$84,036	\$107,136	\$130,248
4	\$78,168	\$99,672	\$121,164
3	\$72,720	\$92,712	\$112,716
2	\$67,644	\$86,244	\$104,856
1	\$92,928	\$80,232	\$97,536

#### IV. EFFECTIVE DATE

This RESOLUTION remains valid and in effect from its adoption unless and until such time as a majority of the Managing Members adopt by vote, at an open public meeting, any subsequent Master Benefit and Salary Resolution.

The CEO is authorized to take any necessary action to continue in force all terms, provisions and conditions contained herein.

Subject to Managing Members' approval, the Alliance reserves the right to amend or terminate any employee welfare plan and/or salary practice.

The intent of this Resolution is to administer pay and benefits in accordance with State and Federal law. Should any part of this Resolution require a change to pay or benefit administration practices by reason of any existing or subsequently enacted legislation, such change(s) will be incorporated without the need to amend this Resolution with notification to the Managing Members.

**ADOPTED** by the Managing Members of The Northwest Seaport Alliance at a regular meeting held on the 1<sup>st</sup> day of April, 2025, and signed by its Co-Chairs and attested by its Co-Secretaries in authentication of its passage.

\_\_\_\_\_  
Toshiko Hasegawa, Co-Chair  
The Northwest Seaport Alliance

\_\_\_\_\_  
John McCarthy, Co-Chair  
The Northwest Seaport Alliance

ATTEST:

\_\_\_\_\_  
Sam Cho, Co-Secretary  
The Northwest Seaport Alliance

\_\_\_\_\_  
Don Meyer, Co-Secretary  
The Northwest Seaport Alliance

**EXHIBIT A TO MASTER BENEFITS AND SALARY RESOLUTION 2025-03 SALARY RANGES EFFECTIVE APRIL 1, 2025**

<b>Salary Grade</b>	<b>Classification Level</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>18</b>		<b>\$211,008</b>	<b>\$274,308</b>	<b>\$337,608</b>
	<b>MG4</b>	Deputy Chief Executive Officer		
<b>17</b>		<b>\$196,284</b>	<b>\$255,168</b>	<b>\$314,052</b>
	<b>MG3</b>	Chief Commercial & Strategy Officer	Chief Operations Officer	
		Chief Financial Officer	NWSA General Counsel	
<b>16</b>		<b>\$182,604</b>	<b>\$237,372</b>	<b>\$292,140</b>
		No Applicable Job		
<b>15</b>		<b>\$169,860</b>	<b>\$220,800</b>	<b>\$271,764</b>
		No Applicable Job		
<b>14</b>		<b>\$158,016</b>	<b>\$205,404</b>	<b>\$252,804</b>
	<b>MG2</b>	Sr. Director, Engineering	Sr. Director, Environmental & Planning Services	
	<b>PR5</b>	Senior Counsel		
<b>13</b>		<b>\$146,976</b>	<b>\$191,076</b>	<b>\$235,164</b>
	<b>MG2</b>	Sr. Director, NWSA Real Estate		
<b>12</b>		<b>\$136,728</b>	<b>\$177,744</b>	<b>\$218,760</b>
	<b>MG1</b>	Director, Business Development	Director, Operations (Strategy Center)	
		Director, Government Affairs	Director, Port Operations	
		Director, Marketing & Business Services		
<b>11</b>		<b>\$127,188</b>	<b>\$165,348</b>	<b>\$203,496</b>
	<b>MG1</b>	Director, Communications		
<b>10</b>		<b>\$118,320</b>	<b>\$153,804</b>	<b>\$189,300</b>
	<b>PR5</b>	Sr. Engineering Project Manager	Sr. Manager, Strategic Partnerships & Projects	
		Sr. Manager, Environmental Programs	Sr. Manager, Water Quality	
		Sr. Manager, Operations	Sr. Real Estate Manager	
		Sr. Manager, Planning		
	<b>PR4</b>	Sr. Business Development Manager		
<b>9</b>		<b>\$110,064</b>	<b>\$143,076</b>	<b>\$176,088</b>
	<b>PR4</b>	Business Intelligence Manager		

