

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

**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 2020. This Agreement and attached Service Directive exhibits are effective between January 1, 2020 and December 31, 2020. 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:	Erin Galeno, Chief Financial and Admin Officer PO Box 1837 Tacoma, WA 98401 egaleno@portoftacoma.com
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Port of Seattle:	Dan Thomas, Chief Financial Officer PO Box 1209 Seattle, WA 98111 thomas.d@portseattle.org
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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 _____ day of _____, _____.

Northwest Seaport Alliance

Port of Seattle

John Wolfe
Chief Executive Officer

Stephen P. Metruck
Executive Director

Date _____

Date _____

**INTER-LOCAL AGREEMENT FOR SUPPORT SERVICES BY AND BETWEEN
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**Attached Support Service Directives for Calendar Year 2020
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 – Environmental and Planning Support Services
- Exhibit 13 – Tribal Coordination Support Services
- Exhibit 14 – Labor Relations Support Services
- Exhibit 15 – Additional Support Services as Needed

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 2020.

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 and MTIS
 - (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 South 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 SH 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 POT 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.

(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.

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**

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Accounting					
AFR Core Services Dept# 2210	3.a.iv	Fixed	Charge based on the standard allocation.	2.3% of actual spending	16,842
AFR Revenue Services Dept# 2220	3.a.i	Fixed	Based on support services and activities provided by staff to each operating division and NWSA.	1.0% of actual spending	22,270
AFR Disbursements Dept# 2240	3.a.ii	Fixed	Based on support services and activities provided by staff to each operating division and NWSA.	1.0% of actual spending	18,773
AFR General Accounting Dept# 2260	3.a.iii-v	Fixed	Based on support services and activities provided by staff to each operating division and NWSA.	2.3% of actual spending	53,173
AFR Financial Reporting Dept# 2290	3.a.iv	Fixed	Charge based on the standard allocation.	2.3% of actual spending	22,731
Finance					

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

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

² Preliminary budget amount – subject to final budget approval.

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

Finance & Budget Dept# 2100	3.b.i-iii	Fixed	Based on estimated support services provided by each staff to each operating division and NWSA.	8.4% of actual spending	186,627
Maritime Finance & Budget Dept# 6210	3.b.i-iii	Fixed	Based on estimated support services provided by each staff to each operating division and NWSA.	8.7% of actual spending	105,778
Environmental Finance Dept# 6211	3.b.i-iii	Fixed	Based on estimated support services provided by each staff to each operating division and NWSA.	10.6% of actual spending	76,939
Treasury	3.c.ii	Fixed	Investments: Based on NWSA funds % share of POS PIF		Included in the cost allocation for Dept 2100
			Banking: see Accounting/AFR Revenue and AFR Disbursements, 3, a, i and 3,a,ii, respectively		Included in the cost allocation for Dept 2100
Risk Management					
Risk Management Dept# 1330	3.d.i	Fixed	Charge based on the standard allocation.	2.3% of actual spending	22,137
Insurance – Property Dept# 1335	3.d.i	Fixed	Property insurance is direct charged to the subclass for the NWSA, and based on replacement value of the property.	100% of property insurance for Port properties.	323,228
Insurance – Excess Marine Liability Dept# 1335	3.d.i	Fixed	Excess marine liability is based on the cost allocation provided by the NWSA.	2.04% for all liability insurance.	TBD

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

Insurance – All Other Allocated Dept# 1335	3.d.i	Fixed	All other insurance allocated to the subclass direct at 2.07%. Based on property value and cost of risk in each operating division and NWSA	2.04% for all liability insurance.	TBD
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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 – The NWSA to POS

a) None.

7) Service Level Expectations:

- a) Before January 1, 2019, 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.

