

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

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

**Item No.** 4A  
**Date of Meeting** November 6, 2018

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**TO:** Managing Members

**FROM:** John Wolfe, CEO

**Sponsor:** Erin Galeno, Chief Financial and Administrative Officer  
**Project Manager:** Chris Carey, Transition Program Manager

**SUBJECT:** Authorization to proceed with work space needs assessment phase 2 – market search

**A. ACTION REQUESTED**

Request Managing Members of the Northwest Seaport Alliance (NWSA) authorization to proceed with the Phase 2 work associated with the Workspace needs Assessment.

**B. SYNOPSIS**

Currently, the NWSA is incurring approximately \$2 million annually in allocated work space costs between the Port of Tacoma Administration building and Pier 69 at the Port of Seattle. Neither facility is meeting the current needs of the NWSA or is prepared to address the future work space needs. This body of work will enable the NWSA to develop both a short-term and long-term strategy and plan to accommodate the work requirements (physical and virtual) for the NWSA.

**C. BACKGROUND**

On August 4, 2015, the Port of Tacoma and the Port of Seattle jointly formed the Seaport Alliance to manage the two ports' maritime terminals (excluding grain and cruise terminals) and certain industrial properties. The Seaport Alliance was formed as a Port Development Authority (PDA), pursuant to a provision in Title 53 RCW that grants ports that meet certain criteria the authority to create a separate PDA. As formed, the Seaport Alliance is to continue for an indefinite term until dissolution. As approved, the charter for the Seaport Alliance (the "Charter") may be amended only by mutual agreement of both ports as the Seaport Alliance's Managing Members. In

accordance with the PDA charter, the NWSA shall do all things necessary to maintain its existence separate from each Managing Member (homeport).

The first phase of the work space needs assessment was completed in 2017. The phase one work produced a set of criteria that will be used to evaluate alternative work spaces.

**D. FIANCIAL IMPLICATIONS**

***Source of Funds***

No funds are required for this phase of the contract.

***Financial Impact***

Any potential future financial impacts will be identified as part of the locations options that are presented by the consultant.

**E. ALTERNATIVES CONSIDERED AND THEIR IMPLICATIONS**

Alternatives for future work locations will be developed during this phase of the contract.

**F. ENVIRONMENTAL IMPACTS / REVIEW**

No impacts associated with this action.

**G. ATTACHMENTS TO THIS REQUEST**

- Work space needs assessment report

**H. PREVIOUS ACTIONS OR BRIEFINGS**

A briefing was provided at the August 1, 2017 Managing Member meeting.