Salary Grade	Classification Level	Minimum	Midpoint	Maximum
<b>8</b>		<b>\$102,396</b>	<b>\$133,092</b>	<b>\$163,800</b>
	<b>PR4</b>	Environmental Project Manager II	Operations Superintendent	
		Manager, Communications & Outreach	Real Estate Manager	
		Manager, Port Community Systems	Sr. Planner	
		Operations & Safety Superintendent (Ops Supt.)		
	<b>PR3</b>	Business Development Manager		
<b>7</b>		<b>\$97,116</b>	<b>\$123,816</b>	<b>\$150,516</b>
	<b>PR4</b>	Fisheries & Wildlife Liaison	Sr. Financial Analyst & Deputy Treasurer	
		Sr. Financial & Budget Analyst		
<b>6</b>		<b>\$90,336</b>	<b>\$115,176</b>	<b>\$140,016</b>
	<b>PR3</b>	Environmental Project Manager I	Sr. Executive Assistant	
<b>5</b>		<b>\$84,036</b>	<b>\$107,136</b>	<b>\$130,248</b>
	<b>PR3</b>	Market & Research Analyst		
	<b>PR2</b>	Environmental Analyst II	Waterway Coordinator	
		Government Affairs Policy Analyst		
<b>4</b>		<b>\$78,168</b>	<b>\$99,672</b>	<b>\$121,164</b>
	<b>PR2</b>	Associate Planner	Commission Clerk	
		Business Development Representative	Grants Specialist	
<b>3</b>		<b>\$72,720</b>	<b>\$92,712</b>	<b>\$112,716</b>
	<b>PR2</b>	Communications Specialist	Sr. Commercial Specialist	
<b>2</b>		<b>\$67,644</b>	<b>\$86,244</b>	<b>\$104,856</b>
	<b>PR1</b>	Commercial Specialist	Lease Administration Specialist	
		Executive Specialist	Real Estate Specialist	
<b>1</b>		<b>\$62,928</b>	<b>\$80,232</b>	<b>\$97,536</b>
	No Applicable Job			



**RESOLUTION NO. 2024-052025-03**

A RESOLUTION OF  
THE NORTHWEST SEAPORT ALLIANCE  
**MASTER BENEFIT AND SALARY RESOLUTION**

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A RESOLUTION of the Northwest Seaport Alliance superseding Resolution 2024-052023-03 and all prior Master Benefit and Salary Resolutions.

**WHEREAS**, the Port of Tacoma and Port of Seattle Commissioners (collectively, "Managing Members") have authority pursuant to RCW 53.08.170 and RCW 53.57.030 to create and fill positions, establish salary ranges, and establish other benefits of employment including retirement, insurance and similar benefits for the Northwest Seaport Alliance ("Alliance").

NOW, THEREFORE, BE IT RESOLVED BY THE MANAGING MEMBERS OF THE NORTHWEST SEAPORT ALLIANCE as follows:

The Northwest Seaport Alliance adopts salary classifications, salary ranges and employee benefits as more specifically set forth herein.

I. **DEFINITIONS:** Except as otherwise provided, the following definitions apply to this Resolution:

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B. **Employee:** An employee is anyone who performs personal services for the Alliance and receives a paycheck from the Alliance payroll system with employment taxes withheld. The following categories of employees are used for purposes of compensation and benefits:

1. **Regular:** A person who is actively employed by the Alliance and is regularly scheduled to work ~~at least 40 hours per week~~, excluding limited duration, temporary, on-call, and relief.

2. **Limited Duration:** A person who is actively employed by the Alliance in a full-time position expected to last one (1) to three (3) years.

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4. **Full-time:** A person who is actively employed by the Alliance and is regularly scheduled to work 40 hours per week.
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6. **Relief Employee:** A person who is actively employed by the Alliance in an on-call position with no guarantee of work.
7. **Exempt:** An employee who is exempt from overtime compensation under the federal Fair Labor Standards Act (“FLSA”).