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

Service Area	Type of Measure ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Accounting – Accounts Receivable	Accuracy	1. Accurate activity based billing data	1. 100%
Accounting – Accounts Payable	Management	1. Public works contracts paid within statutory period. 2. Open payables over 60 days 3. Rec'd not invoiced report reconciled weekly	1. 100% 2. \$0 3. Resolved within 1 month
Accounting – Projects	Accuracy	1. Project costs accurately reflected in the project subledger and reconciles to GL. 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.	
Accounting - General	Time Based	1. Monthly Fin'l package avail a. SH data avail b. Cashflow avail c. NH data avail 2. Annual audited financial statements avail.	1. 13 th bus day a. 8 th bus day b. 9 th bus day c. 10 th bus day 2. April 30th
Accounting – Grants	Accuracy	1. Audit Findings	1. 0
Finance – Budget	Time Based	1. Provide North Harbor budget information by agreed upon dates	1. (date updated annually)
Finance – Financial Analysis	Time Based	1. Provide timely response and feedback regarding NWSA North	1. Timely

³ 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**

		Harbor analyses, policies or procedures.	
Treasury – Investments	Management	1. Maintain investments consistent with investment guidelines, prioritizing Safety, Liquidity and Return of Principle, in that order.	1. 100% compliance

8) Primary Contacts:

- a) NWSA – Erin Galeno
- 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 & Public Records 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 2020.

3. Scope of Services to be provided by POS to The NWSA

a) Legal & Public Records Management

- i) Provide legal services to The NWSA associated with NWSA-licensed properties, contracts, NWSA legal matters and workplace responsibility. Coordinate with POT legal support and outside counsel. The major areas POS attorneys will possibly cover include public works, 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. This work will be done at the direction of Alliance Public Records Officer Erin Galeno.

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Attorney Services Dept# 1310	3.a.i-iii	Fixed	Charge based on the direct charge and standard allocation.	Standard allocation is 2.3% of actual spending	Direct Charge: \$24,919 Allocation: \$67,752 Total: \$92,671
Records Management Dept# 1311	3.a.iv	Fixed	Charge based on the standard allocation.	2.3% of actual spending	\$10,314

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.

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

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

² Preliminary budget amount – subject to final budget approval.

**EXHIBIT POS - 02 - Service Directive:
Legal & Public Records Management Support Services**

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Records	Time Based	Initial acknowledgement of Public Records request sent to requester	5 working days
		Initial response due date communicated to requester within 5 days	100%
Records	Time Based	Fulfill state JLARC annual Public Records Response reporting due July 1	100%
Records	Management	Records coordinators are trained on state records retention, reporting and disclosure laws	100%
		All commissioners and records staff meet current Open public Meetings and Open Public Records training requirements	100%
Records	Accuracy	All responsive records are identified, gathered and delivered pursuant to the request	100%

8. Primary Contacts:

- a) NWSA – Kurt Beckett
- b) POS – Tom Tanaka

³ 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 2020.

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

a) Information Technology

- i) 4 POS owned PCs are used currently used by NWSA personnel to facilitate communication with POS employees and provide access to Port systems. No additional PCs will be purchased or supported and options to reduce will be analyzed.
- ii) 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.
- iii) Miscellaneous service requests or new Port owned equipment outside of services specifically listed in (i), (ii), and (iv) will be charged on a time and materials basis. This could include PC replacements or enhancements to Port supported systems.
- iv) Provide support for Marine Terminals Information System and PIERS System, used by NWSA staff.

b) Information Security

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

- 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 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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
PC and Service Desk Support	3.a.i	Fixed allocation	N/A	0% of PC-related costs	\$0
Indirect Technology Support. Charges for POS service providers using technology while working for NWSA. Dept# 1910, 1970	3.a.ii	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.	Estimated at 3.24% of total ICT budget (~\$26M)	\$752,799
Direct Support Dept# 1910	3.a.iii	Direct charges	Service requests or additional equipment requested from NWSA staff for miscellaneous	Time and materials	\$0

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

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

² Preliminary budget amount – subject to final budget approval.

