

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

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

**THIS INTER-LOCAL AGREEMENT** (“Agreement”) is entered into by and between the Port of Seattle, a Washington municipal corporation, (“POS”) 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, (Chapter 53.57 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 POS 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 POS 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. The NWSA and POS, in their respective sole discretion, may obtain the services under this Agreement from entities other than the Parties to this Agreement.

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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 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

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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.

**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 Interlocal 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 2985 Tacoma, WA 98401-2985 <a href="mailto:egaleno@portoftacoma.com">egaleno@portoftacoma.com</a>
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Port of Seattle:	Dan Thomas, Chief Financial Officer PO Box 1209 Seattle, WA 98111 <a href="mailto:thomas.d@portseattle.org">thomas.d@portseattle.org</a>
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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

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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



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John Wolfe  
Chief Executive Officer

Date 11/30/2023

Port of Seattle



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Stephen P. Metruck  
Executive Director

Date 12/4/2023

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

- Exhibit 1 – Accounting, Finance, Treasury & Risk Management Support Services
- Exhibit 2 – Legal and Public Records Support Services
- Exhibit 3 – Information & Communication Technology and Security Support Services
- Exhibit 4 – External Relations Support Services
- Exhibit 5 – Portfolio Management Support Services
- Exhibit 6 – Capital Development Support Services
- Exhibit 7A – Port of Seattle Police Support Services
- Exhibit 7B – Security Support Services
- Exhibit 8 – Marine Maintenance Support Services
- Exhibit 9 – Central Procurement Office Support Services
- Exhibit 10 – Managing Member and Executive Support Services
- Exhibit 11 – Pier 69 Facilities Management Support Services
- Exhibit 12 – Environment and Sustainability Support Services
- Exhibit 13 – Tribal Coordination Support Services
- Exhibit 14 – Labor Relations Support Services
- Exhibit 15 – Additional Support Services as Needed
- Exhibit 16 – Equity, Diversity and Inclusion
- Exhibit 17 – Municipal, County, and State Use of NWSA-Licensed Property
- Exhibit 18 – North Harbor Customs and Border Patrol Facilities

**EXHIBIT POS – 01**

**Service Directive for Accounting, Finance, Treasury, & Risk Management Support Services**

**by and between**

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

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Accounting

- i) Prebilling tasks (such as balancing, reconciliation, review of billing data) for activity-based billings, i.e. utilities:
  - (1) Surety document maintenance (such as maintaining the original document onsite, quarterly reconciliation, and forwarding original document when needed for collection).
  - (2) Use tax (state) filing for items procured in North Harbor.
  
- ii) Accounts payable services for the NWSA for North Harbor activity.
  
- iii) Project accounting services to support project delivery for the NWSA.
  - (1) Project cost tracking and review of project costs for proper classification.
  - (2) Capitalization policy analysis and application to projects.
  - (3) Capital Project Spending reporting and comparison to budget, coordinate Cash Reimbursement for 50% of total project spending on monthly basis.
  
- iv) General accounting services for NH financial transactions associated with The NWSA:
  - (1) In conjunction with POT, 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) Services to support external financial audit, single audit of financial reporting and compliance with policies and state and federal statutes.

v) Grant accounting services for NH federal and state grants:

- (1) POS Accounting has provided and discussed grant compliance requirements with NWSA accounting in accordance with 2 CFR 200.331. Applies to grants where POS is grantee and NWSA is sub-recipient.

b) Finance & Budget

i) Provide Operating Budget services to include:

- (1) Partner with the NWSA and POS staff to compile North Harbor budget.

ii) Provide Capital Budget services:

- (1) No capital budget services provided by POS to NWSA.

iii) Provide Financial Analysis Services to include:

(1) Business Development

- (a) Review and provide feedback or suggestions on project analyses.
- (b) Advise on bond restrictions for POS licensed facilities.

(2) Policy

- (a) Work collaboratively on financial policy and procedure issues as initiated by any of the three entities or as required for NWSA function.

(3) Funding

- (a) Assess fundability and funding options for NWSA decision on investments.
- (b) Review and collaborate on long-term forecasting.
- (c) Provide State Grant support for NWSA Lead and POS provides grant administration.
- (d) Provide support services for project delivery between POS and NWSA for split funding due to environmental liabilities, authorization of projects with dual funding between NWSA and POS.

c) Treasury

i) Provide Banking services, including but not limited to:

- (1) No routine banking services provided by POS to the NWSA, however, certain Accounting activities (see section 3, a, i, (1) and 3, a, ii) flow through POS main bank account.



- ii) Provide Investment services, including but not limited to:
  - (1) Invest the working capital liquidity fund for North Harbor projects.
  
- d) Risk Management
  - i) Provide risk management services to The NWSA for NWSA-licensed properties in King County and as requested. Scope includes negotiation/update of insurance policies; process claims; consult on risk management aspects of contracting.

**EXHIBIT POS – 01 - Service Directive:  
Accounting, Finance, Treasury & Risk Management Support Services**

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**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Accounting</b>					
<b>AFR Core Services</b> Dept# 2210	3.a.iv	Standard	Charge based on the standard allocation.	2.75%	\$25,112
<b>AFR Disbursements</b> Dept# 2240	3.a.ii	Special	Based on support services and activities provided by staff to each operating division and NWSA.	2.00%	\$48,617
<b>AFR General Accounting</b> Dept# 2260	3.a.iii-v	Special	Based on support services and activities provided by staff to each operating division and NWSA.	6.75%	\$198,338
<b>AFR Financial Reporting</b> Dept# 2290	3.a.iv	Standard	Charge based on the standard allocation.	2.75%	\$36,227
<b>Finance</b>					
<b>Finance &amp; Budget</b> Dept# 2100	3.b.i-iii	Special	Based on estimated support services provided by each staff to each operating division and NWSA.	5.27%	\$160,005
<b>Maritime Finance &amp; Budget</b> Dept# 6210	3.b.i-iii	Special	Based on estimated support services provided by each staff to each operating division and NWSA.	10.94%	\$174,805

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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.

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

**EXHIBIT POS – 01 - Service Directive:  
Accounting, Finance, Treasury & Risk Management Support Services**

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<b>Environmental Finance</b> Dept# 6211	3.b.i-iii	Special	Based on estimated support services provided by each staff to each operating division and NWSA.	2.47%	\$31,110
<b>Treasury</b>	3.c.ii	Special	Investments: Based on NWSA funds % share of POS PIF		Included in the cost allocation for Dept 2100
		Special	Banking: see Accounting/AFR Revenue and AFR Disbursements, 3, a, i and 3,a,ii, respectively		Included in the cost allocation for Dept 2100
<b>Risk Management</b>					
<b>Risk Management</b> Dept# 1330	3.d.i	Standard	Charge based on the standard allocation.	2.75%	\$32,421
<b>Insurance</b> Dept# 1335	3.d.i	Direct Charge	NWSA Insurance Premium		\$1,080,031
<b>Insurance</b> Dept# 1335	3.d.i	Direct Charge	Property & Liability Broker Contract		\$736

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

a) None.

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

a) None.