~~8.1. **Non-Exempt:** An employee who is eligible for overtime compensation under the FLSA, including those paid on a salary basis. **Non-graded Positions:** Positions that are not included in the salary grade tables and salary is determined by other factors including, for example, the Chief Executive Officer, Interns, and other limited positions.~~

~~9.8.~~

~~10.9. **Chief Executive Officer (“CEO”):** The CEO is an employee hired by the Managing Members. The terms and conditions of the Benefit and Salary Resolution also apply to the CEO, unless otherwise stated in an Employment Contract between the CEO and Managing Members. Terms or conditions of employment, adjustments to pay (including the those resulting of from an annual review), pay range, or benefits for the CEO must be adopted in open session by the Managing Members and shall prevail over any relevant conflicting or inconsistent terms and conditions in this resolution. Any CEO Employment Contract shall become effective without an amendment to this Rresolution. Any salary adjustments resulting from the CEO’s annual review shall be taken by a vote of the Managing Members in a public meeting and will be effective April 1st.~~

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1. Spouse or state registered domestic partner of the employee; and
2. The parent, foster parent, sibling, child, foster child, grandparent, and grandchild of the employee or the employee’s spouse or state registered domestic partner.

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A. **Authorization to Adjust Benefits Plan Components.** The CEO is authorized to amend benefits as necessary to comply with any changes in statutory requirements with notification to the Managing Members. The CEO and Chief Human Resources Officer will provide advance notice of any program changes to the Managing Members.

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- b. Creation of a Trust. The Port of Tacoma has established and maintains a trust sufficient to fund the eligible employees in the Post-Employment Defined Benefit Plan. The Port of Tacoma’s Treasurer shall fund the trust on behalf of the Alliance.

### D. **Investment Programs.**

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**(VEBA and VEBA 5).** The VEBA is a tax-free health reimbursement account. The plan reimburses eligible out-of-pocket health care costs incurred by eligible participants. In addition to VEBA, the Alliance offers a VEBA 5 Plan that is an additional tax-free health reimbursement account separate from VEBA. The VEBA 5 Plan is only available to eligible participants and is closed to new participants. Both VEBA and VEBA 5 programs are separate from the Port's medical plan program.

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  - a. Jury Duty. Regular full-time employees who serve on jury duty shall receive full regular compensation for time actually spent fulfilling jury duty.
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2. The fund may also be used to support other employee participation events, subject to the program criteria defined in the Employee Participation Fund Application.

**III. ADMINISTRATION OF SALARY PROGRAM**

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according to criteria of the FLSA as either exempt or nonexempt from overtime.

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  2. **Salary Adjustments.** Individual salaries and grade levels may be adjusted by the CEO based on internal equity, market equity, reorganization, reclassification, job duty changes, performance, or promotions. These adjustments will be made in accordance with the guidelines and parameters as set forth in Policy.

Budget totals for salary increases, lump sum payments, and market adjustment increases shall be approved by Managing Members as part of the annual budget process. Salary increases awarded to eligible employees are administered within the guidelines of the Performance Management Program. In addition, the CEO may approve a discretionary performance payout in the form of a one-time lump sum for

employees who have met the criteria of the Exceptional Lump Sum Award program. The CEO also has discretion to approve market adjustment increases where appropriate given current market conditions and an employee's skills and experience in current position. The total amount awarded for salary increases, lump sum awards and market adjustments must not exceed budgeted totals.

3. **Authorization of a Cost of Labor Adjustment to Salary Ranges.** Based on the annual Employment Cost Index, the salary ranges for employees will be increased by ~~3.0 percent (3%)~~ 2.5 percent (2.5%) effective April 1, ~~2024~~ 2025. Following are the annual salary ranges by grade. A detailed table by job title is in Exhibit A.