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

			IT services while they are at P69, or accessing Port of Seattle systems		
Direct Support Dept# 1970	3.a.iv	Direct charges	Support for current versions of Marine Terminals Information System and PIERS System.	Estimated annual labor costs	\$640
Indirect Information Security Support. Charges for POS service providers while working for NWSA. Dept #1980	3.b.i	Costs are allocated to subclasses of POS service groups which are then reallocated to NWSA as appropriate.	PC Counts	Estimated at 3.4% of total budget (~\$2M)	\$67,837

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.

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

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

8) Primary Contacts:

- a) NWSA – Erin Galeno
- b) POS Information Technology – Matt Breed

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.

³ 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 - 04
Service Directive for Public Affairs 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 2020.

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

a) Government Relations

- i) Represents the NWSA's legislative interests with federal officials, staff and agency representatives.
- ii) Represents the NWSA's legislative interests with local officials and staff and tribal governments in King County.

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) Represents 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 Charges¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount²
<u>External Relations</u> Dept #1420	3.a	Fixed	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.	8.9% of actual spending	\$790,173

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) Public Affairs 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

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

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

² Preliminary budget amount – subject to final budget approval.

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 ³	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. POS staff will serve as the lead for the NWSA Annual Breakfast as well as any unplanned NWSA events in the North harbor.	Sufficient Progress
Communications	Management	Respond to media requests in timely and professional manner. The POS maritime media officer will be the primary spokesperson for the Alliance on issues residing in the North harbor. POS staff will provide maritime clips to all commissioners and appropriate staff.	Timely

8) Primary Contacts:

- a) NWSA – Nick Demerice
- b) POS – Pearse Edwards

³ 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 - 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 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 2020.

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

a) **Property Management**

- i) For NWSA-licensed properties in King County, POS staff will provide property management information tracking including updating of software system for lease management, property management, tenant management, insurance and surety compliance management, coordination with utility billing/invoicing, and current routine reporting. Additional reports as requested may be subject to additional charges.
- ii) For NWSA-licensed properties in King County, POS staff will provide utility administration including processing of utility invoices and billing of tenants their share of utility expense as well as reimbursement of tenants paying utility providers directly where Port or other tenants are also using those services. Services also include budgeting for relevant utility revenue and expense accounts.

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Portfolio Management (also includes Central Harbor Mgmt, Maritime Industrial Admin, Marina Office & Retail Mgmt) Dept# 6230	3.a	Fixed	Percentage of Portfolio Management department costs based on analysis of work activities as determined in connection with development of 2018 Operating Budget and actual employee time recorded on bi-weekly payroll time reporting.	17.2% of actual spending	\$194,101

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) 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.

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

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

² Preliminary budget amount – subject to final budget approval.

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Lease Administration and Utilities	Time-Based	<p>Provide reports of provisions (ticklers) in a timely manner to allow time for NWSA managers to take steps to ensure continued tenant compliance</p> <p>Timing of lease processing steps from lease draft to billing subject to the goals outlined in the approved Port Lease Administration Procedures.</p>	Number of days vary by provision

8) Primary Contacts:

- a) NWSA – Tong Zhu
- b) POS – Melinda Miller, 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.

³ 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 2020.

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

a) Infrastructure Project Delivery

- i) POS staff will support The NWSA with project delivery for NWSA projects in King County. Services include project management, engineering, public works contract procurement, construction management, construction safety, and construction inspection.

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

b) Port Construction Services (PCS)

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

c) Seaport Project Management (SPM)

- i) POS staff will support The NWSA with project delivery for NWSA projects in King County. Services for projects start from the initial phase of project initiation to the last phase of project closeout. SPM project delivery processes include the following phases: initiation, planning, design, execution, any grant related work and closeout.