**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.

**EXHIBIT POS – 01 - Service Directive:  
Accounting, Finance, Treasury & Risk Management Support Services**

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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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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>Accounting – Accounts Payable</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> </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, provided timely and complete Asset Plans are submitted to POS Accounting by the project management groups.</li> </ol>	<ol style="list-style-type: none"> <li>1. 100%</li> <li>2. 100%</li> </ol>

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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 POS – 01 - Service Directive:  
Accounting, Finance, Treasury & Risk Management Support Services**

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<b>Accounting - General</b>	Time Based	<ol style="list-style-type: none"> <li>1. Monthly Fin'l package avail             <ol style="list-style-type: none"> <li>a. SH data avail</li> <li>b. Cashflow avail</li> <li>c. NH data avail</li> </ol> </li> <li>2. Annual audited financial statements avail.</li> </ol>	<ol style="list-style-type: none"> <li>1. 13<sup>th</sup> bus day             <ol style="list-style-type: none"> <li>a. 8<sup>th</sup> bus day</li> <li>b. 9<sup>th</sup> bus day</li> <li>c. 10<sup>th</sup> bus day</li> </ol> </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. 0</li> </ol>
<b>Finance – Budget</b>	Time Based	<ol style="list-style-type: none"> <li>1. Provide North Harbor budget information by agreed upon dates</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 feedback regarding NWSA analyses, policies, or procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Timely</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. 100% compliance</li> </ol>

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POS – Dan Thomas

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 POS - 02  
Service Directive for Legal Services  
by and between

Port of Seattle and The Northwest Seaport Alliance

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

**1. Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Legal Services

- i) Provide legal services to The NWSA associated with NWSA-licensed properties, contracts, projects managed in the North Harbor, NWSA legal matters and workplace responsibility. Coordinate with NWSA legal support and outside counsel. The major areas POS attorneys will possibly cover include: public works, construction, contracts, leasing, land use, and environmental matters for the NWSA.
- ii) Provide legal services for project-specific environmental matters, litigation, specific claims, focused contract negotiations, etc.
- iii) Coordinate services of outside counsel as appropriate.
- iv) Provide POS portion of state-mandated NWSA records management, and support for NWSA PDR requests.

**4. Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Attorney Services</b> Dept# 1310	3.a.i-iii	Standard	Charge based on the standard allocation.	2.75%	\$126,689
		Direct Charge	NMFS, Trademarks, ESA, Compliance, T5 Construction (Dock Upgrade) including potential litigation, T5 Permitting.		\$94,000

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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.

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

**5. Scope of Services to be provided by The NWSA to POS**

- a) None.

**6. Cost for Service and Charge Methodology – NWSA to POS**

- a) None.

**7. Service Level Expectations:**

- a) To Be Determined.
- 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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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

**8. Primary Contacts:**

- a) NWSA – Dana Henderson
- b) POS – Pete Ramels

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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



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 POS - 03**

**Service Directive for Information & Communication Technology and Security Support Services  
by and between  
Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Information Technology

- i) Provide technology for the POS support service groups that will be providing services to the NWSA. This may include (but is not limited to): MAXIMO, CAD, Police Systems (including 911 dispatch), Financial Systems, Project Delivery System, Construction Document Management System, Contractor Management Systems, Debt Management System, Emergency Communications, Engineering Archives, Access Control ID Badge, and GIS, as well as PC, desktop software and technology infrastructure support for those groups that are providing support to the NWSA.
- ii) Miscellaneous service requests or new Port owned equipment or software outside of services specifically listed in (i) will be charged on a time and materials basis.

b) Information Security

- i) Provide cyber security protection, detection, and response services and business continuity and disaster recovery programs for the POS support service groups that will be providing services to the NWSA. This may include (but is not limited to): MAXIMO, CAD, Police Systems (including 911 dispatch), Financial Systems, Project Delivery System, Construction Document Management System, Contractor Management Systems, Debt Management System, Emergency Communications, Engineering Archives, Access Control ID Badge, and GIS, as well as PC, desktop

**EXHIBIT POS - 03 - Service Directive:  
Information & Communication Technology and Security Support Services**

software and technology infrastructure support for those groups that are providing support to the NWSA.

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Indirect Technology Support. Charges for POS service providers using technology while working for NWSA. Dept# 1910</b>	3.a.i	Special. ICT costs are allocated to subclasses of POS service groups which are then reallocated to NWSA as appropriate.	PC Counts for Infrastructure, PC Support and Service Desk.  Systems Support Costs for Business Applications.	2.84%	\$319,828
Dept# 1936		Special. (see above)	See above.	2.41%	\$140,866
Dept# 1970		Special. (see above)	See above.	3.16%	\$406,679
<b>Direct Support Dept# 1910</b>	3.a.ii	Direct Charge	Service requests or additional equipment requested from NWSA staff for miscellaneous IT services while they are at P69, or accessing Port of Seattle systems.	Time and materials	\$0

<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.

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

**EXHIBIT POS - 03 - Service Directive:  
Information & Communication Technology and Security Support Services**

<b>Indirect Information Security Support. Charges for POS service providers while working for NWSA.</b> Dept #1980	3.b.i	Special. Costs are allocated to subclasses of POS service groups which are then reallocated to NWSA as appropriate.	PC Counts	2.95%	\$81,098
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**5) Scope of Services to be provided by The NWSA to POS**

a) None.

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

a) None.

**7) Service Level Expectations:**

a) To Be Determined

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. The POS technology ticketing system, Freshservice, should be used to ensure visibility regarding an outage or service issue.

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

<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) POS Information Technology – Matt Breed / Krista Sadler

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 POS - 04**  
**Service Directive for External Relations Support Services**  
**by and between**  
**Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Government Relations

- i) Represents the NWSA's legislative and transportation planning interests with local officials and staff and tribal governments in King County in collaboration with NWSA Government Affairs and Planning staff.

b) Community Relations

- i) Establish and maintain NWSA relationship with community organizations in King County to build support for the NWSA's mission and activities.

c) Communications

- i) Helps represent the NWSA to media.

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
External Relations Dept# 1420	3.a	Special	External Relations will provide services to The Northwest Seaport Alliance (NWSA) on issues and projects where the unique knowledge, capabilities and relationships of the POS homeport staff are essential to advancing NWSA business priorities and the Port of Seattle's Century Agenda objectives. The cost allocation is based on the estimated staff time supporting each operating division and the NWSA.	2.62%	\$260,883

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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.

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

5) Scope of Services to be provided by The NWSA to POS

- a) None.

6) Cost for Service and Charge Methodology – NWSA to POS

- a) None.

7) Service Level Expectations:

- a) External Relations will provide any necessary services to the NWSA.

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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
Government Relations	Management	Develop annual legislative agenda for MM to approve and make sufficient progress toward achieving goals within.	Sufficient Progress
Community Relations	Management	Develop annual community outreach plan and make sufficient progress toward achieving goals within. NWSA staff will serve as the lead for the NWSA Annual Breakfast as well as any unplanned NWSA events in the North harbor.	Sufficient Progress

<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



Communications	Management	Assist in response to media requests in timely and professional manner. The POS maritime media officer will work alongside NWSA Communications on issues residing in the North harbor. POS staff will provide maritime clips to all commissioners and appropriate staff.	Timely
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**8) Primary Contacts:**

- a) NWSA – Ryan McFarland/Melanie Stambaugh
- b) POS – Pearse Edwards

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. Port of Seattle Government Relations staff performing transportation planning service also will coordinate directly with NWSA’s Senior Planning Manager, as appropriate.

