

**INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN  
THE PORT OF TACOMA AND THE NORTHWEST SEAPORT ALLIANCE**

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**INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN  
THE PORT OF TACOMA AND THE NORTHWEST SEAPORT ALLIANCE**

**THIS INTER-LOCAL AGREEMENT** (“Agreement”) is entered into by and between the Port of Tacoma, a Washington municipal corporation, (“POT”) and The Northwest Seaport Alliance, a Washington Port Public Development Authority (“NWSA”) (referred to herein individually as “Party” and collectively as the “Parties”).

WHEREAS, the Port of Tacoma and the Port of Seattle have entered into an agreement to establish The Northwest Seaport Alliance pursuant to the following federal and state authorities: (1) the FMC Discussion Agreement, (2) an interlocal agreement with delegated powers exercised pursuant to the port joint powers statute (RCW 53.08.240) which expressly permits joint operation and investment outside of a port’s district, (3) RCW 39.34.030, the state Interlocal Cooperation Act, and (4) pursuant to ESHB 1170, WA Session Laws of 2015-6, (Title 53.XX RCW), which authorizes the Ports to create a port development authority to use, operate and manage certain marine facilities jointly, to be known as the NWSA;

WHEREAS, in order to improve efficiency in obtaining, the services necessary for the development, redevelopment, repair and maintenance of new and existing facilities, and providing for the operation of The Northwest Seaport Alliance, NWSA and POT desire to retain support services from one another pursuant to the terms and conditions contained herein; and

WHEREAS, the Parties are authorized, pursuant to Chapter 39.34 RCW (the Inter-local Cooperation Act), to enter into this Inter-local agreement.

NOW, THEREFORE, the Parties agree as follows:

**I. General Provisions for Support Services**

A. Duration of this Agreement. Services to be provided under the terms of this Agreement will be provided during Calendar Year 2024. This Agreement and attached Service Directive exhibits are effective between January 1, 2024 and December 31, 2024. Subsequent Inter-Local Agreements for Support Services, if any, will be executed on an annual basis.

B. Services Provided. The NWSA and POT have agreed to provide support services to one another as defined in the Service Directive exhibits attached to this Agreement. Each Service Directive exhibit defines the scope of services, cost for services, charge methodology, and service level expectations for each service area to be provided.

C. Communications. Each Service Directive exhibit identifies the contact people for the Parties that will coordinate the work for each service area. It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are

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being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

D. Employment, Policies and Procedures. During the term of this Agreement, individuals providing support services will remain full-time employees of their respective employer, who shall continue to be responsible for salary, benefits and retirement contributions. Nothing contained herein shall be construed as creating an employer/employee relationship between the individuals providing support services and the entity receiving the services. Staff providing support services will follow the policies and procedures of their respective employer in conducting the work.

E. Billing Rate and Procedures. The charge for services will be determined during the budget cycle for the coming fiscal year. Based on the type of support service and as reflected on each specific Service Directive exhibit, costs will be allocated in one of the following ways: (1) monthly based on a fixed charge or formula, (2) charged to projects based on developed charge out rates or (3) performed as a fee for service based on predetermined charged out rates.

F. Independent Municipal Governments. The Parties hereto are independent governmental entities and nothing herein shall be construed to limit the independent government powers, authority or discretion of the governing bodies of each Party. It is understood and agreed that this Agreement is solely for the benefit of the Parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement. No employees or agents of any Party shall be deemed, or represent themselves to be, employees of any of the other Party.

G. Legal obligations. This Agreement does not relieve either Party of any obligation or responsibility imposed upon it by law.

H. Timely Performance. The requirements of this Agreement shall be carried out in a timely manner according to a schedule negotiated by and satisfactory to the Parties.

I. Recording. Copies of this Agreement shall be posted to the web sites of the Parties.

J. Audit of Records. During the term of this Agreement, and for a period not less than six (6) years from the date of termination, records and accounts pertaining to the work of this Agreement and accounting therefore shall be kept by each Party and shall be available for inspection and audit by representatives of either Party and any other entity with legal entitlement to review said records. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claims, or audit finding has been resolved, even though such litigation, claim, or audit continues past the six-year (6) retention period. This provision is in addition to and is not intended to supplant, alter or amend records retention requirements established by applicable state and federal laws.

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K. Delegations and Authorizations. Authority for NWSA expenditures reside with the Managing Members except where delegated to the CEO or his delegate. The NWSA Master Policy Delegation of Authority Resolution and the NWSA internal Delegation Policies and Procedures shall govern authorizations when support services are provided to the NWSA, including contracting and procurement activities performed by the Port of Seattle on behalf of the NWSA. Under this structure, the NWSA Deputy CEO & Chief Facilities Development shall be accountable to the NWSA CEO to manage Projects via the attached Service Directives, and The Port of Tacoma Facilities Development department shall be accountable to execute the Service Directives Project(s) on behalf of the NWSA CEO through the Deputy CEO.

**II. Dispute Resolution**

A. Process. The Parties' designated representatives under Paragraph III herein shall use their best efforts to resolve disputes between the Parties. If the designated representatives are unable to resolve a dispute, then each Party's responsible Project Directors shall review the matter and use their best efforts to resolve it. If the Project Directors are unable to resolve the dispute, the matter shall be reviewed by the department director or chief executive officer of each Party or his or her designee. The Parties agree to exhaust each of these procedural steps before seeking to further resolve the dispute in any other forum. Any controversy or claim arising out of or relating to this Inter-Local Agreement, or the breach thereof, which is not settled by agreement between the Parties, shall be settled by mediation in the State of Washington, in Pierce or King Counties. In the event either Party reasonably believes mediation will not result in a solution to the disagreement, mediation may be waived.

B. Controlling law & Venue. This Agreement shall be construed and enforced according to the laws of the State of Washington.

**III. Notices**

A. Contact Persons. Any notice, demand, request, consent, approval or communication that either Party desires or is required to give to the other Party shall be in writing addressed to the other Party at the addresses as follows unless otherwise indicated by the Parties to this Agreement:

NWSA: David Morrison, Chief Financial Officer  
PO Box 1837  
Tacoma, WA 98401  
dmorrison@nwseaportalliance.com

Port of Tacoma: Erin Galeno, Chief Financial and Admin Officer  
PO Box 1837  
Tacoma, WA 98401  
egaleno@portoftacoma.com

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B. Receipt. Notice shall be deemed “received” on the date of actual delivery or the first attempted delivery as shown on the return receipt if mailed with the United States Postal Service by certified mail, return receipt requested, otherwise receipt if presumed three days after deposit of mail into US Mail, or by receipt of email.

**IV. Indemnification and Hold Harmless**

A. The Parties release each other from, and shall defend, indemnify, and hold each other and agents, employees, and/or officers harmless from and against all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, made by or on behalf of the other Party and/or its agents, employees, officers, and/or subcontractors, arising out of or in any way related to this Agreement, unless and except to the extent the same be caused in whole or in part by the negligence of a Party or its agents, employees, and/or officers.

B. This Agreement includes a waiver of subrogation against all losses sustained by either Party and/or its agents, employees, officers, subcontractors, and/or insurers, arising out of or related to this Agreement except to the extent the Parties’ losses are caused in whole or in part by the negligence of the other Party or its agents, employees, and/or officers.

C. Each Party specifically assumes liability for actions brought by its own employees against the other Party and for that purpose each Party specifically waives, as respects the other Party only, any immunity under the Worker’s Compensation Act, RCW Title 51.

D. Both Parties recognize that this waiver was the subject of mutual negotiation. In the event any Party incurs attorney’s fees, costs or other legal expenses to enforce the provisions of this Agreement against the other Party, all such fees, costs and expenses shall be recoverable by the prevailing Party.

E. No liability shall attach to any of the Parties by reason of entering into this Agreement except as expressly provided herein.

F. Each Party agrees that it will include in any contract which is related to the work of this Agreement a provision requiring the contractor to defend, indemnify and hold harmless all the Parties to this Agreement against any claims arising out of or related to the work of the contractor.

G. The provisions of this Article shall survive any termination or expiration of this Agreement.

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**V. Severability**

If any term or provision of this Agreement, or its application to any person or circumstance is ruled invalid or unenforceable, the remainder of this Agreement will not be affected and will continue in full force and effect.