**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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Engineering	3.a	Project Charge	Expense Projects, Direct Charge & Project Costing overhead		\$171,750
	3.a	FFS	Variable Driven Charge allocation for department expense	10.58% of actual spending	\$484,019
Port Construction Services Depts #1700	3.b	Project Charge	Expense Projects, Direct Charge & Project Costing overhead		TBD
	3.b	FFS	Variable Driven Charge allocation for department expense	2.6% of actual spending	\$33,068
Seaport Project Management Dept #6260	3.c	Project Charges	Expense Projects and Direct Charges & Direct Charge Markup Exp		\$205,879
	3.c	FFS	Variable Driven Charge allocation for department expense	49.2% of actual spending	\$306,012

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

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

² Preliminary budget amount – subject to final budget approval.

Amounts identified in this table reflect Operating Budget only. Capital Budget spending is detailed in the Capital Budget section of the 2020 Budget and Business Plan and Plan of Finance.

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Conformance with appropriate and applicable policies and procedures	<i>Management</i>	<i>Projects appropriately authorized and work completed in accordance with appropriate policies and procedures</i>	<i>0 Deficiencies reported on the Compliance Report</i>

³ 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**

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

8) Primary Contacts:

- a) NWSA – Dakota Chamberlain
- b) POS –
 - I. Engineering – Tina Soike
 - II. Project Management – Anne Porter
 - III. Port Construction Services – Dwight Rives

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 2020.

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) CVE inspections
- (7) 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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2020 Budgeted Amount ²
Police Dept #4300	3.a	Fixed	The overall Allocation was based on hours assigned to particular units. Hours are provided from the Police scheduling system from July 1, 2018 through June 30 2019. Breakdown of allocation to Maritime units was determined from calls for service to specific properties.	3.9% of actual spending	\$1,211,954

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

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

² 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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
General Patrol	Time Based	Daily frequency	3x / day
Traffic mgmt	Management	On Call	Until trucks clear
Incident response	Management	On Call	Until resolved
Crowd Mgmt	Management	On Call	Until resolved
Community mtg participation	Management	On Call	Attend
CVE inspections	Management	Level 2 inspection	5 trucks per month

³ 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

Itinerant intervention	Time Based	Contact and referral to City	Within 24 hours
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8) Primary Contacts:

- a) NWSA – Dustin Stoker
- b) POS – Rod Covey, 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 7B
Service Directive:
Security Support Services**

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 2020.

The NWSA and POS have agreed to provide support services to one another as defined in Service Directive exhibits. 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. Refer to the governing Inter-Local Agreement for terms under which these services are provided.

Time period:

This agreement is for calendar year 2020.

Scope of Services and Costs for Service:

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

1. POS will manage contract security services as needed at NWSA-licensed properties in King County. Those contract security charges will be billed to NWSA.
2. Maintain compliance with the Maritime Transportation Security Act (MTSA) at all properties.
3. Maintain security personnel services for properties to provide for the protection of the asset from theft, vandalism and other criminal activities.
4. 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.
5. Provide emergency management services to ensure continuity of operations, mitigation of hazards and coordinated responses to planned and unplanned emergent/emergency events.
6. 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.
7. Maintain the ability of the facilities to communicate effectively on the Port of Seattle 800 MHz 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.

8. 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.
9. Represent the Port of Seattle and all Maritime properties and activities at the U.S. Coast Guard Area Maritime Security Committee.
10. Represent Washington State Public Ports on the Puget Sound Harbor Safety Committee.
11. Where appropriate, maintain Port of Seattle access control program and infrastructure for access to facilities in compliance with U.S. Coast Guard regulations.
12. Where appropriate, maintain Port of Seattle video surveillance program and infrastructure for video surveillance of Port of Seattle properties.
13. Maintain Port of Seattle 24 hour a day, 7 day a week Duty Officer response telephone number for security and emergencies (206) 787-3688
14. Where appropriate, provide safety, security and emergency management training for Port of Seattle personnel, contractors, vendors and tenants.
15. Where appropriate, maintain the Port of Seattle TWIC program for maritime facilities.