EXHIBIT POS - 05

Service Directive for Portfolio Management Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) 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 Seattle and The Northwest Seaport Alliance with regard to the Support Services listed above. 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 POS to The NWSA**

a) Utility, Street Use Permit & Miscellaneous Charges:

- i) For NWSA-licensed properties in King County, POS staff will coordinate with utility billing/invoicing, and current routine reporting for accounts that may not be put in the NWSA's name and must remain in the name of the property owner. Such accounts include but are not limited to street use permits, King County noxious weed and environmental charges associated with property taxes, water, and sewer accounts.
- ii) For NWSA-licensed properties in King County, for utility meters and sub-meters managed by POS but also servicing NWSA licensed property read meters and provide tenant and/or NWSA reimbursements as necessary.
- iii) Additional utility administration to include, calculate utility rates including service charges and communicate revised rates to the NWSA, assistance with utility account transitions and on-going utility account coordination, upon receipt of electronic copy of any new NWSA lease, license agreement or amendment, set-up or amend the Stormwater utility billing to be direct billed by the POS Stormwater Utility to NWSA tenants.

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

a) Utility and Lease and Data Reporting Services:

- i) Provide electronic copies of all NWSA leases, license agreements and their amendments to POS to set-up or revise stormwater billing rules and collection assistance for delinquent stormwater utility accounts servicing NWSA tenants.
- ii) Provide utility account information to POS upon request for purposes of, but not limited to, calculating annual rates, tracking property accounts and any utility data required for energy management reporting as necessary and assistance with utility account transitions and on-going utility account coordination.
- iii) Provide cargo reporting services related to the POS grain terminal lease billing terms and conditions including monthly tracking and reporting of actual grain volumes by vessel reported to POS and research on crop and trade assumptions used for forecasting.

b) Third-party Agreements:

- i) Provide management of NWSA third-party agreements located within the Terminal 46 POS premises.

**Note:** these services are not new and have been ongoing since the inception of the NWSA.

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

There shall be no charge for the services contemplated in this Service Directive. POS and NWSA agree that the scope of services provided to each entity is of comparable time and value. Therefore, POS and NWSA will exchange these services in lieu of a monetary cost.

**6) Service Level Expectations:**

a) Timely and accurate.

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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 POS - 05 - Service Directive:  
Portfolio Management Support Services**

Service Area	Type of Measure <sup>1</sup>	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
<b>Utilities and Lease Administration</b>	Time-Based	Utility providers, SDOT and tax related fees are paid in a timely manner. Rate changes are provided to the NWSA in a timely manner.	N/A
<b>Cargo Volume Reporting, Utilities, Lease Management</b>	Time-Based	Provide reports relied upon by POS to confirm budget, billings and utility data. Lease Management of NWSA third-party Agreements. Agreements and utility documentation transmitted to the POS in a timely manner.	N/A

**7) Primary Contacts:**

- a) NWSA – Tong Zhu, NWSA Real Estate Director
- b) POS – Joe Pelonio

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.

POS and NWSA agree to swap the services. No financial transaction is expected for this service agreement – confirmed by Jenn on August 11<sup>th</sup>, 2023.

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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

EXHIBIT POS - 06

Service Directive for Capital Development Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Engineering (ENG)

- i) POS staff may support The NWSA with engineering services for projects in King County. Services include Engineering Design, Tenant Improvement Request reviews, Construction Management & Construction Labor/Workforce, Construction Safety, Survey, Mapping & Utility Locating, and support for professional and public works contract procurement.

b) Port Construction Services (PCS)

- i) NWSA may contract with Port Construction Services for small works construction services at NWSA-licensed properties in King County.

c) Waterfront Project Management (WPM)

- i) POS staff may support The NWSA with project delivery and program management for NWSA projects in King County. Services for projects start with capital planning and budgeting of new projects. WPM project delivery processes include the following phases: initiation, planning, design, execution, any grant related work, grant administration, 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.

**EXHIBIT POS - 06 - Service Directive:  
Capital Development Support Services**

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Engineering</b> Dept# O1600	3.a	Project Charge	Expense Projects, Direct Charge & Project Costing overhead		\$135,885
	3.a	Special	Based on support services and activities provided by staff to each operating division and NWSA.	10.76%	\$667,711
<b>Port Construction Services</b> Dept #1700	3.b	Project Charge	Expense Projects, Direct Charge & Project Costing overhead		\$0
	3.b	Special	Based on support services and activities provided by staff to each operating division and NWSA.	1.70%	\$70,533
<b>Waterfront Project Management</b> Dept #6260	3.c	Project Charge	Expense Projects and Direct Charges & Direct Charge Markup Exp		\$685,369
	3.c	Special	Based on support services and activities provided by staff to each operating division and NWSA.	45.06%	\$612,658

*\*Amounts identified in this table reflect only the Operating Budget and do not include the Capital Budget spending.*

<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.

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

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

a) None.

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

a) None.

**7) Service Level Expectations:**

a) Will provide any necessary services to the NWSA.

b) Approval: All services provided by POS for the NWSA shall be approved and authorized by the NWSA. The NWSA Master Policy (Delegation of Authority) is the controlling document for authorization of projects.

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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>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

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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 POS - 06 - Service Directive:  
Capital Development Support Services**

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<b>Scope</b>	Accuracy	Project definitions, as defined in the basis of design or 30% design documents, are accurate and complete	Properly documented
<b>Budget</b>	Accuracy	Projects are completed within authorized amounts	Project spending does not exceed current authorization
<b>Schedule</b>	Accuracy	Work is delivered on time	Schedules are developed and agreed to by all parties

**8) Primary Contacts:**

- a) NWSA – Thais Howard
- b) POS:
  - i) Engineering – Janice Zahn & Vy Donnelly
  - ii) Project Management – Tin Nguyen & Renu Patten
  - iii) Port Construction Services – Jermaine Murray & Christopher Clemetson

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 POS – 07A**

**Service Directive for Port of Seattle Police Support Services**

**by and between**

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

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Port of Seattle Police

i) The NWSA will contract with POS Port Police for services at NWSA-licensed properties in King County, which include:

- (1) Terminal 5
- (2) Terminal 10
- (3) Terminal 18
- (4) Terminal 46
- (5) Terminal 30
- (6) Terminal 25
- (7) Terminal 103
- (8) Terminal 104
- (9) Terminal 106
- (10) Terminal 107
- (11) Terminal 108
- (12) Terminal 115

ii) Services include, but are not limited to:

- (1) General Patrol
- (2) Traffic Management

- (3) Incident Response
- (4) Crowd Management
- (5) Community Participation
- (6) Itinerant trespassing

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Police</b> Dept# 4300	3.a	Special	The overall Allocation was based on hours assigned to particular units. Hours are provided from the Police scheduling system and Police CAD system from June 30, 2022 through June 30, 2023. Breakdown of allocation to Maritime units was determined from calls for service to specific properties.	1.96%	\$755,287

<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.

