

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

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

<b>Item No.</b>	<u>4B</u>
<b>Date of Meeting</b>	<u>March 20, 2018</u>

**DATE:** March 5, 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 – 1<sup>st</sup> Reading

**A. ACTION REQUESTED**

Request Managing Members of the Northwest Seaport Alliance (NWSA) to approve 1<sup>st</sup> reading of 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.

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Exhibit A of the resolution contains 14 sections:

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

### **E. FINANCIAL IMPLICATIONS**

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

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### **F. ATTACHMENTS TO THIS REQUEST**

- PowerPoint Presentation
- Resolution Number 2018-01