Pay Grades	Annual Salaries		
	Minimum	Midpoint	Maximum
18	<del>\$205,860</del> <u>\$211,008</u>	<del>\$267,612</del> <u>\$274,308</u>	<del>\$329,364</del> <u>\$377,608</u>
17	<del>\$191,496</del> <u>\$196,284</u>	<del>\$248,940</del> <u>\$255,168</u>	<del>\$306,384</del> <u>\$314,052</u>
16	<del>\$178,140</del> <u>\$182,604</u>	<del>\$231,576</del> <u>\$237,382</u>	<del>\$285,012</del> <u>\$292,140</u>
15	<del>\$165,708</del> <u>\$169,860</u>	<del>\$215,412</del> <u>\$220,800</u>	<del>\$265,128</del> <u>\$271,764</u>
14	<del>\$154,152</del> <u>\$158,016</u>	<del>\$200,388</del> <u>\$205,404</u>	<del>\$246,636</del> <u>\$252,804</u>
13	<del>\$143,388</del> <u>\$146,976</u>	<del>\$186,408</del> <u>\$191,076</u>	<del>\$229,428</del> <u>\$235,164</u>
12	<del>\$133,392</del> <u>\$136,728</u>	<del>\$173,400</del> <u>\$177,744</u>	<del>\$213,420</del> <u>\$218,760</u>
11	<del>\$124,080</del> <u>\$127,188</u>	<del>\$161,304</del> <u>\$165,348</u>	<del>\$198,528</del> <u>\$203,496</u>
10	<del>\$115,428</del> <u>\$118,320</u>	<del>\$150,048</del> <u>\$153,804</u>	<del>\$184,680</del> <u>\$189,300</u>
9	<del>\$107,376</del> <u>\$110,064</u>	<del>\$139,584</del> <u>\$143,076</u>	<del>\$171,792</del> <u>\$176,088</u>
8	<del>\$99,888</del> <u>\$102,396</u>	<del>\$129,840</del> <u>\$133,092</u>	<del>\$159,804</del> <u>\$163,800</u>
7	<del>\$94,740</del> <u>\$97,116</u>	<del>\$120,792</del> <u>\$123,816</u>	<del>\$146,844</del> <u>\$150,516</u>
6	<del>\$88,128</del> <u>\$90,336</u>	<del>\$112,356</del> <u>\$115,176</u>	<del>\$136,596</del> <u>\$140,016</u>
5	<del>\$81,984</del> <u>\$84,036</u>	<del>\$104,520</del> <u>\$107,136</u>	<del>\$127,068</del> <u>\$130,248</u>
4	<del>\$76,260</del> <u>\$78,168</u>	<del>\$97,236</del> <u>\$99,672</u>	<del>\$118,200</del> <u>\$121,164</u>
3	<del>\$70,944</del> <u>\$72,720</u>	<del>\$90,444</del> <u>\$92,712</u>	<del>\$109,956</del> <u>\$112,716</u>
2	<del>\$65,988</del> <u>\$67,644</u>	<del>\$84,132</del> <u>\$86,244</u>	<del>\$102,288</del> <u>\$104,856</u>
1	<del>\$61,392</del> <u>\$62,928</u>	<del>\$78,264</del> <u>\$80,232</u>	<del>\$95,148</del> <u>\$97,536</u>

#### IV. EFFECTIVE DATE

This RESOLUTION remains valid and in effect from its adoption unless and until such time as a majority of the Managing Members adopt by vote, at an open public meeting, any subsequent Master Benefit and Salary Resolution.

The CEO is authorized to take any necessary action to continue in ~~force to keep effective~~ all terms, provisions and conditions contained herein.

Subject to Managing Members' approval, the Alliance reserves the right to amend or terminate any employee welfare plan and/or salary practice.

The intent of this Resolution is to administer pay and benefits in accordance with State and Federal law. Should any part of this Resolution require a change to pay or benefit administration practices by reason of any existing or subsequently enacted legislation, such change(s) will be incorporated without the need to amend this Resolution with notification to the Managing Members.

**ADOPTED** by the Managing Members of The Northwest Seaport Alliance at a ~~regular~~ special meeting held on the ~~2nd-7th~~ day of ~~April~~ March, ~~2024~~ 2025, a majority of the members being present and voting on this resolution and signed by its Co- Chairs and attested by its Co-Secretaries in authentication of its passage this ~~2nd-7th~~ day of ~~April~~ March, ~~2024~~ 2025.

