

THE NORTHWEST SEAPORT ALLIANCE
MEMORANDUM

MANAGING MEMBERS
ACTION ITEM

Item No. 4A
Date of Meeting April 3, 2018

DATE: March 23, 2018

TO: Managing Members

FROM: John Wolfe, CEO

Sponsor: Erin Galeno, Chief Administrative Officer

Project Manager: Mark Little, Director, Contracts and Purchasing

SUBJECT: The Northwest Seaport Alliance Master Policy: 2018 Annual Review – 2nd Reading

A. ACTION REQUESTED

Request Managing Members of the Northwest Seaport Alliance (NWSA) to adopt Master Policy Resolution Number 2018-01, which addresses the Managing Members' delegation of administrative authority to the Chief Executive Officer.

B. SYNOPSIS

The Port Commissions are authorized by RCW 53.12.270 to delegate to the managing official of a port district such administrative powers and duties as it may deem proper for the efficient and proper management of port district operations.

C. BACKGROUND

Since the creation of the Northwest Seaport Alliance, the Managing Members have delegated administrative authority to the CEO.

Staff is returning to the Managing Members to brief them on the Delegation of Authority Master Policy (Master Policy) and to seek Managing Member input on revisions and changes to the Master Policy.

The Master Policy serves as the primary delegation of administrative authority from the Managing Members to the CEO.

Exhibit A of the resolution contains 14 sections:

MANAGING MEMBERS ACTION ITEM

Master Policy Resolution

March 23, 2018

Page 2 of 3

1. Preamble;
2. Overview of Administrative Authority of the Alliance CEO;
3. CEO Powers Delegated by Charter;
4. Definitions;
5. General Provisions;
6. Planning and Budget Implementations;
7. Policies Governing Real Property;
8. Policies Governing Authorization for Projects, Contracting, Procurement and Emergencies;
9. Policies Governing Financial Activities;
10. Legal Services, Claims and Other Representation;
11. Issuance of Tariffs;
12. Policies and Procedures;
13. Actions Previously Approved by the Commissioners and Executives of the Ports of Tacoma and Seattle; and
14. Non-Discrimination and Equal Opportunity

The Alliance Master Policy is structured to:

1. Ensure proper oversight by the Managing Members;
2. Provide transparency so that actions are visible;
3. Provide flexibility to allow the CEO to respond to needs and opportunities;
4. Allow for growth and change; and
5. Support an independent Alliance that is accountable, has clarity of purpose and is efficient.

D. SUMMARY OF CHANGES

The 2018 Master Policy Resolution proposes the following:

1. Updated references; and
2. Adding clarity and making administrative changes
3. Incorporation of Managing Member clarifications

E. FINANCIAL IMPLICATIONS

The adoption of Master Policy will have no financial impact on the Alliance.

MANAGING MEMBERS ACTION ITEM

Master Policy Resolution

March 23, 2018

Page 3 of 3

F. ATTACHMENTS TO THIS REQUEST

- PowerPoint Presentation
- Resolution Number 2018-01