

Item No.: 4D-Supp  
Date of Meeting: August 14, 2018



**THE NORTHWEST  
SEAPORT ALLIANCE**  
*Gateway to Solutions*

# The Northwest Seaport Alliance Master Policy

Presenter: Mark Little  
Director, Contracts & Purchasing

# Action Requested

Request Managing Members of the Northwest Seaport Alliance (Alliance) to adopt Master Policy Resolution 2018-01, Delegation of Authority Master Policy.



# Briefing Purpose

- **The Delegation of Authority Master Policy, Resolution 2018-01, requires an annual review of that policy by the Managing Members.**
- **Alliance staff has reviewed the current Master Policy and provides recommendations for updates and corrections.**
- **Staff is seeking Managing Member approval of the 2018 Master Policy.**



# Background

- **The Alliance Master Policy is structured to:**
  - **Ensure proper oversight by the Managing Members.**
  - **Serves as the primary delegation of administrative authority to the Chief Executive Officer.**
  - **Provide transparency so that actions are visible.**
  - **Provide flexibility to allow the CEO to respond to needs and opportunities.**



# Background

- **The process to develop this document was led by Commissioners Albro (Port of Seattle) and Commission Johnson (Port of Tacoma).**
- **Staff from both homeports conducted an extensive comparison of the respective Resolutions of Delegated Authority.**
- **This review, and the collective input of both commissions, resulted in the development of the NWSA Resolution of Delegated Authority.**



# Master Policy Review

## SECTION 1 Definitions

- **1.a. Alliance – added the language at the end to provide clarity.**
- **1.o. New definition.**



# Master Policy Overview

## **SECTION 8 Policies Governing Authorization for Projects, Contracting, Procurement and Emergencies**

- **8.c.iii.7 Added clarity. (Page 10)**
- **8.e.i and ii. Added the reporting requirements. (Pages 11-12)**
- **8.f.iii. Added clarity. (Page 12)**
- **9.b.ii.2.iii. Added membership reporting requirement. (Page 15)**



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