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

Service Area	Method of Charges ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Contract Security Services Dept# 6910	Direct Charges	Budget/Actual expenditures for contract security at NWSA-licensed properties.	Budgeted/Actual spending	\$614,338

Contract Security Services to be provided by The NWSA to POS include the following:

1. 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.
2. 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.

Primary Contacts:

NWSA – Dustin Stoker

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.

Service Level Expectations:

- Monthly billing statements for security personnel to be provided by the Port of Seattle Maritime Security program to the NWSA for services provided.

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

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

² Preliminary budget amount – subject to final budget approval.

- 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.
- Other service level expectations to be determined as needed.

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 2020.

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.

**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 Charges¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula & Dept	2020 Budgeted Amount²
Marine Maintenance Dept #6280	3.a	Project Charges	Project and other work as budgeted in 2020 Operating Budget. Actual charges will be for actual projects and work performed.		\$1,294,218 Total direct charge budget NWSA subclasses
Marine Maintenance Dept #6280	3.a	Overhead not direct charged through overhead (burden) rate	To be based on pro-rata share of cost of total projects and other work performed for NWSA, Maritime Division and Economic Development Division.	10.1%	\$1,418,838 Total allocations Maintenance and Parks subclasses
Mitigation Parks Dept #6114	3.a	Project Charges	Project and other work as budgeted in 2020 Operating Budget. Actual charges will be for actual projects and work performed.		\$54,514 Total direct charge budget for Mitigation Parks subclass

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.

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

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

² Preliminary budget amount – subject to final budget approval.

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target

8) Primary Contacts:

- a) NWSA – Dustin Stoker
- b) POS – Skip Himes

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.

³ 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 - 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 2020.

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

a) **Central Procurement**

- i) Provide procurement services associated with NWSA projects in King County
- ii) Provide procurement services as necessary to support NWSA staff working from POS offices.

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
CPO Construction (purchasing/consulting if related to projects) Dept# 1680	3.a	Project Charge/Fixed	Use Project Costing Charge first. The vast amount of our work is Capital with some Expense.	2.3% of actual spending (for fixed method)	\$1,589
Central Procurement Office Dept# 9205	3.a	Fixed	Charge based on the standard allocation.	2.3% of actual spending	\$147,369

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 procurement, allowing use of POS contracts or working collectively on mutual procurement 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.

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

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

² Preliminary budget amount – subject to final budget approval.

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target

8) Primary Contacts:

- a) NWSA – Erin Galeno/Mark Little
- 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.

³ 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 for Managing Member/Commission & Executive 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 2020.

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

a) Managing Member/Commission & Executive Support

- i) POS executive and Commission staff will coordinate closely with NWSA staff to provide support for NWSA Managing Member meeting coordination.
- ii) POS executive and Commission staff will coordinate closely with NWSA staff to provide weekly support for issues management, scheduling, travel arrangements and production of briefings, outreach materials, event support, document signatures and other emergent activities as necessary.

**EXHIBIT POS - 10 - Service Directive:
Managing Member/Commission & Executive 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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Commission Office Dept #1200	3.a	Fixed	Charge based on the standard allocation.	2.1% of actual spending	\$51,226
Executive Office Dept #1100	3.a	Fixed	Charge based on the standard allocation (after direct charges to the POS operating divisions).	2.2% of actual spending	\$50,406

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.

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

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

² Preliminary budget amount – subject to final budget approval.

**EXHIBIT POS - 10 - Service Directive:
Managing Member/Commission & Executive Support Services**

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Managing Member & Executive Support	Other	Managing Member administrative support such as calendaring, briefings, materials dissemination, travel, policy and media coordination.	Weekly coordination
Managing Member – Meeting Frequency	Other	Managing Member shall meet at least quarterly and may hold executive sessions to oversee the business of the PDA, set policy and strategic direction for the NWSA.	At least Quarterly
Managing Member – Compliance	Other	Managing Member will carry out the provisions of the PDA in RCW 53.08 and RCW 42.30.	100% compliance
Managing Member – Meeting Attendance	Other	Three or more commissioners from each homeport present at Managing Member meetings.	100% of MM Meetings

8) Primary Contacts:

- a) NWSA – Kurt Beckett
- b) POS – Mike Merritt

³ 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 & Executive Support Services**

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 2020.

