

Item No.: 4B_supp
Date of Meeting: March 20, 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 (NWSA) to approve 1st Reading of Delegation of Authority Master Policy, Resolution 2018-01.



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 input and guidance.**



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.**



Master Policy Review

SECTION 1 Definitions

- **1.a. We felt a change in the definition of the Alliance was necessary to describe what the Alliance is and not so much how it was formed.**
- **1.h. We added “Filed with the Managing Members” in the definitions section and pulled it out of Section 8.**



Master Policy Review

SECTION 4 CEO Powers Delegated by Charter

- **Changes made to update the Charter citations and the relevant language from those citations.**



Master Policy Review

SECTION 6 Planning and Budget Implementation

- **6.a.i Change made to reflect what is in practice.**



Master Policy Review

SECTION 7 Policies Governing Real Property

- **Removed some language to reflect what is actually occurring.**
- **7.a. Deleted “Non-Real Property” and added “Operating” to Agreements, making the section more accurate.**
- **7.b. i consolidated the paragraph and subparagraph into one.**



Master Policy Overview

SECTION 7 Policies Governing Real Property

- **7.b. ii added Term Agreements in the matrix.**



Master Policy Overview

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

- **8.c.i. Modified the language to make the process clearer.**
- **8.c.iii.2 adds Home Port Commissions to the disclosing requirement.**



Master Policy Overview

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

- **8.c.iii.7 Added authorization to use these rosters.**



Master Policy Overview

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

- **8.e.i. Changed the reporting requirement to semi-annually.**
- **8.e.ii. Added the language in red to clarify reporting requirements.**
- **8.f.iii. Added authorization to use this MRSC Roster.**



Master Policy Overview

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

- **8.h.iii.3.h. and i. Added language to authorize the CEO to approve competition waivers.**



Master Policy Overview

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

- **8.h.i.i. Added language to add clarity.**
- **8.j.i.4 This was deleted and placed in the definition section where it belonged.**



Master Policy Overview

SECTION 9 Policies Governing Financial Activities

- **9.a.iii This language was modified to add clarity.**
- **9.b.i.2 Deleted “Commissioners” and added “Managing Members.”**
- **9.b.ii.2 Clarified the section.**



Master Policy Overview

SECTION 9 Policies Governing Financial Activities

- **9.f. This section was modified to add clarity and to change the amount the CEO can surplus.**



Master Policy Review

SECTION 10 Policies Governing Legal Services, Claims and Other Representation

- **10.c.ii. Adjusted the amount to be consistent with other amounts.**
- **10.d Added this section to add clarity on the settlement of litigation.**



The NWSA Delegation of Authority

Questions?



Action Requested

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