**VI. Limits of Financial Obligations/Property ownership.**

Except as provided above, each Party shall finance its own conduct of responsibilities under this Agreement. No ownership of property will transfer as a result of this Agreement.

**VII. Entire Agreement/Amendment**

This Agreement, together with any documents incorporated by reference shall constitute the entire agreement between the Parties with respect to the Services to be provided and shall supersede all prior agreements, proposals, understandings, representations, correspondence or communications relating to the subject matter hereof. No modification or amendment of this Agreement shall be valid and effective unless approved by both parties in writing.

WHEREFORE, the parties have executed this Agreement this 30th day of November, 2023.

Northwest Seaport Alliance



John Wolfe  
Chief Executive Officer

Date 11/30/2023

Port of Tacoma



Eric Johnson  
Executive Director

Date 11/30/2023

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**Attached Support Service Directives for Calendar Year 2024  
Support Service Agreement between NWSA and POT:**

- Exhibit 1A – Accounting, Financial Analysis & Treasury Support Services
- Exhibit 1B – Strategic Operations Projects and Risk Management Support Services
- Exhibit 2 – Public Records Management Support Services
- Exhibit 3 – Information Technology and Business Process Support Services
- Exhibit 4 – Government Affairs Support Services
- Exhibit 5 – Communications Support Services
- Exhibit 6 – Commercial Real Estate Support Services
- Exhibit 7 – Engineering Support Services
- Exhibit 8 – Security Support Services
- Exhibit 9 – Equipment and Facilities Maintenance Support Services
- Exhibit 10 – Contracts and Purchasing Support Services
- Exhibit 11 – Executive Management Support Services
- Exhibit 12 – Commissioners Support Services
- Exhibit 13 – Portwide Infrastructure, Sitcum Office Support Services
- Exhibit 14 – Human Resources Support Services
- Exhibit 15 – Environmental and Planning Support Services
- Exhibit 16 – Marketing and Business Support Services
- Exhibit 17 – Railcar and Freight and Operations Coordinators Support Services
- Exhibit 18 – Business Development Support Services
- Exhibit 19 – Additional Support Services as Needed
- Exhibit 20 – Customs and Border Patrol Support Services

**EXHIBIT POT – 01A**

**Service Directive for Accounting, Financial Analysis and Treasury Support Services**

**by and between**

**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided between the Port of Tacoma and The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Accounting

- i) Customer invoicing, accounts receivable, collections and cash application for NWSA customers.
- ii) Accounts payable services for NWSA activity. (note: North Harbor (NH) Accounts Payable remains in the NH).
- iii) Payroll services for NWSA employees.
- iv) Project accounting services to support project delivery for the NWSA (note: NH project procurement and project tracking remains in the NH).
  - (1) Project cost tracking and review of project costs for proper classification.
  - (2) Capitalization policy analysis and application to projects for projects in the South Harbor (SH).
  - (3) Capital Project Spending reporting and comparison to budget, coordinate Cash Reimbursement for 50% of total project spending on monthly basis.
- v) General accounting services for SH financial transactions associated with The NWSA.

**EXHIBIT POT – 01A - Service Directive:  
Accounting, Financial Analysis and Treasury Support Services**

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- (1) In conjunction with POS, provide information, resources and expertise to ensure The NWSA is in compliance with Generally Accepted Accounting Principles, Government Accounting Standards and specific Accounting policies as developed by The NWSA.
  - (2) Manage and maintain General Ledger for NH and SH activity for the recording of actual and budget data. Direct financial transactions of the NWSA to proper databases.
  - (3) Manage the capitalization of SH fixed assets by reviewing and classifying project spending into appropriate fixed asset categories.
  - (4) Services to prepare consolidated NH and SH external financial reports, support the annual financial audit, single audit in compliance with GAAP and state and federal grant guidance.
  - (5) Services to prepare consolidated NH and SH internal financial reports and monthly report packages. Review and analyze actual vs budget and prior variances and prepare explanations in the monthly financial reporting package.
  - (6) WA Leasehold and B&O excise tax reporting and filing.
- vi) Grant accounting services for SH federal and state grants.
- vii)
- (1) Grant Accounting compliance requirements with NWSA accounting in accordance with 2 CFR 200.331.
  - (2) Manage grant accounting audit and reporting.
- viii) Compliance Services
- (1) Provide guidance on compliance with policies and procedures and state statutes.
- ix) Risk Management
- (1) Provide risk management services to The NWSA for NWSA-licensed properties in support of its business operations, activities and assets. Scope includes, but is not limited to:
    - (a) processing and adjusting of claims and/or coordination of legal services.



- (2) Provide workers' compensation insurance (or equivalent State-approved self-insurance), and associated claims processing services, for NWSA and all POT employees providing support services to the NWSA.

b) Finance & Budget

- i) Finance & Budget; NWSA and POT budget staff collaborate on POT and NWSA budget tools, processes and documents as well as financial analysis as necessary to support both organizations.
- ii) Working with NWSA staff to provide Operating Budget services to include:
  - (1) NWSA depreciation forecasts for SH assets.
  - (2) Compiling budget/ forecast for POT & NWSA and house the system of record.
- iii) Working with NWSA staff to provide Capital Budget services
  - (1) Work with NWSA finance staff on North and South Harbors Capital Improvement Plan budgets, working with project teams for both harbors.
- iv) Support Financial Analysis Services to include:
  - (1) Policy
    - (a) Work collaboratively on final policy issues as initiated by any of the three entities.
  - (2) Funding.
    - (a) Assess fundability and funding options for NWSA decision on investments.

c) Treasury

- i) Provide Banking services, including but not limited to:
  - (1) Daily cash management, allowing cash functions such as payroll, accounts payable and accounts receivable.
  - (2) Manage cash balance to minimize fees and maximize interest earnings.
- ii) Provide Investment services, including but not limited to:
  - (1) Manage working capital reserve fund for NWSA.
  - (2) Manage NWSA lease security deposit.
  - (3) Manage working capital liquidity funds for South Harbor projects.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

**EXHIBIT POT – 01A - Service Directive:  
Accounting, Financial Analysis and Treasury Support Services**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage for the year or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Accounting</b> Dept # 72	3.a	Fixed allocation %	Percentage of POT department budget based on analysis of work activities. This is net of NWSA finance services back to POT.	78.07%	\$2,835,188
<b>Finance</b> Dept # 72	3.b	Incl above	Incl above	Incl above	
<b>Treasury</b> Dept # 72	3.c	Incl above	Incl above	Incl above	

**5) Scope of Services to be provided by The NWSA to POT**

- a) Finance & Budget; NWSA and POT budget staff collaborate on POT and NWSA budget tools, processes and documents as well as financial analysis as necessary to support both organizations.
- i) Working with POT staff to provide Operating Budget services to include :
- (1) Work with POT staff to provide POT budgets.
  - (2) Provide POT depreciation forecasts for new assets.
  - (3) Compile budget/ forecast for entire NWSA & POT and support housing and managing the system of record.

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**EXHIBIT POT – 01A - Service Directive:  
Accounting, Financial Analysis and Treasury Support Services**

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- ii)
- b) Provide Capital Budget services
  - i) Responsible for North and South Harbors, working with project teams for both harbors.
- ii) Provide Financial Analysis Services to include:
  - (1) Business Development
    - (a) Responsible for North and South Harbor analyses.
    - (b) Review NWSA analyses with POS and POT finance teams.
  - (2) Policy
    - (a) Work collaboratively on final policy issues as initiated by any of the three entities.
  - (3) Funding.
    - (a) Assess fundability and funding options for NWSA decision on investments.

**6) Cost for Service and Charge Methodology – NWSA to POT**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>3</sup>	Basis for Charge	Hourly Rate, Fixed Percentage for the year or Formula	2024 Budgeted Amount <sup>4</sup>
Finance Dept # 72	5.a	Fixed allocation %	Percentage of NWSA department budget based on analysis of work activities	xx% of NWSA Finance staff costs to POT. Netted in POT allocation to NWSA	Netted in figure above

<sup>3</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>4</sup> Preliminary budget amount – subject to final budget approval.