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

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

a) None.

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

a) None.

**7) Service Level Expectations:**

a) Port of Seattle Police will provide any necessary services to the NWSA.

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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>General Patrol</b>	Time Based	Daily frequency	3x / day
<b>Traffic mgmt</b>	Management	On Call	Until trucks clear
<b>Incident response</b>	Management	On Call	Until resolved
<b>Crowd Mgmt</b>	Management	On Call	Until resolved
<b>Community mtg participation</b>	Management	On Call	Attend
<b>Itinerant</b>	Time Based	Contact and referral to City	Within 24 hours

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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

<b>Intervention</b>			
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**8) Primary Contacts:**

- a) NWSA – Tom Bellerud
- b) POS – Michael Villa, Mark Thomas

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 POS – 7B**

**Service Directive for Security Support Services**

**by and between**

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

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) and The Northwest Seaport Alliance (NWSA) for Calendar Year 2024.

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 and Costs for Service:**

a) Security Support Services to be provided by POS to The NWSA include the following:

- i. POS will manage contract security services as needed at NWSA-licensed properties in King County. Those contract security charges will be billed to NWSA.
- ii. Maintain compliance with the Maritime Transportation Security Act (MTSA) at all properties.
- iii. Maintain security personnel services for properties to provide for the protection of the asset from theft, vandalism, and other criminal activities.
- iv. 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.

- v. Provide emergency management services to ensure continuity of operations, mitigation of hazards and coordinated responses to planned and unplanned emergent/emergency events.
- vi. Maintain liaison with Federal, State, County, City and other governmental and law enforcement agencies for legal/regulatory compliance and emergency management, to include act as representative for Maritime Security Committees.
- vii. Maintain the ability of the facilities to communicate effectively on the Port of Seattle Radio System through radios provide by the Port of Seattle and operated through a Memorandum of Agreement with the tenants as part of the emergency management and security program.
- viii. Coordinate drills and exercises of security plans and emergency management activities with all Port of Seattle Maritime Properties and the appropriate federal, state, and local authorities in order to maintain regulatory/legal requirements and operational readiness.
- ix. Represent the Port of Seattle and all Maritime properties and activities at the U.S. Coast Guard Area Maritime Security Committee.
- x. Represent Washington State Public Ports on the Puget Sound Harbor Safety Committee.
- xi. Where appropriate, maintain Port of Seattle access control program and infrastructure for access to facilities in compliance with U.S. Coast Guard regulations.
- xii. Where appropriate, maintain Port of Seattle video surveillance program and infrastructure for video surveillance of Port of Seattle properties.
- xiii. Maintain Port of Seattle 24 hour a day, 7 day a week Duty Officer response telephone number for security and emergencies (206) 787-3688.
- xiv. Where appropriate, provide safety, security and emergency management training for Port of Seattle personnel, contractors, vendors, and tenants.
- xv. Where appropriate, maintain the Port of Seattle TWIC program for maritime facilities.

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Contract Security Services (Maritime Security)</b> Dept# 6910	3.a	Direct Charges	Budget/Actual expenditures for contract security at NWSA-licensed properties.		\$450,874
	3.a	Special	Variable Driven Charge allocation for department expense	26.82%	\$131,647

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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.

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

**5) Scope of Contract Security Services to be provided by The NWSA to POS:**

- a) Contract security guard services at Terminal 46 to provide for perimeter security, deterrence of theft, vandalism, criminal activity in the preservation of the value of the asset, and compliance with USCG MTSA requirements.
- b) Contract security guard services at other NWSA facilities not occupied by a tenant to prevent theft, vandalism, and criminal activity in the preservation of the value of the asset, and compliance with USCG MTSA requirements as applicable.

**6) Service Level Expectations:**

- a) Monthly billing statements for security personnel to be provided by the Port of Seattle Maritime Security program to the NWSA for services provided.
- b) The Port of Seattle provides 24 hour a day, 7 days a week security and emergency response via the Maritime Duty Officer telephone number (206) 787-3688.
- c) Other service level expectations to be determined as needed.

**7) Primary Contacts:**



- a) NWSA – Tom Bellerud
- b) POS – Russ Read

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 POS - 08**  
**Service Directive for Marine Maintenance Support Services**  
**by and between**  
**Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Marine Maintenance

- i) The NWSA will contract with POS Marine Maintenance for facility maintenance services at NWSA license properties in King County.
- ii) Other to be determined.

b) POS Vehicle Use by NWSA Approved Staff

- i) The NWSA shall indemnify the Port of Seattle for all damages, claims, or injuries resulting from the use of a Port vehicle. The Port self-insures its fleet for liability (damages for property or bodily injury we owe to an injured party) and physical damage to the fleet. All damages, whether to the vehicle itself or paid to an injured third party - that result from when a NWSA driver is using a Port vehicle, shall be indemnified back to the Port, by the NWSA. If a third-party driver (not the NWSA driver) is liable for damages to the Port (i.e. Port is injured party), the Port will recover damages that it's owed from the liable third party to the extent possible. However, any damages not recovered will be reimbursed to the Port from the NWSA. The Port recognizes that the NWSA has vehicle or auto insurance however that insurance applies on an excess basis to all vehicles other than those owned by the NWSA. The vehicles who NWSA will be driving are Port owned and self-insured by the Port. However, regardless of whether the NWSA has insurance that applies to pay for

damages, it's the responsibility of the NWSA to indemnify the Port for any and all damages incurred while a NWSA driver is driving a Port vehicle. The lack of insurance or an exclusion in a NWSA auto/vehicle policy of insurance does not override the NWSA's responsibility to pay for all damages that result from use of a Port vehicle.

- ii) All NWSA staff who operate POS vehicles assigned to Terminal 46 shall meet the following criteria and conform to the following processes. NWSA drivers shall:
1. Have passed scrutiny of the POS Risk Management department (Driving Abstract, EX-14 read and sign) prior to using POS vehicles.
  2. Maintain a valid Washington State driver license.
  3. Notify POS Risk Management and POS Marine Maintenance Fleet and Transportation Manager in the event of any collision, vandalism/damage, or any moving or parking violations, as they occur.
  4. Use POS vehicles only for NWSA business purposes, no personal use is permitted.
  5. Not use POS vehicles overnight, out of state, or park overnight anywhere other than Terminal 46 without prior written approval by POS Risk Management.
  6. Log every use of POS vehicles, and provide those logs to the MM Fleet and Transportation Manager monthly.
  7. Report any vehicle defects immediately to the MM Fleet and Transportation Manager or their identified support staff.
  8. Not operate any POS vehicle that is suspected of having a mechanical or safety issue, or that has warning lights illuminated in the dashboard.
  9. Not loan POS vehicles to contractors, sub-contractors, interns, or other staff who have not been approved to operate POS vehicles by POS Risk Management.