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

a) Pier 69 Facilities Management

- i) POS will provide the NWSA with the following fully serviced office space for the NWSA employees housed at Pier 69:
 - (1) Three (3) enclosed window offices totaling 486 s/f
 - (2) Eight (8) standard workstations totaling 600 s/f
- ii) 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.
- iii) POS will provide the NWSA with use of the commission chambers, conference center, and common use space at Pier 69.
- iv) POS will provide NWSA employees housed at Pier 69 with access to the motor pool fleet.
- v) POS will provide NWSA employees housed at Pier 69 with parking access at the Bell Street Garage.

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Pier 69 Facilities Management Dept #2510	3.a	Fixed	Percentage of office space charges based on % of overall square feet occupied by NWSA staff housed at POS plus allocation, based on corporate allocations for some larger departments, and default corporate allocations for others, of office space occupied by Corporate and CDD groups.	5.6% of actual spending	\$94,842

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.

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

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

² Preliminary budget amount – subject to final budget approval.

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 housed at 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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target

8) Primary Contacts:

- a) NWSA – Erin Galeno
- 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.

³ 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 - 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 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 2020.

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

a) Environmental Services Administration

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

b) Environment, Planning & Sustainability Services

- i) POS 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 not limited to:
 - (1) Northwest Ports Clean Air Strategy update
 - (2) Emissions accounting
 - (3) Awards programs including POS Environmental Excellence Awards and NWSA North Star Awards
 - (4) Southern Resident Killer Whale (SRKW) Orca Recovery efforts
 - (5) Water Quality Regulations
 - (6)

If individual ports or NWSA requires additional time spent on project led actions for

work outside of the common strategy development and beyond requirements of individual port, actual costs (based on analysis of work activities, staff and consultant contracting time) will be applied to the project with approvals by the project lead.

- ii) POS staff will provide hazardous material cleanup response, hazardous material cleanup, illicit discharge response and management of hazardous material disposal on NWSA projects if requested.
- iii) POS staff will provide The NWSA with project delivery of environmental services for NWSA capital projects in the NWSA North Harbor. Services include planning, permitting, SEPA/NEPA, environmental remediation and habitat mitigation. Project costs associated with permit fees, staff time, and outside services required for permit acquisition will be charged to the project.
- iv) POS staff will support NWSA on an as-needed basis, including land use planning, project-related planning. Land use planning will include feasibility studies, development proposals, city regulatory or policy changes, as it applies to the area in and around NWSA managed properties. POS staff will provide the following as it relates to this work:
 - 1) Be a conduit for NWSA with the Seattle Office of Planning and Community Development (OPCD)
 - 2) Maintain working knowledge of Seattle Department of Construction and Inspection (SDCI) procedures as they may relate to NWSA projects
 - 3) Maintain working knowledge of King County land use planning activities and initiatives.
 - 4) Maintain general awareness of projects and outreach efforts of neighborhoods that surround NWSA properties
 - 5) Maintain an understanding of NWSA goals and primary drivers, using this information as appropriate during NWSA related meetings and communications.
 - 6) Have regular conversation with the NWSA Senior Planning Manager. If NWSA requires additional resources to deliver a specific project, study or analysis requiring outside services, the actual costs (based on analysis of work activities, staff and consultant services) will be negotiated and paid for separately.