**7) Service Level Expectations:**

- a) Before January 1, 2024, agreements will be made on desired standard report formats and frequencies.
- b) Accounting services will be provided on standard schedules consistent with, and coordinating with, POT and POS accounting schedules.
- c) Retention of key financial reports and information in compliance with state requirements.
- d) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma & NWSA activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The POT and NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>5</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Accounting – Accounts Receivable, Claims Processing and Receivables</b>	Accuracy	<ul style="list-style-type: none"> <li>1. Revenue recognized (invoiced/ accrued) in proper periods</li> <li>2. Collection procedures consistently applied to past due accounts.</li> </ul>	<ul style="list-style-type: none"> <li>1. 100%</li> <li>2. 100%</li> </ul>

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<sup>5</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

**EXHIBIT POT – 01A - Service Directive:  
Accounting, Financial Analysis and Treasury Support Services**

<b>Accounting – Accounts Payable, Payroll</b>	Management	<ol style="list-style-type: none"> <li>1. Public works contracts paid within statutory period.</li> <li>2. Open payables over 60 days</li> <li>3. Rec'd not invoiced report reconciled weekly</li> <li>4. Payroll checks, tax and benefit deductions and third party payments are accurate and timely processed.</li> </ol>	<ol style="list-style-type: none"> <li>1. 100%</li> <li>2. \$0</li> <li>3. Resolved within 1 month</li> </ol>
<b>Accounting – Projects</b>	Accuracy	<ol style="list-style-type: none"> <li>1. Project costs accurately reflected in the project subledger and reconciles to GL.</li> <li>2. Project reviewed and analyzed for capital vs. expense accounting before spending begins.</li> </ol>	
<b>Accounting - General</b>	Time Based	<ol style="list-style-type: none"> <li>1. Monthly Fin'l package (Jan. – Nov.) – distribution date.</li> <li>2. Annual (Dec.) audited financial statements avail.</li> </ol>	<ol style="list-style-type: none"> <li>1. 13<sup>th</sup> bus day</li> <li>2. April 30th</li> </ol>
<b>Accounting – Grants</b>	Accuracy	<ol style="list-style-type: none"> <li>1. Audit Findings</li> </ol>	<ol style="list-style-type: none"> <li>1. None</li> </ol>
<b>Finance – Budget</b>	Time Based	<ol style="list-style-type: none"> <li>1. Complete budget by agreed upon date</li> </ol>	<ol style="list-style-type: none"> <li>1. (date updated annually)</li> </ol>
<b>Finance – Financial Analysis</b>	Time Based	<ol style="list-style-type: none"> <li>1. Provide timely response and communication regarding all requested analyses.</li> <li>2. Adhere to agreed upon financial practices</li> <li>3. Review and communicate analyses in timely fashion with POS</li> </ol>	<ol style="list-style-type: none"> <li>1. Timely</li> <li>2. 100% compliance</li> <li>3. Timely</li> </ol>
<b>Treasury - Banking</b>	Management	<ol style="list-style-type: none"> <li>1. Number of major banking errors, to include overdrafts and late payment release resulting in fees</li> <li>2. Maintain cash levels consistent with banking guidelines</li> </ol>	<ol style="list-style-type: none"> <li>1. 0 errors</li> <li>2. Maintain cash levels to minimize fees</li> </ol>
<b>Treasury – Investments</b>	Management	<ol style="list-style-type: none"> <li>1. Maintain investments consistent with investment guidelines, prioritizing Safety, Liquidity and Return of Principle, in that order.</li> </ol>	<ol style="list-style-type: none"> <li>1. Maximize investment subject to prudent investing.</li> </ol>

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POT – Darren Arakaki/ Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT – 01B**  
**Service Directive for Risk Management Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for/ between The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to NWSA**

a) Risk Management

- i) Provide risk management services to the NWSA for licensed properties in support of its business operations, activities and assets. Scope includes, but is not limited to:
  - (1) evaluation of risks and insurance coverage needs
  - (2) procurement of insurance
  - (3) processing and adjusting of claims and/or coordination of legal services
  - (4) consultation on risk management issues related to contracting and procurement
- ii) Provide workers' compensation insurance (or equivalent State-approved self-insurance), and associated claims management services.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Included in the POT to NWSA executive Department allocation

**5) Scope of Services to be provided by The NWSA to POT**

- a) None

6) **Cost for Service and Charge Methodology – NWSA to POT**

\*None.

7) **Service Level Expectations:**

a) Maintain cost effective property and casualty (including workers' compensation) insurance coverage, and claims management, as respects the operations and activities of The NWSA on-licensed properties.

b) **Performance Measures and Metrics:**

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the NWSA activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

8) **Primary Contacts:**

a) NWSA – David Morrison

b) POT – Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.



**EXHIBIT POT - 02**  
**Service Directive for Public Records Management Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

**a) Public Records**

- i) Coordinate overall public records management for The NWSA. Erin Galeno will serve as The NWSA Public Records Officer.
- ii) Provide management of POT portion of state-mandated NWSA records management.
- iii) Provide support for and coordinate the production of responsive records for PRR requests for the NWSA.
- iv) Meet State of Washington mandated JLARC annual reporting requirements.
- v) Coordinate with POS records/PRR management staff on management of NWSA records.
- vi) Coordinate with POS on Public Records Requests that involve records in the custody of POS.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2024 Budgeted Amount <sup>2</sup>
Public Records Mgmt Dept #	3.a	Fixed amount	Fixed fee based on a percentage of time to service the NWSA for the above scope of work	n/a	Included in Executive Department Service Agreement

**5) Scope of Services to be provided by POT to the NWSA**

- a) Erin Galeno will service as Public Records officer for the NWSA (this is included in the POT Executive Management services agreement)

**6) Cost for Service and Charge Methodology – POT to NWSA**

- a) Fully burden staff time.

**7) Service Level Expectations:**

- a) At NWSA formation, Public Records Management policy and procedures for The NWSA were adopted by the Managing Members.
- b) Public Records Management activities will follow The NWSA Public Records Management policy and procedures.

c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

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<sup>1</sup> Method Options: Costs associated with support services will be charged to the Alliance as follows:

- Standard Fixed Percentage allocation – Set by Corporate F&B. Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project/Direct Charges – Charged to specific projects based on current procedures.
- Special Fixed Percentage allocation – Variable by department methodology but fixed for the year. Charges will be tracked and based on a fixed percentage as determined by the level of service.
- Flat/Fixed Amount – Charged as a fixed or flat amount agreed upon by all parties for the year.
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<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**EXHIBIT POT - 02 - Service Directive:  
Public Records Management Support Services**

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Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Records	Time Based	<ul style="list-style-type: none"> <li>- Initial acknowledgment of Public Records Request sent to requester</li> <li>- Initial response due date communicated to requester within 5 days</li> </ul>	<ul style="list-style-type: none"> <li>- 5 working days</li> <li>- 100%</li> </ul>
Records	Time Based	<ul style="list-style-type: none"> <li>- Fullfill state JLARC annual Public Records Response reporting due July 1</li> </ul>	<ul style="list-style-type: none"> <li>- 100%</li> </ul>
Records	Management	<ul style="list-style-type: none"> <li>- Records coordinators are trained on state records retention, reporting and disclosure laws</li> <li>- All commissioners and records staff meet current Open Public Meetings and Open Public Records training requirements</li> </ul>	<ul style="list-style-type: none"> <li>- 100%</li> <li>- 100%</li> </ul>
Records	Accuracy	<ul style="list-style-type: none"> <li>- All responsive records are identified, gathered and delivered pursuant to the request</li> </ul>	<ul style="list-style-type: none"> <li>- 100%</li> </ul>

**8) Primary Contacts:**

- a) NWSA – Dana Henderson
- b) POT – Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT - 03**

**Service Directive for Information Technology Support Services**

**by and between**

**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

- a) Information Technology - Provide IT services directly to NWSA staff and to POT support service groups providing services to the NWSA.
  - i) Provides Information Technology Strategic Planning services, in alignment and partnership with NWSA stakeholders, to support NWSA business technology goals and strategies.
  - ii) Provides Management and Administrative support, including but not limited to: licensing; vendor management; contract management; procurement (in partnership with contracts); and IT Governance facilitation.
  - iii) Provide support for enterprise software applications, including but not limited to: technical support services; design and implementation of system enhancements; system selection, design and architecture; application and support vendor selection and relationship management; system roadmap/life-cycle management; system documentation; system level disaster recovery management; application project resource and SME services. Enterprise applications include, but are not limited to, systems for Core Financials, Budgeting, Payroll, Treasury, HR, Real Estate, Maintenance, Contracts, Collaboration, Records Management, Customer Relationship

Management, Breakbulk Terminal Operations, Rail Terminal Operations, Security, and Business Intelligence.