**EXHIBIT POS - 08 - Service Directive:  
Marine Maintenance Support Services**

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Marine Maintenance</b> Dept# O6280	3.a	Project Charges	Project and other work as budgeted in 2024 Operating Budget. Actual charges will be for actual projects and work performed.		\$1,417,771
	3.a	Special	To be based on historical 5Y proportion of actual spending of work performed for NWSA, Maritime, Stormwater, and Economic Development Divisions.	16.08%	\$3,145,273
<b>NWSA Mitigation Parks</b> Dept# 6114	3.a	Special	Project and other work as budgeted in 2024 Operating Budget. Actual charges will be for actual projects and work performed.	100%	\$168,041

<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.

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

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

- a) None.

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

- a) None.

**7) Service Level Expectations:**

- a) To be determined.
- 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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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

**8) Primary Contacts:**

- a) NWSA – Tom Bellerud
- b) POS – Delmas Whittaker

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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

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 POS - 09

Service Directive for Central Procurement Office Support Services

by and between

Port of Seattle and The Northwest Seaport Alliance

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

1) **Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA in the North Harbor**

a) **Central Procurement**

- i) Provide procurement services associated with NWSA projects managed through POS system in King County.

**EXHIBIT POS - 09 - Service Directive:  
Central Procurement Office Support Services**

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**4) Cost for Service and Charge Methodology – POS 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 Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>CPO Construction</b> (purchasing/consulting if related to projects) Dept# 1680	3.a	Standard	Use Project Costing Charge first. The vast amount of our work is Capital with some Expense.	2.75%	\$20,829
<b>Central Procurement Office</b> Dept# 9205	3.a	Standard	Charge based on the standard allocation.	2.75%	\$214,169

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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.

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



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

a) None.

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

a) None.

**7) Service Level Expectations:**

a) Service will be provided as needed where POS Central Procurement Office can aid and assist Alliance efforts through direct procurements, allowing use of POS contracts or working collectively on mutual procurements, and emergent needs.

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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>		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.	Meet mutually agreed upon schedule 80% of the time.
<b>Services (includes Professional, Personal, and</b>		Provide services based on a mutually agreed upon schedule where staffing availability, existing contracts, and	Meet mutually agreed upon

**EXHIBIT POS - 09 - Service Directive:  
Central Procurement Office Support Services**

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<b>Purchased services as well as the purchase of goods)</b>		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.	schedule 80% of the time.
<b>Public Works Projects</b>		Provide Public Works based on a mutually agreed schedule. Construction will remain the responsibility of the Home Port.	Meet mutually agreed upon schedule 80% of the time.

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POS – Nora Huey

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 POS - 10**  
**Service Directive for Managing Member/Commission Support Services**  
**by and between**  
**Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Managing Member/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.
- v) POS Commission staff will coordinate closely with NWSA staff to provide support for NWSA Managing Member meeting coordination.
- vi) POS Commission staff will coordinate closely with NWSA staff to provide weekly support for issues management, scheduling, travel arrangements and production of

**EXHIBIT POS - 10 - Service Directive:  
Managing Member/Commission Support Services-Revised effective May 2, 2024**

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briefings, outreach materials, event support, document signatures and other emergent activities as necessary.

b) NWSA specific travel

- i) Commission travel for NWSA business not paid for directly by the NWSA will be direct charged to the NWSA.

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount or Formula	2024 Budgeted Amount <sup>2</sup>
Commission Office Dept #1200	3.a	Fixed Amount	Based upon agreed amount of \$250,000 per year.		\$250,000
	3.b	Direct	NWSA specific travel expenses paid by POS	Actual	TBD

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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.

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

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

a) None.

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

a) None.

**7) Service Level Expectations:**

a) Will provide any necessary services to the NWSA.

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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>Managing Member Support</b>	Other	Managing Member administrative support such as calendaring, briefings, materials dissemination, travel, policy and media coordination.	Weekly coordination
<b>Managing Member – Meeting Frequency</b>	Other	Managing Member shall meet at least quarterly and may hold executive sessions to oversee the business of the	At least Quarterly

<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 POS - 10 - Service Directive:  
Managing Member/Commission Support Services-Revised effective May 2, 2024**

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		PDA, set policy and strategic direction for the NWSA.	
<b>Managing Member – Compliance</b>	Other	Managing Member will carry out the provisions of the PDA in RCW 53.08 and RCW 42.30.	100% compliance
<b>Managing Member – Meeting Attendance</b>	Other	Three or more commissioners from each homeport present at Managing Member meetings.	100% of MM Meetings

**8) Primary Contacts:**

- a) NWSA – Leilani Berinobis
- b) POS – Aaron Pritchard

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 POS - 11**

**Service Directive for Pier 69 Facilities Management Support Services**

**by and between**

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

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Pier 69 Facilities Management

- i) POS will provide fully serviced office space, conference space and common use space for those POS service groups housed at Pier 69 that provide services to NWSA.
- ii) POS will provide the NWSA with use of the commission chambers, conference center, and common use space at Pier 69.
- iii) POS will provide NWSA employees visiting Pier 69 with parking access at the Bell Street Garage.

**EXHIBIT POS - 11 - Service Directive:  
Pier 69 Facilities Management Support Services**

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**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Pier 69 Facilities Management</b> Dept #2510	3.a	Special	Allocation based on corporate allocations for some larger departments, and default corporate allocations for others, of office space occupied by Central Services groups.	3.69%	\$66,961

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

- Standard Corporate Percentage (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.
- Special Fixed Percentage (Variable by budget organization but fixed for the year)– Charges will be tracked and charged based on a fixed percentage as determined by the level of service.

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



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

- a) None.

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

- a) None.

**7) Service Level Expectations:**

- a) Pier 69 Facilities Management will provide NWSA with the same high level of service it provides to the POS.
- b) POS employees and NWSA employees visiting Pier 69 will be subject to the same policies and procedures with respect to requesting and receiving facility management services.
- 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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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

**8) Primary Contacts:**

- a) NWSA – David Morrison
- b) POS – Nick Milos

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 POS - 12**

**Service Directive for Environmental Services & Planning Support**

**Services by and between**

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

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle Maritime Environment and Sustainability department staff (POS staff) with regard to Support Services listed in the title for The Northwest Seaport Alliance. This exhibit defines the mutually agreed upon scope of services, cost for services, charge methodology, and service level. 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 POS to The NWSA**

a) Environmental Services Administration

- i) Overall administration of environmental programs that support coordination with and delivery of services to NWSA.

b) Environment, Planning & Sustainability Services

**Core Services to be provided by POS to NWSA**

POS staff provides a range of tactical environmental and sustainability services to NWSA that are necessary for maintaining our collective “license to operate.” These services include:

- i) Programmatic permit development and administration. Develop and secure programmatic permits that benefit NWSA projects. These include programmatic permits for pile systems repair and maintenance, shoreline stabilization, maintenance dredging, etc.
- ii) General compliance. Prepare required permit compliance manuals and establish protocol and triggers for project reporting. Maintain SharePoint workflows and permit compliance tracking system.
- iii) SEPA administration (lead agency). Provide administration to run SEPA and NEPA review for capital and expense projects (billed time to each project).