\_\_\_\_\_  
Toshiko Hasegawa, Co-Chair  
The Northwest Seaport Alliance

\_\_\_\_\_  
John McCarthy, Co-Chair  
The Northwest Seaport Alliance

ATTEST:

\_\_\_\_\_  
Ryan Calkins, Secretary  
The Northwest Seaport Alliance

\_\_\_\_\_  
Don Meyer, Co-Chair  
The Northwest Seaport Alliance

EXHIBIT A TO MASTER BENEFITS AND SALARY RESOLUTION 2024-052025-03  
 SALARY RANGES EFFECTIVE APRIL 1, 20242025

<u>Salary Grade</u>	<u>Classification Level</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>18</u>		<u>\$211,008</u>	<u>\$274,308</u>	<u>\$337,608</u>
	<u>MG4</u>	<u>Deputy Chief Executive Officer</u>		
<u>17</u>		<u>\$196,284</u>	<u>\$255,168</u>	<u>\$314,052</u>
	<u>MG3</u>	<u>Chief Commercial &amp; Strategy Officer</u>	<u>Chief Operations Officer</u>	
		<u>Chief Financial Officer</u>	<u>NWSA General Counsel</u>	
<u>16</u>		<u>\$182,604</u>	<u>\$237,372</u>	<u>\$292,140</u>
		<u>No Applicable Job</u>		
<u>15</u>		<u>\$169,860</u>	<u>\$220,800</u>	<u>\$271,764</u>
		<u>No Applicable Job</u>		
<u>14</u>		<u>\$158,016</u>	<u>\$205,404</u>	<u>\$252,804</u>
	<u>MG2</u>	<u>Sr. Director, Engineering</u>	<u>Sr. Director, Environmental &amp; Planning Services</u>	
	<u>PR5</u>	<u>Senior Counsel</u>		
<u>13</u>		<u>\$146,976</u>	<u>\$191,076</u>	<u>\$235,164</u>
	<u>MG2</u>	<u>Sr. Director, NWSA Real Estate</u>		
<u>12</u>		<u>\$136,728</u>	<u>\$177,744</u>	<u>\$218,760</u>
	<u>MG1</u>	<u>Director, Business Development</u>	<u>Director, Operations (Strategy Center)</u>	
		<u>Director, Government Affairs</u>	<u>Director, Port Operations</u>	
		<u>Director, Marketing &amp; Business Services</u>		
<u>11</u>		<u>\$127,188</u>	<u>\$165,348</u>	<u>\$203,496</u>
	<u>MG1</u>	<u>Director, Communications</u>		
<u>10</u>		<u>\$118,320</u>	<u>\$153,804</u>	<u>\$189,300</u>
	<u>PR5</u>	<u>Sr. Engineering Project Manager</u>	<u>Sr. Manager, Strategic Partnerships &amp; Projects</u>	
		<u>Sr. Manager, Environmental Programs</u>	<u>Sr. Manager, Water Quality</u>	
		<u>Sr. Manager, Operations</u>	<u>Sr. Real Estate Manager</u>	
		<u>Sr. Manager, Planning</u>		
	<u>PR4</u>	<u>Sr. Business Development Manager</u>		
<u>9</u>		<u>\$110,064</u>	<u>\$143,076</u>	<u>\$176,088</u>
	<u>PR4</u>	<u>Business Intelligence Manager</u>		