- iv) Provide support for enterprise data and databases, including but not limited to: database administration and management; volume data storage management; data quality management; integration management; Enterprise Report development; managed file transfer; managed data services; database disaster recovery management.
- v) Provide IT Project Management services, including but not limited to: IT Project Portfolio Management, including project intake, IT steering committee authorization and prioritization; IT project planning including development of budgets, resources plans and schedules; management of project scope, schedule, budget, quality, risk and communications; management of competitive vendor and product selection; IT PMO management and administration; recruitment and management of temporary Project Management and Business Analyst resources.
- vi) Provide Geographic Information System (GIS) services, including but not limited to: GIS system support and training; geospatial data management; geospatial mapping services; geospatial server and user application management; CAD services including CAD drawing management.
- vii) Provide a single point of contact Service Desk for all IT related issues, including but not limited to: computer hardware; mobile devices; video and audio conferencing; end user software and enterprise applications; data; databases; asset and lifecycle management; user account provisioning; new user IT orientation and associated services for NWSA staff.
- viii) Provides IT support for all managing members meetings that are held at the Port of Tacoma.
- ix) Provide infrastructure services, including but not limited to: hybrid cloud/physical environment management; hardware installation and maintenance; managed power distribution; backup power systems; data backup and archiving; managed load balancing; server and storage virtualization; controlled internet access; diverse firewalls and anti-malware solutions; managed email and messaging; managed authentication and authorization; managed data storage; managed cloud storage and services; managed data encryption; system selection, design and configuration; documentation and datacenter diagrams; life-cycle management; datacenter disaster recovery management; support vendor selection; service contract management.

**EXHIBIT POT – 03 - Service Directive:  
Information Technology Support Services**

- x) Provide cybersecurity services, including but not limited to: end-user training; network cybersecurity monitoring; governance, risk and compliance monitoring; ongoing managed cybersecurity services; incident response, disaster recovery and business resiliency testing; development and updating of policies and procedures; risk assessments and audits; support vendor selection; service contract management.
- xi) Provide support for network services, including but not limited to: managed LAN devices; managed WAN devices; managed wired and wireless LANs; fiber and cable plants; system selection, design and configuration; documentation and network diagrams; life-cycle management; network level disaster recovery management; support vendor selection; service contract management.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

POT IT does not charge-back or allocate costs to POT departments for services, all costs are budgeted and expensed within the Information Technology department. As such, the costs of providing these services indirectly to the NWSA should be included in the NWSA cost allocation.

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2024 Budgeted Amount <sup>2</sup>
Information Technology Dept #70	3.a	Fixed percentage		62.27%	\$8,899,384

**5) Scope of Services to be provided by The NWSA to POT**

- a) None.

**6) Cost for Service and Charge Methodology – NWSA to POT**

<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

a) None.

**7) Service Level Expectations:**

a) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Cybersecurity	Other	IT Service Availability	99.99%
Bellerophon	Other	IT Service Availability	99.90%
SharePoint/OneDrive/Teams Collaboration	Other	IT Service Availability	99.90%
Teams Communications	Other	IT Service Availability	99.90%
Desktop	Other	IT Service Availability	99.00%
PowerBI	Other	IT Service Availability	99.00%
Office Suite (Outlook)	Other	IT Service Availability	99.00%

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above



**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POT – Mark Miller

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT – 04**  
**Service Directive for Government Affairs Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to the NWSA**

- a) Represents the NWSA’s legislative interests with state officials, staff and agency representatives.
- b) Represents the NWSA’s legislative interests as requested with local officials and staff and tribal governments in Pierce County.

**4) Cost for Service and Charge Methodology – POT to the NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2024 Budgeted Amount <sup>2</sup>
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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

Gov't Affairs Dept # 86	3.a,b	Fixed Percentage Allocation of actual expenses.		9.02%	\$144,608
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**5) Scope of Services to be provided by The NWSA to POT**

a) None.

**6) Cost for Service and Charge Methodology – NWSA to POT**

a) None.

**7) Service Level Expectations:**

- a) Legislative issues are consistently and successfully achieved.
- b) NWSA customers receive value through active engagement on issues that impact their business operations
- c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc.
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn't fit into category above

Government Relations	Management	Develop annual legislative agenda and make sufficient progress toward achieving goals within.	Sufficient Progress
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**8) Primary Contacts:**

- a) NWSA – Ryan McFarland
- b) POT – Sean Eagan

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT – 05**

**Service Directive for Communications Support Services by and between  
Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services by and between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the support services (listed below) provided by the POT to NWSA. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to the NWSA**

- a) Internal communications issued by POT that includes all NWSA staff (e.g., staff newsletter, staff surveys, All-Hands mtgs, events, and other notifications.)
- b) NWSA website support functions that includes serving as liaison with website vendor on issues and requests; conduct testing of required security updates; providing support for webpage updates/postings; participating in quarterly meetings with IT to update website roadmap plan; and trouble shooting and repairing issues with the GovDelivery platform and providing data reports as requested.

**4) Cost for Service and Charge Methodology – POT to the NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Communications Dept #88</b>	3 a, b			Fixed	\$25,000

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**5) Scope of Services to be provided by NWSA to POT**

a) None.

**6) Cost for Service and Charge Methodology – NWSA to POT**

a) None.

**7) Service Level Expectations:**

a) Support in the areas described above will be provided to NWSA, as needed, for the year 2024.

Measurements of the POT activities are critical to improving services and are **the basis for cost recovery** for services provided. The POT and NWSA have identified activities critical to meeting the NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Communications	Time Based; Management	Services in the areas listed in 3) above are provided as requested by NWSA	Projects completed

**8) Primary Contacts:**

- a) NWSA: Melanie Stambaugh, Director of Communications
- b) Port: Carol Bua, Communications Director

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc.
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

**EXHIBIT POT - 06**  
**Service Directive for Real Estate Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma regarding Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

(1) Work related to street vacations supporting NWSA customers.

Per email confirmation from Debbie Shepack dated August 22<sup>nd</sup>, 2023. 10 % of Gloria's cost and 5% of the cost of the new property manager. Fixed cost of \$28,575 in 2024.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
Commercial Real Estate Dept # 08	3.a	Fixed Amount	Fixed		28,575

**5) Scope of Services to be provided by The NWSA to POT**

a) None

**6) Cost for Service and Charge Methodology – NWSA to POT**

a) None.

**7) Service Level Expectations:**

a) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.



Service Area	Type of Measure <sup>3</sup>	Performance Measure	Target
Lease admin	Accuracy, Time Based	Accurate and timely billing of utilities	<i>Billed by the 20th of the month</i>
			n/a

**8) Primary Contacts:**

- a) NWSA – Tong Zhu, NWSA Real Estate Director
- b) POT – Debbie Shepack

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn't fit into category above

**EXHIBIT POT - 07**  
**Service Directive for Engineering Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma regarding Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Project Delivery

(1) Contacts

- (i) NWSA – Don Esterbrook
- (ii) POT Engineering – Thais Howard

ii) POT staff will provide The NWSA with project delivery administration.

iii) POT staff will provide The NWSA with project delivery for NWSA projects in Pierce County. Services for projects start from the initial phase of project initiation to the last phase of project closeout. Engineering project delivery processes include the following phases: initiation, planning, design, execution, any grant related work and closeout. Changes in 2024 include adding use of consultants for project management services and hiring several new staff members to handle increasing project workload.

iv)

b) Construction Inspection (NWSA: Don Esterbrook, POT: T. Howard)

i) POT staff will provide construction inspection services for NWSA projects in Pierce County.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
<b>Project Delivery, Administration, Construction Inspection Services Dept #50</b>	3.a,b	Project Charges	Project-Specific Agreements	Hourly Rate Schedule \$210.24	Costs for “Expense” project are included in operating expenses. Capital Projects will be authorized in accordance with the applicable Master Policy.