- iv) Agency and stakeholder communication/consultations. Respond to calls and requests for information outside of a specific capital project (bill time to project).
- v) Tribal relationships, engagement, negotiations. Maintain excellent working relationships with Treaty-tribes and support negotiations related to in-water work for NWSA projects.
- vi) Lease reviews. Review leases and other transaction documents to ensure compliance with regulations, Port policies, environmental “best practices”, and agreements.
- vii) US Coast Guard Expansion. Provide assistance and advocacy, including internal and Coast Guard coordination, SEPA/NEPA comments, and responses to information requests. If there is additional support necessary, we will setup a separate project and agreement (bill time to project).
- viii) Contract Procurement/Management. Procure and manage contracts needed to ensure that a full range of environmental services are available to support NWSA projects as needed.
- ix) WRDA coordination. Meet with USACE staff regularly to review status of all current and future NWSA projects in the North Harbor and maintain relationships that ensure a high level of service under WRDA.
- x) Nuisance wildlife management. Provide on-call service for NWSA properties to address wildlife related problems and respond to and addresses issues that include but are not limited to osprey nests on utility poles, racoons in catch basins, peregrine falcons in warehouses, removal of deceased marine mammals, and terns nesting on rooftops.
- xi) Spill response. Provide 24/7 on-call spill response for NWSA properties.
- xii) Derelict vessel response. Provide 24/7 on-call service to respond to derelict vessels that exist at or threaten NWSA facilities.
- xiii) Hazardous material response. Provide hazardous material assessment, illicit discharge response, and manage hazardous material disposal on NWSA projects when needed.
- xiv) Regulatory expertise and relationships. Provide expertise and relationships related to regulations, policies, procedures and staff at the following agencies/tribes: Seattle Department of Construction and Inspection; Seattle Office of Planning and Community Development; Seattle Department of Transportation; Seattle City Light; Seattle Public Utilities; Seattle City Council; Seattle Office of the Waterfront; Seattle Mayor’s Office; King County Department of Permitting & Environmental Review; U.S. Army Corps of Engineers; Washington State Departments of Ecology, Natural Resources, and Fish & Wildlife; NOAA/National Marine Fisheries Service; US Fish & Wildlife Service; Environmental Protection Agency; Dredged Material Management Office; Suquamish Tribe; Muckleshoot Indian Tribe.

xv) Common coordination:

If requested by the NWSA, and agreed to by POS additional POS staff time could be spent on NWSA actions for work outside of the common strategy development and beyond requirements.

The actual costs (based on analysis of work activities, staff and consultant contracting time) will be covered by NWSA, applied to the project with approvals by the project lead. (no additional costs in this ILA)

xvi) Project delivery. All project costs including permit fees, staff time, and outside services required for permit acquisition will be tracked and charged to the individual project. Non-capital project environmental services will be covered by the allocation in the table below.

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

Service Area and Department (Acct if appropriate)	Service Item (from SD title)	Method of Charges <sup>1</sup>	Basis for Charge	Hourly Rate, Fixed Percentage, Fixed Amount or Formula	2024 Budgeted Amount <sup>2</sup>
<b>Maritime Environmental Services Dept #1350</b>		Fixed Amount	Percentage of committed amount	Fixed	\$100,000

<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.

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

**\* The Port of Seattle and the NWSA agreed that the total fixed amount for orgs 1350, is based on 6% increase for inflation going forward, for a total of \$100,000 for 2024. The actual direct charges and allocation among the three orgs can change, but the total will remain \$100,000 for 2024.**

***\* Amounts identified in this table reflect only the Operating Budget and do not include the Capital Budget spending.***

**Payment for services**

POS and NWSA acknowledge that services described in the scope of services entail direct and indirect costs to provide. These costs will be transacted between POS and NWSA in a manner that is proportionate to the level of service provided by either entity, as follows:

- a. In 2024 and going forward, NWSA will provide a fixed amount to POS of \$100,000 for the core environmental services identified in item (3), adjusted annually for inflation. This reflects an accurate accounting of the services received by NWSA in relation to the actual cost to provide them. This does not include direct charges to capital programs or projects. In future years, if NWSA consistently requires additional services not included in item (3), POS and NWSA will work collaboratively to estimate the cost of the additional services and adjust the fixed fee accordingly through a new or amended agreement.
- b. In 2024 and going forward, POS will provide funding for any services requested of NWSA on a case-by-case basis. Such services and the method of payment will require mutual agreement, transacted either through direct charges to POS subclasses or projects, or through special agreements for that purpose, based on current billable rates for NWSA.
- c. Specific service requests made pursuant to item (5) will be negotiated on a case-by-case basis. Such services and the method of payment will require mutual agreement, transacted either through direct charges to POS or NWSA subclasses or projects (depending on who is receiving service), or through special agreements for that purpose, based on current billable rates.

**Coordination of activities which are of mutual interest but outside of the core services**

In addition to activities in item (3) above, POS and NWSA routinely coordinate activities related to regional environmental initiatives, strategies, and programs, at their own cost. This coordination includes sharing of data, collaborative strategy development, and ensuring alignment between NWSA and POS environmental programs. Time spent on these coordinated activities is typically staffed and funded individually by POS and NWSA. These activities include but are not limited to:

- Northwest Ports Clean Air Strategy implementation
- Seattle Waterfront Clean Energy Strategy planning and implementation
- Emissions accounting and joint reporting
- Grant funding and public and private partnerships
- Southern Resident Killer Whale (SRKW) Orca Recovery efforts

- International and domestic engagement on shared policy issues
- Resiliency and hazard mitigation planning
- Negotiation/coordination with Muckleshoot Indian Tribe and Suquamish Tribe
- Land use planning such as feasibility studies, development proposals, city and regional regulatory or policy changes

POS or NWSA may request additional staff time and resources to be allocated to the above-mentioned (or other) activities that exceeds normal “coordination.” In such case, if mutually agreed, the costs of the additional staff time and resources will be borne by the entity receiving the additional services.

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

- a) It is anticipated that the following support will be provided by the NWSA environmental team:
- i) NWSA has common interest in meeting POS and NWSA environmental goals established by the individual ports and the commonly managed properties under the NWSA. NWSA, POT & POS staff agree to coordinate closely on regional programs, sharing data, strategy development, and alignment of programs. Time spent on these programs are staffed and paid for by each organization, although collaboration and coordination of tasks will be required, and cost sharing may be agreed to. Programs of common coordination include, but are not limited to:
- Northwest Ports Clean Air Strategy update
  - Emissions accounting
  - Awards programs including POS Environmental Excellence Awards and NWSA North Star Awards
  - SRKW Orca Recovery efforts
  - 2025 Industrial stormwater general permit programs

If requested by POS, and agreed to by NWSA, additional staff time could be spent on POS actions for work outside of the common strategy development and beyond requirements. The actual costs (based on analysis of work activities, staff and consultant contracting time) will be covered by POS, applied to the project with approvals by the project lead.