<u>Salary Grade</u>	<u>Classification Level</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>8</u>		<u>\$102,396</u>	<u>\$133,092</u>	<u>\$163,800</u>
	<u>PR4</u>	<u>Environmental Project Manager II</u>	<u>Operations Superintendent</u>	
		<u>Manager, Communications &amp; Outreach</u>	<u>Real Estate Manager</u>	
		<u>Manager, Port Community Systems</u>	<u>Sr. Planner</u>	
		<u>Operations &amp; Safety Superintendent (Ops Supt.)</u>		
	<u>PR3</u>	<u>Business Development Manager</u>		
<u>7</u>		<u>\$97,116</u>	<u>\$123,816</u>	<u>\$150,516</u>
	<u>PR4</u>	<u>Fisheries &amp; Wildlife Liaison</u>	<u>Sr. Financial Analyst &amp; Deputy Treasurer</u>	
		<u>Sr. Financial &amp; Budget Analyst</u>		
<u>6</u>		<u>\$90,336</u>	<u>\$115,176</u>	<u>\$140,016</u>
	<u>PR3</u>	<u>Environmental Project Manager I</u>	<u>Sr. Executive Assistant</u>	
<u>5</u>		<u>\$84,036</u>	<u>\$107,136</u>	<u>\$130,248</u>
	<u>PR3</u>	<u>Market &amp; Research Analyst</u>		
	<u>PR2</u>	<u>Environmental Analyst II</u>	<u>Waterway Coordinator</u>	
		<u>Government Affairs Policy Analyst</u>		
<u>4</u>		<u>\$78,168</u>	<u>\$99,672</u>	<u>\$121,164</u>
	<u>PR2</u>	<u>Associate Planner</u>	<u>Commission Clerk</u>	
		<u>Business Development Representative</u>	<u>Grants Specialist</u>	
<u>3</u>		<u>\$72,720</u>	<u>\$92,712</u>	<u>\$112,716</u>
	<u>PR2</u>	<u>Communications Specialist</u>	<u>Sr. Commercial Specialist</u>	
<u>2</u>		<u>\$67,644</u>	<u>\$86,244</u>	<u>\$104,856</u>
	<u>PR1</u>	<u>Commercial Specialist</u>	<u>Lease Administration Specialist</u>	
		<u>Executive Specialist</u>	<u>Real Estate Specialist</u>	
<u>1</u>		<u>\$62,928</u>	<u>\$80,232</u>	<u>\$97,536</u>
		<u>No Applicable Job</u>		

<u>Salary Grade</u>	<u>Classification Level</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
<u>18</u>		<u>\$205,860</u>	<u>\$267,612</u>	<u>\$329,364</u>
	<u>MG4</u>	<u>Deputy Chief Executive Officer-</u>		
<u>17</u>		<u>\$191,496</u>	<u>\$248,940</u>	<u>\$306,384</u>
	<u>MG3</u>	<u>Chief Commercial &amp; Strategy Officer-</u>	<u>Chief Operations Officer-</u>	
		<u>Chief Financial Officer-</u>	<u>NWSA General Counsel-</u>	
<u>16</u>		<u>\$178,140</u>	<u>\$231,576</u>	<u>\$285,012</u>
		<u>No Applicable Job</u>		

<b>15</b>		<b>\$165,708</b>	<b>\$215,412</b>	<b>\$265,128</b>
		No Applicable Job		
<b>14</b>		<b>\$154,152</b>	<b>\$200,388</b>	<b>\$246,636</b>
	<b>MG2</b>	Sr. Director, Engineering-	Sr. Director, Environmental & Planning Services-	
<b>13</b>		<b>\$143,388</b>	<b>\$186,408</b>	<b>\$229,428</b>
	<b>MG2</b>	Sr. Director, NWSA Real Estate-		
<b>12</b>		<b>\$133,392</b>	<b>\$173,400</b>	<b>\$213,420</b>
	<b>MG1</b>	Director, Business Development-	Director, Operations (Service-Center)-	
		Director, Government & Community Affairs-	Director, Port Operations-	
		Director, Marketing & Business Svc-		
<b>11</b>		<b>\$124,080</b>	<b>\$161,304</b>	<b>\$198,528</b>
	<b>MG1</b>	Director, Communications-		
<b>10</b>		<b>\$115,428</b>	<b>\$150,048</b>	<b>\$184,680</b>
	<b>PR5</b>	Sr. Manager, Environmental Programs-	Sr. Manager, Strategic Projects-	
		Sr. Manager, Operations-	Sr. Manager, Water Quality-	
		Sr. Manager, Planning-	Sr. Real Estate Manager-	
	<b>PR4</b>	Sr. Business Development Manager-		
<b>9</b>		<b>\$107,376</b>	<b>\$139,584</b>	<b>\$171,792</b>
	<b>PR4</b>	Business Intelligence Manager-		
<b>8</b>		<b>\$99,888</b>	<b>\$129,840</b>	<b>\$159,804</b>
	<b>PR4</b>	Environmental Project Manager II-	Operations Superintendent-	
		Manager, Communications & Outreach-	Real Estate Manager-	
		Manager, Port Community Systems-	Sr. Planner-	
		Operations & Safety Superintendent (Ops Supt.)-		
	<b>PR3</b>	Business Development Manager-		
<b>7</b>		<b>\$94,740</b>	<b>\$120,792</b>	<b>\$146,844</b>
	<b>PR4</b>	Fisheries & Wildlife Liaison-		
<b>6</b>		<b>\$88,128</b>	<b>\$112,356</b>	<b>\$136,596</b>
	<b>PR4</b>	Sr. Financial & Budget Analyst-	Sr. Financial Analyst & Deputy Treasurer-	
	<b>PR3</b>	Environmental Project Manager I-		
<b>5</b>		<b>\$81,984</b>	<b>\$104,520</b>	<b>\$127,068</b>
	<b>PR3</b>	Market & Research Analyst-		
	<b>PR2</b>	Environmental Analyst-	Waterway Coordinator-	
		Government Affairs Policy Analyst-		
<b>4</b>		<b>\$76,260</b>	<b>\$97,236</b>	<b>\$118,200</b>