**5) Scope of Services to be provided by NWSA to POT**

- a) POT Engineering Department Management**
  - i) Provide management of POT engineering staff**
  - ii) Provide engineering advice to POT Executive**
  - iii) Provide oversight and management of POT projects.**

**6) Cost for Service and Charge Methodology – NWSA to POT:**

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**EXHIBIT POT - 07 - Service Directive:  
Engineering Support Services**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>3</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>4</sup>
<b>Project Delivery, Administration, Construction Inspection Services Dept #50</b>	5.a	Project Charges	Project-Specific Agreements	Fixed Fee	30% of NWSA Director of Engineering charged to POT Executive Department via NWA executive Department

**7) Service Level Expectations:**

- a) Project Delivery: Project delivery and construction inspection will be provided in accordance with the authorization for projects.
- b) Approval: All services provided by POT for the NWSA shall be approved and authorized by the NWSA. The NWSA Master Policy is the controlling document for authorization of projects. Execution of work shall be consistent with relative policies and procedures for each organization.
- c) Request for Services: All requests for services shall be documented and include scope of work, period of performance, cost of service, and any other information necessary for describing the work and how it shall be completed. Any changes to the agreed to terms of services shall be documented and agreed to by all parties.
- d) Performance Measures and Metrics:  
This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

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<sup>3</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>4</sup> Preliminary budget amount – subject to final budget approval.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>5</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Conformance with appropriate and applicable policies and procedures</b>	Management	Projects appropriately authorized and work completed in accordance with appropriate policies and procedures	0 deficiencies reported on the Compliance Report
<b>Scope</b>	Accuracy	Project definitions, as defined in the basis of design or 30% design documents, are accurate and complete	Properly documented
<b>Schedule</b>	Accuracy	Work is delivered on time	Schedules are developed and agreed to by all parties
<b>Budget</b>	Accuracy	Projects are completed within authorized amounts	Project spending does not exceed current authorization

**8) Primary Contacts:**

- a) NWSA – Don Esterbrook
- b) POT – Thais Howard

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<sup>5</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT - 08**

**Service Directive for Security Support Services  
by and between  
Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Security

- i) The NWSA will contract with POT for Port Patrol and Security associated with NWSA-licensed properties in Pierce County.
- ii) POT security employs a proprietary IWLU security workforce. Security services will be provided as needed at NWSA properties. These security charges will be billed to NWSA.
- iii) Maintain compliance with the Maritime Transportation Security Act (MTSA) at all properties.
- iv) Maintain security personnel services for properties to provide for the protection of the asset from theft, vandalism and other criminal activities.
- v) Maintain security personnel services and U.S. Coast Guard required Facility Security Plan (FSP) for properties to maintain compliance with MTSA and applicable laws, regulations, policies and procedures.

b) Emergency Management & Preparedness

- i) Provide emergency management services to ensure continuity of operations, mitigation of hazards and coordinated responses to planned and unplanned emergent/emergency events.

- ii) Maintain liaison with Federal, State, County, City, United States Coast Guard, DOD, MARAD, other governmental and law enforcement agencies for legal/regulatory compliance and emergency management, to include act as representative for Maritime Security Committees.
- iii) Maintain the ability of the facilities to communicate effectively on the Port of Tacoma 800 MHz Radio System through radios provide by the Port of Tacoma and operated through a Memorandum of Agreement with the tenants as part of the emergency management and security program.
- iv) Coordinate drills and exercises of security plans and emergency management activities with all Port of Tacoma Maritime Facilities and the appropriate federal, state and local authorities in order to maintain regulatory/legal requirements and operational readiness.
- v) Represent the Port of Tacoma and all Maritime properties and activities at the U.S. Coast Guard Area Maritime Security Committee General and Executive.
- vi) Provide representation to the Puget Sound Harbor Safety Committee, along with Port of Tacoma operations staff
- vii) Where appropriate, maintain Port of Tacoma access control program and infrastructure for access to facilities in compliance with U.S. Coast Guard regulations.
- viii) Where appropriate, maintain Port of Tacoma video surveillance program and infrastructure for video surveillance of Port of Tacoma properties.
- ix) Maintain Port of Tacoma 24 hour a day, 7 day a week security services.
- x) Where appropriate, provide safety, security and emergency management training for Port of Tacoma personnel, contractors, vendors and tenants as required.
- xi) Where appropriate, maintain the Port of Tacoma TWIC program.

c) ICT Information Security

- i) Cyber Security protection, detection and response support services.
- ii) Cyber security Training as required for all Port of Tacoma Security personnel



**2) Cost for Service and Charge Methodology – POT to the NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
Security Dept # 40	3.a	Fee for Service	Direct hourly Charge per Officer by classification:	\$110.38	\$1,097,906
Security Dept # 40	3.a,b,c	Fixed percentage	Percentage of POT department budget based on NWSA licensed property	41.25% of actual spending	\$1,815,456

**3) Scope of Services to be provided by The NWSA to POT**

a) None.

**4) Cost for Service and Charge Methodology – NWSA to POT**

a) None.

**5) Service Level Expectations:**

- a) 24/7/365 Port Patrol Security Force in Pierce County
- b) Protection of Port of Tacoma and the NWSA personnel and licensed properties in Pierce County

<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval and actual usage and costs

- c) Focus on physical security ensuring compliance with the Port of Tacoma Security Facility Plan as mandated by MTSA and CFR 33 Part 105.
- d) Coordinate Yearly and quarterly Strategic MARAD reports and associated work
- e) Sustaining a safe and secure free flow of commerce
- f) Coordinate with local and regional safety and security organizations.
- g) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Coast Guard</b>	Management	Maintain Coast Guard requirements.	No audit findings.
<b>Crime Rates</b>	Management	Maintain lowest crime rate in Tacoma within Port of Tacoma jurisdiction, as measured on Tacoma Police Department's quarterly report.	
<b>Liaison with other government agencies</b>  <b>Liaison with MARAD and DOD</b>	Management	Maintain close partnerships with other law enforcement agencies in the Puget Sound and the USCG  Maintain Strategic Port Status	Notice to be given within 30 days if there are any significant issues to report relative to the NWSA or the POT

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn't fit into category above

			Consistent Reporting to MARAD and DOD
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6) **Primary Contacts:**

- a) NWSA – Tom Bellerud
- b) POT – Louis Cooper

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT - 09**

**Service Directive for Equipment and Facilities Maintenance Support Services**

**by and between**

**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By anthe Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Equipment Maintenance

i) The POT will provide mechanical and electrical maintenance services, which include, but are not limited to, the maintenance of cranes, strads, vehicles, forklifts and generators used by NWSA activities.

b) Facilities Maintenance

i) The POT will provide facilities maintenance to NWSA licensed properties, which includes, but is not limited to, plumbing, carpentry, electrical, buildings and grounds maintenance, environmental maintenance and track maintenance.

c) Special administrative projects that are above and beyond the day-to-day services will be charged at the Equipment or Facilities rate depending on the scope of the project.

**EXHIBIT POT - 09 - Service Directive:  
Equipment and Facilities Maintenance Support Services**

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**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
Equipment Dept # 54	3.a	Hourly Rate	Time, Materials, and Overhead	Hourly Rate \$187.76  Allocation – Charged as a percentage or formula, applied monthly to the actual expenditures	Direct charges included in operating expenses
Facilities Dept # 58	3.b	Hourly Rate	Time, Materials, and Overhead	Hourly Rate \$158.91  Allocation – Charged as a percentage or formula, applied monthly to the actual expenditures	Direct charges included in operating expenses

**5) Scope of Services to be provided by The NWSA to POT**

a) None.

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**6) Cost for Service and Charge Methodology – NWSA to POT**

- a) None.

**7) Service Level Expectations:**

- a) Customer input regarding prioritization of work will be discussed on a regular basis.
- b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA's business requirements and have agreed upon how these activities will be assessed.

**EXHIBIT POT - 09 - Service Directive:  
Equipment and Facilities Maintenance Support Services**

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Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Equipment Maintenance	Management	Crane Uptime	99.6%
Equipment Maintenance	Management	Strad Availability	100%
Equipment Maintenance	Management	Preventative & Corrective Maintenance Work Order - Monthly	WO Completed-80% WO in Progress-17% WO Cancelled-3%
Facilities Maintenance	Management	Preventative & Corrective Maintenance Work Order - Monthly	WO Completed-80% WO in Progress-17% WO Cancelled-3%
Facility Maintenance	Management	Service Request Completion	100%
Facility Maintenance	Management	Stormwater Compliance <ul style="list-style-type: none"> <li>• Source Control</li> <li>• ISGP</li> <li>• MS4</li> </ul>	100%

**8) Primary Contacts:**

- a) NWSA – Tom Bellerud
- b) POT – Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn't fit into category above

**EXHIBIT POT - 10**

**Service Directive for Contracts and Purchasing Support Services**

**by and between**

**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA in the South Harbor**

a) Procurement of Public Works services and products, Consulting Services (Personal and Professional), and the Purchase of Goods and Purchased Services, and grant administration.