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

Service Area and Department (Acct if appropriate)	Service Item (from SD title)	Method of Charges	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2021 Budgeted Amount
<b><u>Environmental</u></b>	5.a.i		As mutually agreed, to per text	Based on current billable rate	Undetermined – as needed basis

**7) Partnership Expectations:**

- a) POS and NWSA agree to:
  - i) Work cooperatively to share information
  - ii) Communicate on a regular basis via phone and meetings to keep each other apprised of issues of mutual interest
  - iii) Jointly decide level of engagement and participation
  - iv) Respond to each other’s requests in a timely manner
  - v) Raise any concerns or issues in a timely manner and work cooperatively to resolve

**8) Primary Contacts:**

- a) NWSA: Jason Jordan (Secondary: Mindi Kellar, Deirdre Wilson, Steve Nicolas)
- b) POS: Sarah Ogier (Secondary: Jon Sloan, Alex Adams, Jane Dewell, Mike DeSota)

It is expected that the identified contact people will communicate frequently to coordinate the work, to confirm that services are provided, and to evaluate financial performance.



**EXHIBIT POS - 13**  
**Service Directive for Tribal Coordination Support Services**  
**by and between**  
**Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Tribal Coordination

- i) POS and NWSA staff will coordinate closely on tribal coordination, permits and negotiations affecting marine cargo projects.
- ii) POS staff will provide administrative and technical services in connection with Tribal Coordination activities to The NWSA.
- iii) Other to be determined.

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount or Formula	2024 Budgeted Amount <sup>2</sup>
Tribal Coordination Dept #0101	3.a	Fixed Amount	Agreements with Muckleshoot Indian Tribe and Suquamish Tribe. Actuals based on CPI increase during following year.		\$1,200,096 (for the tribal payments)

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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.

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

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

- a) Regular engagement with POS and recognized Tribal Communities concerning items of mutual interest to resolve problems, communicate ports development plans, receive tribal concurrence necessary for issuance of ACOE permits for port projects, coordinate vessel access to port facilities with tribal treaty fishing access needs, identify government to government opportunities that could result in mutual benefits and other reasons for maintaining and growing strong relationships between the ports and federally recognized tribes.
- b) See Exhibit POS-12 for additional relevant environmental services.

**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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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>Tribal Coordination Agreements</b>	Management	Receive tribal concurrence on ACOE permits.	Receipt within project schedule.

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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 – Lindsay Wolpa
- b) POS – Jon Sloan

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.

### **Additional Information**

The Muckleshoot Indian Tribe, the Suquamish Tribe, POS, and NWSA share a common area of operations, including bay and channel areas throughout north and south Elliott Bay. Since 1995, Treaty tribes and the port have cooperated through a series of agreements, with the objective to avoid and minimize potential negative effects on Treaty-protected fishing access, in conjunction with cargo and passenger activities and infrastructure improvements at port marine terminal (and other) facilities.

### **Background**

The Port of Seattle conducts government-to-government relations with the Muckleshoot Indian Tribe and Suquamish Tribe as federally recognized, Treaty-protected native sovereign nations.

POS long-term commitment to the Muckleshoot Indian Tribe and Suquamish Tribes relates to maintenance of usual and accustomed treaty fishing access adjacent to port marine terminal sites throughout Elliott Bay, the East and West waterways, and the Duwamish River.

Treaty tribe authority: The Muckleshoot Indian Tribe and the Suquamish Tribe have authority to exercise treaty-reserved fishing rights within their “usual and accustomed hunting and fishing areas” (U&A) in Elliott Bay, the East and West waterways in south Elliott Bay, and the Duwamish River. This includes two elements affecting port marine terminal facilities: (1) direct fishing access at marine terminal locations and (2) participation in federal decision-making for proposed port development that might affect treaty fishing access.

The tribes have treaty-reserved fishing rights in all areas required for navigational access to port facilities, so navigational and berth access to all port marine terminal facilities during fishing periods (generally August through January) must be accomplished without substantially impeding fishing activities.

Treaty tribes have equal decision-making authority with federal agencies, including the U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, National Marine Fisheries Service, and Environmental Protection Agency, regarding authorizations required by the port for development, operation, and maintenance of marine cargo infrastructure. This authority also extends to federal Superfund cleanup determinations and natural resource damage and restoration requirements.

The Muckleshoot Indian Tribe and Suquamish Tribe and the port have worked to manage successful Treaty fishing access with marine cargo and passenger vessel access for many years. Experience indicates that pro-active actions taken to design, construct, and operate port facilities in a manner that avoids conflicts with Treaty fishing improves safety, reduces damage to fishing gear and vessels, allows for effective harvest, reduces the potential for delays in vessel arrivals

and departures, and reduces uncertainty for port-sponsored marine terminal development actions.

Since 1995 all capital Port of Seattle development and marine facility improvement projects, including Terminal 5, Terminal 18, Terminal 30, Terminal 91, and Terminal 115, have included agreements to compensate Treaty tribes for adverse “in-water” effects on Treaty fishing, in instances where displacement of fishing access could not be avoided or minimized. Compensation measures in most cases consisted of payments to the Muckleshoot Indian Tribe and Suquamish Tribe.

In addition, recent agreements with the Muckleshoot Indian Tribe and Suquamish Tribe have provided for coordination of fishing activities with marine terminal operations. During fishing periods, the tribes and the port have agreed on measures and funding for twenty-four-hour monitoring and management, to minimize potential disruption of net fishing, while allowing for movement of cargo and passenger vessels.

The POS and NWSA have a shared interest in continuing close coordination with both Tribes, including frequent engagement and careful attention to their treaty rights.

**EXHIBIT POS - 14**  
**Service Directive for Labor Relations Support Services**  
**by and between**  
**Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle 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 POS to The NWSA**

a) Labor Relations

- i) Management and negotiation of CBA and other labor relations activities for represented employees working for POS under service agreements to NWSA (eg: Marine Maintenance, Port Construction Services).

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount, or Formula	2024 Budgeted Amount <sup>2</sup>
Labor Relations Dept# 1810	3.a		Support for NWSA has been discontinued for 2024.		\$0

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

- a) None.

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

- a) None.

**7) Service Level Expectations:**

- a) Labor Relations will provide any necessary services to the NWSA.

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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: 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.

<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
<b>Labor Relations</b>	Management	Collective Bargaining Agreements are negotiated in a timely manner so as to avoid contract expiration (and potential lost productivity)	Agreements reached prior to contract expirations

**8) Primary Contacts:**

a) NWSA – Don Esterbrook

b) POS – Mikel O’Brien

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 POS - 15**  
**Service Directive for Additional Support Services as Needed**  
**by and between**  
**Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance, and vice versa. 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 POS and The NWSA to Each Other**

a) POS and The NWSA will provide miscellaneous additional support services as requested by one to the other. 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 – POS 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, Fixed Amount or Formula	2024 Budgeted Amount <sup>2</sup>
	3.a	Fee for Service/Special	Level of use monthly at agreed to rates	Agreed to when need for service is determined	TBD

**5) 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 Port of Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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: 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.

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

**6) Primary Contacts:**

- a) NWSA – David Morrison
- b) POS – Dan Thomas/Michael Tong

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 POS - 16**

**Service Directive for Equity Diversity and Inclusion Project Support**

**by and between**

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

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by the Port of Seattle with regard to Support Services listed above for The Northwest Seaport Alliance, and vice versa. 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 POS to The NWSA**

- a) Provide high-level, strategic advice to NWSA staff and primary consultants to support the development of the long-term strategy for transitioning to zero-emission drayage trucking. Strategic advice will focus on approaches for incorporating necessary equity considerations into the strategy, including prioritizing stakeholder outcomes among those who have been disproportionately impacted by poorer environmental health and economic prosperity related to the trucking industry.
- b) POS will work closely with NWSA staff and the primary consultant, to provide strategic advice on best practices related to equitable community engagement.