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Environmental Services Admin Dept #2710	3.a.i	Fixed	Charge based on the standard allocation.	2.3% of the Admin budget	\$17,309
Environmental Services Programs Dept #1350	3.b.i-iii	Fixed and Project charges	Percentage of POS Environmental & Planning department Budget/Actual costs based on analysis of work activities as determined in connection with development of 2020 Operating Budget. includes staff and contracting time for Outside Service for hazardous materials, air and spill response and	10.8% of actual / budgeted spending	\$342,731
Planning Land Use Support Dept #6250	3.b.iv	Fixed	Percentage of POS Planning department Budget/Actual costs based on	12.3% of actual / budgeted spending	\$28,609

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

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

² Preliminary budget amount – subject to final budget approval.

			analysis of work activities as determined in connection with development of 2020 Operating Budget.		
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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
 - Water Quality Regulations
 - State and regional land use and transportation coordination

If individual ports or NWSA requires additional time spent on project led actions for work outside of the common strategy development and beyond requirements of individual port, actual costs (based on analysis of work activities, staff and consultant contracting time) will be 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 (fromSD title)	Method of Charges	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount
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**EXHIBIT POS - 12 - Service Directive:
Environmental Services & Planning Support Services**

<u>Environmental</u>	5.a.i		As mutually agreed to per text	Based on current billable rate	Undetermined – as needed basis
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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 appraised 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 – Kurt Beckett (Secondary: Jason Jordan, Deanna Seaman, Deirdre Wilson)
- b) POS – Sandra Kilroy, Joseph Gellings, Paul Meyer, 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 2020.

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 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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Tribal Coordination Dept #0101	a	Fixed	ILAs with Muckleshoot and Suquamish tribes		\$1,073,0780 (for the tribal payments)

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 the tribes.

- b) Begin tribal negotiations on the updated long-term Maritime Access and Impact Mitigation Agreement which expires at the end of 2020.

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

- a) None.

7) Service Level Expectations:

- a) Performance Measures and Metrics:

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

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

² Preliminary budget amount – subject to final budget approval.

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Tribal Coordination Agreements	Management	Receive tribal concurrence on ACOE permits.	Receipt within project schedule.

8) Primary Contacts:

- a) NWSA – Kurt Beckett
- b) POS – Mike McLaughlin

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.

³ 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

Additional Information

The Muckleshoot Indian Tribe, the Suquamish Indian Tribe, and the port 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 facilities.

Background

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

POS long-term commitment to the Muckleshoot and Suquamish Indian 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 Waterway.

Treaty tribe authority: The Muckleshoot Indian Tribe and the Suquamish Indian Tribe have authority to exercise treaty-reserved fishing rights in Elliott Bay, the East and West waterways in south Elliott Bay, and the Duwamish Waterway. 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 can fish in nearly 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.

Treaty tribe and port cooperation: The Muckleshoot Indian Tribe and the port have worked to manage successful Treaty fishing access with marine cargo and passenger vessel access.

Experience during the past 15 years indicates that actions taken to design, construct, and operate port facilities to avoid 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 and Suquamish Indian tribes.

In addition, recent agreements with the Muckleshoot Indian Tribe have provided for coordination of fishing activities with marine terminal operations. During fishing periods, the Muckleshoot Tribe 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.

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 2020.

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
Labor Relations Dept #1810	3.a	Fixed	Allocation is based on number of represented employees and the number of collective bargaining units for AV and Non-AV divisions, as well as local unions outreach efforts related to labor relations.	4.5% of actual spending	\$62,367

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.

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

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

² Preliminary budget amount – subject to final budget approval.

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 ³	Performance Measure (SMART - Specific, Measurable, Achievable, Relevant, Time Bound)	Target
Labor Relations	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 – John Wolfe and Dustin Stoker
- b) POS – David Freiboth

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.

³ 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 2020.

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 ¹	Basis for Charge	Hourly Rate, Fixed Percentage or Formula	2020 Budgeted Amount ²
	3.a	Fee for Service/Variable	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.

6) Primary Contacts:

- a) NWSA – Erin Galeno

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

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

² Preliminary budget amount – subject to final budget approval.

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.