**EXHIBIT POT - 10 - Service Directive:  
Contracts and Purchasing Support Services**

**Cost for Service and Charge Methodology – POT to The NWSA:**

<b>Service Area and Department # (Acct if appropriate)</b>	<b>Service Item (from list above)</b>	<b>Method of Charges<sup>1</sup></b>	<b>Basis for Charge</b>	<b>Hourly Rate, Fixed Percentage or Formula &amp; Dept</b>	<b>2024 Budgeted Amount<sup>2</sup></b>
<b>Contracts Dept# 74</b>	3.a	Fixed Percentage	Percentage of POT department budget based on analysis of work activities	50% of actual spending	\$740,921
<b>Purchasing Dept# 74</b>	3.a	Incl Above	Incl Above	Incl Above	Incl Above
<b>Grant Administration Dept# 74</b>	3.a	Incl Above	Incl Above	Incl Above	Incl Above

**4) Scope of Services to be provided by The NWSA to POT**

- a) None. Chief Financial Officer services for POT Homeport business are included in the Executive Management Support Service Directive.

**5) Cost for Service and Charge Methodology – NWSA to POT**

- a) None.

**6) Service Level Expectations:**

- a) Procurement timelines will be mutually developed and managed. The customer will be informed of any changes.
- b) Administration of contracts will be in compliance with POT policies and procedures as well as with federal, state and local requirements.
- c) Performance Measures and Metrics:

<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**EXHIBIT POT - 10 - Service Directive:  
Contracts and Purchasing Support Services**

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Services (includes Professional, Personal, and Purchased services as well as the purchase of goods) related to Public Works Projects</b>	<i>Provide services related to Public Works based on a mutually agreed upon schedule where staffing availability, existing contracts, and procurement efficiencies can be realized in both Harbors regarding Alliance initiatives impacting both Harbors. Prior to engaging in work in either Harbor, the home port shall have first right of refusal.</i>	<i>Meet mutually agreed upon schedule 80% of the time.</i>
<b>Services (includes Professional, Personal, and Purchased services as well as the purchase of goods)</b>	<i>Provide services based on a mutually agreed upon schedule where staffing availability, existing contracts, and procurement efficiencies can be realized in both Harbors. This does not include normal MRO and routine warehouse stock replenishment conducted by Storekeepers and Maintenance staff.</i>	<i>Meet mutually agreed upon schedule 80% of the time.</i>
<b>Public Works Projects</b>	<i>Provide Public Works based on a mutually agreed schedule. Construction will remain the responsibility of the Home Port</i>	<i>Meet mutually agreed upon schedule 80% of the time.</i>

**7) Primary Contacts:**

- a) NWSA – David Morrison

b) POT – Erin Galeno / Director of Contracts and Purchasing

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT – 11**  
**Service Directive for Executive Management Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

- a) Services for the Chief Financial and Administration Officer to manage the Finance, Accounting, Treasury, budgeting, contracts and procurement and public records activities on behalf of the NWSA.
- b) Public Records process for the NWSA.
- c) POT will make available Diversity, Equity and Inclusion (DEI) training to NWSA Staff

**4) Cost for Service and Charge Methodology – POT to The NWSA and NWSA to POT:**

- a) A fixed fee for 10% of the Chief Financial and Administration Officer and 20% of Public Records staff salary and fringe costs based on historical analysis of work activities.
- b) Fixed cost of \$25,000 for DEI based on total HC

**5) Scope of Services to be provided by The NWSA to POT**

- a) Services of the identified NWSA Executive Management Team members to manage POT Homeport business. Positions are Deputy CEO (5%), and Chief Operations Officer (20%), and Director of Engineering (30%). The NWSA CFO will continue to provide support to POT Financial Analysis & Treasury team at 5%.
- b) Services of NWSA commission administrative support staff will not provide support for POT Commission activities.

**6) Cost for Service and Charge Methodology – NWSA to POT and POT to NWSA**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
No charges for 2024					

**7) Service Level Expectations:**

- a) Executives/staff effectively prioritize and manage business activities associated with the NWSA and Port of Tacoma.
- b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**EXHIBIT POT – 11 - Service Directive:  
Executive Management Support Services**

<b>Service Area</b>	<b>Type of Measure<sup>3</sup></b>	<b>Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)</b>	<b>Target</b>
<b>Executive Management/ Staff</b>	Other	Establish annual goals and expectations.	Quarterly progress reports on status
<b>Public Records</b>	Timely and complete	All NWSA Public Records requests are processed by state requirements.	Acknowledge recent of request within 5 business days.  100% compliance with all NWSA public records.
<b>POT Commission materials</b>	Timely and complete	Commission meeting materials are complete and timely.	

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POT – Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn't fit into category above

**EXHIBIT POT – 12**  
**Service Directive for Commissioners Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Commission Support

- i) The PDA shall be governed by its Managing Members who will carry out the provisions of RCW 53.08 by overseeing the business of the PDA, setting policy and strategic direction for the NWSA in both internal and external matters and provide for their implementation.
- ii) The Managing Members shall meet at least quarterly and may hold executive sessions to consider matters enumerated in RCW 42.30 or privileged matters recognized by law.
- iii) Oversee The Northwest Seaport Alliance Charter and other formation documents.  
(1) Costs include commission salary, benefits, and major community memberships.
- iv) Commission travel for NWSA business will be included in the NWSA Commission Department budget and actuals

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
Commission Support Dept # 60	3.a	Fixed Total	POS and POT charge same amount	Fixed	\$250,000
	3.b	Direct	NWSA specific travel expenses paid by POS	Actual	TBD

**5) Scope of Services to be provided by The NWSA to POT**

a) None.

**6) Cost for Service and Charge Methodology – The NWSA to POT:**

a) None.

**7) Service Level Expectations:**

a) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.



**EXHIBIT POT – 12 - Service Directive:  
Commissioners Support Services-Revised effective May 2, 2024**

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Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Managing Members – Meeting Frequency</b>	Other	The Managing Members shall meet at least quarterly and may hold executive sessions to oversee the business of the PDA, set policy and strategic direction for the NWSA.	At least Quarterly
<b>Managing Members – Compliance</b>	Other	Managing Members will carry out the provisions of the PDA in RCW 53.08 and RCW 42.30.	100% compliance
<b>Managing Members – Meeting Attendance</b>	Other	Three or more commissioners present at Managing Member meetings.	100% of MM Meetings

**1) Primary Contacts:**

- a) NWSA – Leilani Berinobis
- b) POT – Alisa Praskovich

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

**EXHIBIT POT - 13**

**Service Directive for Portwide Infrastructure, Sitcum Office**

**by and between**

**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Sitcum Office

- i) POT will provide fully serviced office, conference room space and common area space at 1 Sitcum Plaza for staff in Tacoma that provide services to NWSA and NWSA staff who have their primary office in the South Harbor.

b) Fabulich Building (or alternative facilities for MM Meetings)

- i) POT will provide fully serviced commission chambers, conference room space and common area space at 1 Sitcum Plaza for staff in Tacoma that provide services to NWSA.

c) Portwide Infrastructure

- i) POT will maintain infrastructure – roads, entrances, exits common areas as required by regulatory agencies and maintain a safe working environment at Port of Tacoma facilities.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
Sitcum Dept 90	3.a-b	Fixed sq ft rate	Department Headcount Allocation including depreciation	Fixed amount	\$851,765
Portwide Infrastructure Dept 30	3.c	Fixed Percentage of costs <u>excluding depreciation</u>		75%	\$744,121

**5) Scope of Services to be provided by The NWSA to POT**

- a) None

**6) Cost for Service and Charge Methodology – NWSA to POT**

- a) None

**7) Service Level Expectations:**

- a) Office and conference room spaces are available and fully functional with the same high level of service it provides to the POT.
- b) Infrastructure – common areas, entrances, exits, roads are in maintained and functional with the same high level of service it provides to the POT.
- c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Portwide Infrastructure</b>	Management	Facilities are available and maintained (same level of service as POT)	100%

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POT – Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

**EXHIBIT POT - 14**  
**Service Directive for Human Resources Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Human Resources

- i) Provide services to evaluate and implement salary and benefits for NWSA employees.
- ii) Provide services to support NWSA employee relations, professional development, compensation/classification, leave administration, retention, recruiting and hiring.
- iii) Provide services to support NWSA organizational development and team building.
- iv) Work closely with benefits broker to insure cost competitive rates with vendors.

b) Labor Relations

- i) Management and negotiation of CBA and other labor relations activities for represented employees working for POT under service agreements to NWSA.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
Human Resources Dept# 76	3.a-b	Fixed Percentage	Percentage of POT department budget based on analysis of work activities	62.27% of actual spending. Based on existing methodology adjusted for HC changes	\$1,012,628

**5) Scope of Services to be provided by The NWSA to POT**

a) None.