**4) Cost for Service and Charge Methodology – POS 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, Fixed Amount or Formula	2024 Budgeted Amount <sup>2</sup>
Office of EDI Dept# 1460	3.a	Direct Charges	Estimated costs related to Truck Collaboration		\$50,000 for Truck Collaboration support services

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

- Standard Corporate Percentage (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.
- Special Fixed Percentage (Variable by budget organization but fixed for the year)– Charges will be tracked and charged based on a fixed percentage as determined by the level of service.

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

**5) Service Level Expectations:**

Provide guidance and facilitation to incorporate Equity, Diversity and Inclusion (EDI) into trucker engagement strategies. Primarily work with the Puget Sound Zero Emission Truck Collaborative by supporting the NWSA staff and their primary consultants as they develop ways to incorporate equity, diversity, and inclusion into the strategy for transitioning to zero-emission drayage trucking by 2050.

**6) 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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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.

- a) Provide on-going, strategic advice and support to NWSA staff and the consulting team/backbone organization to help ensure that equity goals are effectively integrated into the formation and work of the PS-ZETC, especially the development of the “Decarbonizing Drayage: Roadmap 2050” – the long-term strategy for facilitating and accelerating the transition to zero-emission drayage in the NWSA gateway.
  - i) Monthly 1.5-hour meetings with NWSA and consulting team/backbone organization, and additional as necessary
  - ii) Bi-monthly 3.5 hour meetings with the Truck Collaborative stakeholders
  - iii) Monthly Collaborative sub-committee meetings focused on “just and equitable transition”, and other sub-committee meetings, as necessary. Cadence of sub-committee meetings may vary.
  - iv) Meetings with Managing Members and the Environmental Working Group when zero emission drayage trucking topics are addressed
  - v) Other meeting as necessary and appropriate
  - vi) Review/comment on draft materials produced by the PS-ZETC (especially the Decarbonizing Drayage: Roadmap 2050)

**7) Primary Contacts:**

- a) NWSA – Jason Jordan
- b) POS – Bookda Gheisar

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 POS - 17 - Service Directive:  
Municipal, County, and State Use of NWSA-Licensed Property Support Services**

**EXHIBIT POS - 17  
Service Directive for Municipal, County, and State  
Use of NWSA-Licensed Property  
by and between  
Port of Seattle and The Northwest Seaport Alliance**

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

**1) Purpose:**

The purpose of this exhibit is to identify the services provided by and between The Northwest Seaport Alliance and the Port of Seattle with regard to Support Services listed above. 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 POS to The NWSA**

- a) Municipal, county, and state organizations (collectively “Third-Party Users”) occasionally have need for temporary use of property licensed to The NWSA for lay-down, staging, and other activities in support of major capital improvement projects. Such use is formalized via a written agreement typically in the form of a Temporary Construction Easement (TCE). Depending upon the duration, scope of use, and agreement terms, payment by the Third-Party Users for use of the property may be made directly to the POS as the property owner. In such cases, these payment funds should be transferred to The NWSA as licensee/agent for the property. In the year ahead, POS expects to receive funds from the City of Seattle relating to a Memorandum of Understanding (MOU) between POS and the City of Seattle for the East Marginal Way Corridor Project. The MOU establishes the amount that the City will pay for TCEs on related POS properties including those licensed to NWSA, and NWSA participated in the negotiations. In the event other TCEs are paid directly to POS for use of NWSA licensed-property, payment for such TCEs shall be transferred by POS to NWSA pursuant to the terms of this exhibit.

**EXHIBIT POS - 17 - Service Directive:  
Municipal, County, and State Use of NWSA-Licensed Property Support Services**

**4) Cost for Service and Charge Methodology – POS 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>
Real Estate Dept #08	5	Project	The charge will be the fair market value for use of the property by the Third-Party Users as determined by an independent appraiser based upon the property attributes and characteristics (\$290,600 for the EMW Corridor Project). Such amount will be incorporated into the use agreement for the property.	100% of actual amount received for use of NWSA-licensed property	\$290,600 Plus any associated amounts in the event other TCEs are paid directly to POS for use of NWSA licensed-property.

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

- a) NWSA Real Estate will negotiate and draft, unless drafted by the Third-Party Users, the agreement by which the Third-Party Users may take temporary occupancy of NWSA-licensed property. The agreement shall state the fee for use of the property to be paid by the Third-Party Users.

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

- a) None

**7) Service Level Expectations:**

- a) NWSA Real Estate will provide any necessary services to the POS for these transactions regarding the drafting and negotiation of use agreements.
- b) POS will provide any necessary services to the NWSA to transfer any fee to the NWSA paid directly to the POS for use of NWSA-licensed property.

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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 POS 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 POS - 17 - Service Directive:  
Municipal, County, and State Use of NWSA-Licensed Property Support Services**

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 Seattle activities are critical to improving services and are **the basis for cost recovery** for services provided. The Port of Seattle 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>NWSA Real Estate</b>	Management	NWSA Real Estate will negotiate and draft, unless drafted by the Third-Party Users, the agreement by which the Third-Party Users may take temporary occupancy of NWSA-licensed property. The agreement shall state the fee for use of the property to be paid by the Third-Party Users.	Agreement(s) finalized prior to commencement date for property use.
<b>POS Finance</b>	Management	POS Finance to transfer funds to NWSA for use of NWSA-licensed property that has been formalized via a use agreement with the Third-Party Users.	Funds transferred prior to commencement date for property use.

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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 POS - 17 - Service Directive:  
Municipal, County, and State Use of NWSA-Licensed Property Support Services**

**8) Primary Contacts:**

- a) NWSA –Erin DeBroux
- b) POS – Jennifer Maietta

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 POS -18  
Service Directive for North Harbor Customs and Border Patrol Facilities  
by and between  
Port of Seattle and The Northwest Seaport Alliance

This document is an Exhibit to the Inter-Local Agreement for Support Services By and Between the Port of Seattle (POS) 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 Seattle 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.

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

a) None.

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

a) None.

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

Facility costs for Customers and Border Patrol in the North Harbor/ Port of Seattle.

**EXHIBIT POS - 18 - Service Directive:  
Customs and Border Patrol Facility Costs**

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

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
<b>North Harbor Customs and Border Patrol facility costs</b> Dept# 11	5	Fixed Percentage of Actual Costs	Percentage of budget based on analysis of work activities	13% of ALL actual spending related to North Harbor CBP Facility excluding Depreciation	No charges expected for 2024

**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 Seattle and The Northwest Seaport Alliance have identified activities critical to meeting The POS’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>CBP facility costs</b>	Percent of time supporting homeport business	CBP time spent supporting homeport activities vs NWSA.	

**8) Primary Contacts:**

- a) NWSA – Tong Zhu
- b) POS – Jennifer Maietta

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