	<b>PR2</b>	<del>Business Development Representative</del>	<del>Executive Assistant</del>	
		<del>Commission Clerk</del>	<del>Grants Specialist</del>	
<b>3</b>		<b>\$70,944</b>	<b>\$90,444</b>	<b>\$109,956</b>
	<b>PR2</b>	<del>Sr. Commercial Specialist</del>	<del>Sr. Commercial Specialist</del>	
<b>2</b>		<b>\$65,988</b>	<b>\$84,132</b>	<b>\$102,288</b>
	<b>PR1</b>	<del>Commercial Specialist</del>	<del>Real Estate Specialist</del>	
		<del>Lease Administration Specialist</del>		
<b>1</b>		<b>\$61,392</b>	<b>\$78,264</b>	<b>\$95,148</b>
		<del>No Applicable Job</del>		

draft-readline



Item No.: 9A  
Meeting Date: March 7, 2025

# Resolution 2025-03: Master Benefit & Salary Resolution – First Reading



**THE NORTHWEST  
SEAPORT ALLIANCE**  
SEATTLE + TACOMA


Jeniann Kaelin  
Manager, Human Resources

Trisha Perez  
Manager, Human Resources

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## ACTION REQUESTED

Request first reading of proposed Resolution 2025-03, Master Benefit & Salary Resolution, which supersedes Resolution 2024-05 and all prior Master Benefit & Salary Resolutions.



**THE NORTHWEST  
SEAPORT ALLIANCE**  
SEATTLE + TACOMA

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## Background

- The Northwest Seaport Alliance Managing Members are authorized by RCW 53.08.170 to create and fill positions, establish salary ranges, and establish benefits for employees by resolution.
- The Master Benefit & Salary Resolution (“MBSR”) is the resolution in which the Managing Members charge the Chief Executive Officer (“CEO”) with the administration of and administrative details of the programs that they authorize.
- The MBSR is the mechanism by which the Managing Members approve staff recommended changes to the Northwest Seaport Alliance’s non-represented salary schedule.



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## Overview of Changes

- Administrative changes were made that are intended to ensure consistency throughout the document or to improve grammar and/or clarity.
- Staff recommends a cost of labor adjustment of 2.5 percent (2.5%) for non-represented salary ranges effective April 1, 2025, which is based on current market salary data and trends for the Puget Sound Area.



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## Cost of Labor Adjustment

- The salary ranges for non-represented employees are reviewed annually and adjusted based on current market salary data and trends.
  - Bureau of Labor Statistics Economic Cost Index (ECI)
  - World at Work Salary Budget Survey
  - Other data on structure adjustments from published salary surveys
- These annual adjustments enable the Alliance to maintain competitive wages for our workforce.

## Financial Implications

- The 2.5% cost of labor adjustment to non-represented salary ranges has no immediate financial impact.
- There may be an impact to future salary expenses if actual compensation to employees is increased over time to be equal to the increased lower limits or above the current limits.

## ACTION REQUESTED

Request first reading of proposed Resolution 2025-03, Master Benefit & Salary Resolution, which supersedes Resolution 2024-05 and all prior Master Benefit & Salary Resolutions.