**6) Cost for Service and Charge Methodology – NWSA to POT**

a) None.

**7) Service Level Expectations:**

- a) Employee information is handled in compliance with all applicable laws.
- b) Salary and benefit programs are designed based on competitive market data.
- c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Human Resources - Recruitment</b>	Time Based	- Respond to all parties as it relates to recruitment, clearly communicating process and status thereof	- 48 hour response in most circumstances
<b>Human Resources – Employee Relations</b>	Time Based	- Respond to all questions and requests, clearly communicating process and status thereof	- 48 hour response in most circumstances
<b>Human Resources – Performance Management</b>	Time Based	- Complete performance management process to allow for on time pay increase	- Pay increase effective 4/1
<b>Human Resources - Leave Administration</b>	Time Based	- Administer leaves in compliance with federal, state, local regulations and Port/NWSA policies	- In compliance with regulations and policies

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POT – Jean West

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

expectations, and to evaluate monthly financial performance of actual vs. projected spending.



**EXHIBIT POT - 15**  
**Service Directive for Environmental and Planning Support Services**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Environmental and Planning

i) POT Permitting and Remediation staff will provide The NWSA with project delivery for NWSA projects. Services include planning, permitting, SEPA/NEPA, environmental remediation and habitat mitigation.

(1) POT Permitting staff, at the request of the NWSA, may manage NWSA federal service liaison positions.

(2) POT staff, at the request of the NWSA, may assist with NWSA lease reviews and associated property management.

ii) POT staff will fill key roles for NWSA environmental program management. NWSA, POT & POS staff will coordinate closely on regional air quality, land use, transportation and facility planning and water quality (stormwater) management programs.

iii) For projects completed in King County or of regional significance, POT and NWSA staff will coordinate with Port of Seattle Maritime Division staff, including but not limited to permitting, SEPA/NEPA, project management, land use, transportation and facility planning, construction management, regional environmental policies and programs (e.g. ORCA/Underwater Noise, mitigation banking, and federal/state regulatory policy) and design services as requested.

**EXHIBIT POT - 15 - Service Directive:  
Environmental and Planning Support Services**

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Note: This does not restrict staff from working on NWSA projects in King County, but for budgeting purposes, the assumption is that, project delivery will be within each homeport geography.

- iv) POT Environmental Services staff will provide oil and hazardous material cleanup response, hazardous material cleanup, illicit discharge response and management of hazardous material disposal on NWSA projects as needed.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department # (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
<b>Environmental Project/Program/Initiative/Lease Support</b> Dept# 48	3.a.i-iii	Project Charges	Project-Specific Agreements; allocation based on where work occurs (licensed/non-licensed properties) shoreline or land area or as otherwise agreed to.	Hourly Rate Schedule \$188	Costs for “Expense” project are included in operating expenses
<b>Oil and Hazardous Material Cleanup Response</b> Dept# 48	3.a.iv	Project Charges	Already budgeted in POT, no charge.	Included above	Included above

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**5) Scope of Services to be provided by The NWSA to POT**

- a) Planning and Environmental Programs (POT: E. Johnson, NWSA: J. Jordan)
- i) NWSA staff will provide services to POT for port facility planning, land use planning, transportation planning, strategic planning, air quality and water quality (stormwater) management programs, and grant management coordination related to POT Non-Alliance properties.
  - ii) NWSA, POT, & POS staff will collaborate and share information on land use plans and projects and environmental initiatives and programs.
  - iii) NWSA staff will provide project-specific planning and environmental support to POT as requested, for POT Non-Alliance properties.
  - iv) NWSA Environmental Services staff will provide hazardous material cleanup response, hazardous material cleanup, illicit discharge response and management of hazardous material disposal on POT projects if requested.

**6) Cost for Service and Charge Methodology – NWSA to POT**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2024 Budgeted Amount
<b>Planning Programs</b> Dept# 80	5.a.ii	Fixed	Percentage of NWSA department costs based on analysis of work activities	36% of actual spending	\$422,558
<b>Air, Water Quality Environmental Project/Program/initiative Support</b> Dept# 48	5.a.i	Project Charges	Project-Specific Agreements	Hourly Rate \$188	Costs for "Expense" project are included in operating expenses
<b>Oil and Hazardous Material Cleanup Response</b> Dept# 48	5.a.iii	Project Charges	Already budgeted in NWSA, no charge.	Included above	Included above

**7) Service Level Expectations:**

**EXHIBIT POT - 15 - Service Directive:  
Environmental and Planning Support Services**

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- a) Approval: All services provided by POT for the NWSA shall be approved and/or authorized by the NWSA or their designated representative. The NWSA Master Policy is the controlling document for authorization of projects. Execution of work shall be consistent with relative policies and procedures for each organization.
- b) Request for Services: All requests for services shall be documented. Any changes to the agreed to terms of services shall be documented and agreed to by all parties.
- c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Environmental &amp; Planning</b>	<i>Time Based</i>	- <i>Timely response to request</i>	- <i>w/in 24 hrs</i>
<b>Planning</b>	<i>Time Based</i>	- <i>Timely notice of change in scope, schedule or budget</i>	<i>Within 24 hours of change</i>
<b>Oil and Hazardous Material Clean up</b>	<i>Time Based</i>	- <i>Manage clean up</i> - <i>Notification to reg agencies</i> - <i>Future preventon plan</i>	- <i>w/in 24 hrs</i> - <i>w/in 48 hrs</i> - <i>w/in 72 hrs</i>

**8) Primary Contacts:**

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

a) NWSA – Jason Jordan

b) POT – Eric Johnson

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

EXHIBIT POT - 16  
Service Directive for Marketing and Business Support Services  
by and between  
Port of Tacoma and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Northwest Seaport Alliance with regard to Support Services listed below for The Port of Tacoma. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) None.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

a) None.

**5) Scope of Services to be provided by The NWSA to POT**

a) Provide market intelligence, research, reporting, data and support services to various POT departments including Finance, Environmental, Public Affairs etc.

b) Provide monthly tracking and reporting on the POT grain terminal and yearly forecasting including research on crop and business assumptions.

(Eric – After our conversation a week or so ago, I learned that we have been doing this for POT since the inception of NWSA. Thought I should include it in the service agreement? )

**6) Cost for Service and Charge Methodology – NWSA to POT**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
<b><u>Marketing &amp; Business Support</u></b> Dept #82	3.a-d	Fixed Amount	Negotiated amount	Fixed Fee	\$60,000

**7) Service Level Expectations:**

- a) Effectively prioritize and manage business activities associated with the NWSA and Port of Tacoma.
- b) Provides timely strategic planning and commercial support for Port of Tacoma businesses.
- c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target

**8) Primary Contacts:**

- a) NWSA – Tong Zhu
- b) POT – Eric Johnson

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

Suggested changes to Eric 8/10/2023

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn't fit into category above



**EXHIBIT POT - 17**

**Service Directive for Railcar and Freight and Operations Coordinator Support Services**

**by and between**

**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

a) Customer Service

- i) The NWSA will contract with POT for railcar coordinators and freight coordinators and Operations support for work associated with NWSA-licensed properties in Pierce County.

**EXHIBIT POT - 17 - Service Directive:  
Railcar and Freight and Operations Coordinator Support Services**

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**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
<b><u>Customer Service Dept 16</u></b>	3.a	Fixed Percentage	Percentage of POT department budget based on analysis of work activities	100 % of actual spending	\$1,814,772

**5) Scope of Services to be provided by The NWSA to POT**

a) None.

**6) Cost for Service and Charge Methodology – NWSA to POT**

a) None.

**7) Service Level Expectations:**

- a) Operations resources are available for efficient operations and timely service delivery.
- b) Manage operating costs using best operational best practices to maximize profitability.
- c) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The

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<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

**EXHIBIT POT - 17 - Service Directive:  
Railcar and Freight and Operations Coordinator Support Services**

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NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Customer Service</b>	Accuracy	Deliver billing information to billing department	5 days after vessel
		Dock Receipt copy to shipping line	Daily
		Customs Clearance	Daily
		Damage Reporting	Daily
		Accurate OSD Reporting	Daily
		Manifest Reception and Accuracy	Daily
		Yard inventory	Daily
<b>Railcar Coordinators</b>	Accuracy	Order rail cars into NIM yard (switch request)	Daily
		Performance Reporting	Daily/Weekly
		Accountability Reports	Daily
		Planning Container loading	Daily
		Receiving Rail cars into the NIM yard	Daily
		Coordinating Rail car inspections with TTX	Daily
		Track and Tracing Rail cars and containers	Daily
<b>Freight Coordinators</b>	Accuracy	Customs Clearance Paperwork	Daily

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

**EXHIBIT POT - 17 - Service Directive:  
Railcar and Freight and Operations Coordinator Support Services**

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		Accurate inputs for containers (DIMS, Weights, ETC)	Daily
		Customer interaction via phone call, email	Daily
		Ensure destinations are accurate in all systems	Daily
		Track and Tracing Rail cars and containers	Daily

**8) Primary Contacts:**

- a) NWSA – Tom Bellerud/Bob Meyer
- b) POT – Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

EXHIBIT POT - 18

Service Directive for AUTO Business Development Support Services (Taylor Way Auto Facility)

by and between

Port of Tacoma and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

1) **Purpose:**

The purpose of this exhibit is to identify the services provided by the Northwest Seaport Alliance with regard to Support Services listed below for The Port of Tacoma . This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

2) **Time period:**

This agreement is for calendar year 2024.

3) **Scope of Services to be provided by POT to The NWSA**

a) None.

4) **Cost for Service and Charge Methodology – POT to The NWSA:**

a) None.

5) **Scope of Services to be provided by The NWSA to POT**

a) Management of Taylor Way Auto Facility business

b) Marketing of Taylor Way Auto Facility business

c) Quarterly update meetings between the primary contacts (Eric Johnson/Tong Zhu)

6) **Cost for Service and Charge Methodology – NWSA to POT**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2023 Budgeted Amount
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**EXHIBIT POT - 18 - Service Directive:  
Business Development Support Services**

<b>Business Development</b> Dept# 20	5.a	Fixed Percentage	Percentage of budget based on analysis of work activities	12% of actual spending	\$243,323
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**7) Service Level Expectations:**

- a) To be determined for each individual service to be provided at the time of request
- b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the NWSA activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The POT’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>1</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Revenue management</b>	Management	Monitor auto volumes to ensure that minimum payment is accurately identified and invoices	Estimated \$2.9 million revenue

**8) Primary Contacts:**

- a) NWSA – Tong Zhu
- b) POT – Eric Johnson

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level

<sup>1</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT - 19**  
**Service Directive for Additional Support Services as Needed**  
**by and between**  
**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Tacoma with regard to Support Services listed above for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024.

**3) Scope of Services to be provided by POT to The NWSA**

- a) POT will provide miscellaneous additional support services as requested by The NWSA. The specific scope of those services will be determined at the time of the request. These are services that are not covered by one of the other service agreement exhibits. Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined



**4) Cost for Service and Charge Methodology – POT to The NWSA:**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount <sup>2</sup>
	3.a	Fee for Service/Variable	Level of use monthly at agreed to rates	Agreed to when need for service is determined	

**5) Scope of Services to be provided by The NWSA to POT**

- a) NWSA staff will provide miscellaneous support services to POT if requested by POT. The specific scope of those services will be determined at the time of the request. These are services that are not covered by one of the other service agreement exhibits. Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined

**6) Cost for Service and Charge Methodology – NWSA to POT**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount
	5.a	Fee for Service/Variable	Level of use monthly at agreed to rates	Agreed to when need for service is determined	

**7) Service Level Expectations:**

<sup>1</sup> Method Options: Fixed, Project Charges, Fee for Service/Variable. Costs associated with support services will be charged to the Alliance as follows:

- Fixed allocation – Charged as a fixed allocated percentage or formula that will be applied monthly to the actual expenditures.
- Project Charges – Charged to specific projects based on current procedures.
- Fee for Service/Variable – Charges will be tracked and charged based on level of use monthly at rates agreed to when need for service is determined.

<sup>2</sup> Preliminary budget amount – subject to final budget approval.

- a) To be determined for each individual service to be provided at the time of request  
b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the Port of Tacoma activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The NWSA’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>3</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Example - Accounting</b>	<i>Time Based</i>	- <i>Days to complete monthly close</i> - <i>Days to complete quarterly close</i>	- <i>X days</i> - <i>X days</i>
<b>Example - Finance</b>	<i>Time Based</i>	<i>Meet budget deadlines:</i> - <i>Complete Prelim Budget Document</i> - <i>Present Prelim Budget in Study Session</i> - <i>Present Final Budget to MM</i>	<i>10/2/2019</i> <i>10/30/2019</i> <i>11/13/2019</i>
<b>Example - Treasury</b>	<i>Management</i>	<i>Maintain Cash on Hand consistent with policy</i>	<i>(input calculation here)</i>
<b>Example - Payroll</b>	<i>Accuracy</i>	- <i># payments requiring manual intervention</i> - <i>Number of out of cycle payments</i>	____ <i>pmts</i> ____ <i>pmts</i>
<b>Example – Planning</b>	<i>Time Based</i>	- <i>Days to complete an assigned project</i>	- <i>X days</i>

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<sup>3</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POT – Erin Galeno

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

**EXHIBIT POT -20**

**Service Directive for Tacoma Harbor Customs and Border Patrol Facilities**

**by and between**

**Port of Tacoma and The Northwest Seaport Alliance**

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Tacoma (POT) and The Northwest Seaport Alliance (NWSA).

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by and between the Port of Tacoma with regard to Support Services listed above for or by The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level expectations to include performance measures and monitoring. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

**2) Time period:**

This agreement is for calendar year 2024 (no change proposed)

**3) Scope of Services to be provided by POT to The NWSA**

a) None.

**4) Cost for Service and Charge Methodology – POT to The NWSA:**

a) None.

**5) Facility costs for Customers and Border Patrol in the South Harbor/ Port of Tacoma.**

**6) Cost for Service and Charge Methodology – NWSA to POT**

Service Area and Department (Acct if appropriate)	Service Item (from list above)	Method of Charges	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2024 Budgeted Amount
Tacoma Harbor Customs and Border Patrol facility costs Dept# 11	5	Fixed Percentage of Actual Costs	Percentage of budget based on analysis of work activities	10.5% of ALL actual spending related to Tacoma Harbor CBP Facility	\$63,779

**7) Service Level Expectations:**

- a) To be determined for each individual service to be provided at the time of request
- b) Performance Measures and Metrics:

This section outlines the performance measures and metrics upon which service under this SLA will be assessed. Shared Service Centers and Customers will negotiate the performance metric, frequency, customer and provider service responsibilities associated with each performance measure.

Measurements of the NWSA activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Tacoma and The Northwest Seaport Alliance have identified activities critical to meeting The POT’s business requirements and have agreed upon how these activities will be assessed.

Service Area	Type of Measure <sup>1</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
CBP facility costs	Percent of time supportin homeport business	CBP time spent supporting homeport activities vs NWSA.	

**8) Primary Contacts:**

- a) NWSA – Tong Zhu
- b) POT – Eric Johnson

It is expected that the identified contact people will communicate frequently, to coordinate the work, to confirm that services are being provided in a manner that meets service level expectations, and to evaluate monthly financial performance of actual vs. projected spending.

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<sup>1</sup> Type of Measure Options:

- Time Based – measure is time bound – duration, frequency, by a specific date, etc...
- Management – measure dealing with or controlling issues, communications, or staff
- Accuracy – measure to have a specified level of accuracy to be measurable
- Other – measure that doesn’t fit into category above

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