

**COMMISSION**  
**AGENDA MEMORANDUM**

Item No. 8b

**ACTION ITEM**

**Date of Meeting** February 24, 2026

**DATE:** February 11, 2026

**TO:** Steve Metruck, Executive Director

**FROM:** Eloise Olivar, Assistant Director Disbursements

**SUBJECT:** **Claim and Obligations – January 2026**

**ACTION REQUESTED**

Request Port Commission approval of the Port Auditor's payment of the salaries and claims of the Port pursuant to RCW 42.24.180 for payments issued during the period January 01 through 31, 2026 as follows:

<b>Payment Type</b>	<b>Payment Reference Start Number</b>	<b>Payment Reference End Number</b>	<b>Amount</b>
Accounts Payable Checks	961798	962296	\$15,411,446.02
Accounts Payable ACH	080983	081823	\$104,829,918.87
Accounts Payable Wire Transfers	069607	069619	\$12,052,686.73
Payroll Checks	229995	230139	\$1,164,214.40
Payroll ACH	1292804	1300385	\$28,641,533.40
<b>Total Payments</b>			<b>\$162,099,799.42</b>

Pursuant to RCW 42.24.180, "the Port's legislative body" (the Commission) is required to approve in a public meeting, all payments of claims within one month of issuance.

**OVERSIGHT**

All these payments have been previously authorized either through direct Commission action or delegation of authority to the Executive Director and through his or her staff. Detailed information on Port expenditures is provided to the Commission through comprehensive budget presentations as well as the publicly released Budget Document, which provides an even greater level of detail. The Port's operating and capital budget is approved by resolution in December for the coming fiscal year, and the Commission also approves the Salary and Benefit Resolution around the same time to authorize pay and benefit programs. Notwithstanding the Port's budget approval, individual capital projects and contracts exceeding certain dollar thresholds are also subsequently brought before the Commission for specific authorization prior to commencement of the project or contract - if they are below the thresholds the Executive Director is delegated authority to approve them. Expenditures are monitored against budgets monthly by management and reported comprehensively to the Commission quarterly.

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Effective internal controls over all Port procurement, contracting and disbursements are also in place to ensure proper central oversight, delegation of authority, separation of duties, payment approval and documentation, and signed perjury statement certifications for all payments. Port disbursements are also regularly monitored against spending authorizations. All payment transactions and internal controls are subject to periodic Port internal audits and annual external audits conducted by both the State Auditor's Office and the Port's independent auditors.

For the month of January 2026, over \$132,294,051.62 in payments were made to nearly 788 vendors, comprised of 2,870 invoices and over 11,459 accounting expense transactions. About 95 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Payroll Taxes, Software, Janitorial Services, Utility Expenses, Sales Taxes, Legal and Room-Space-Land Rental. Net payroll expense for the month of January was \$29,805,747.80.

### Top 10 Payment Category Summary:

Category	Payment Amount
Construction	81,299,100.82
Employee Benefits	10,907,405.62
Contracted Services	9,705,976.19
Payroll Taxes	8,652,844.60
Software	4,556,138.20
Janitorial Services	2,609,134.86
Utility Expenses	2,327,819.79
Sales Taxes	1,963,199.67
Legal	1,601,775.75
Room/Space/Land Rental	1,570,293.64
Other Categories Total:	7,100,362.48
Net Payroll	29,805,747.80
<b>Total Payments</b>	<b>\$162,099,799.42</b>

Meeting Date: February 24, 2026

Appropriate and effective internal controls are in place to ensure that the above obligations were processed in accordance with Port of Seattle procurement/payment policies and delegation of authority.

  

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**Lisa Lam/Port Auditor**

At a meeting of the Port Commission held on February 24, 2026, it is hereby moved that, pursuant to RCW 42.24.180, the Port Commission approves the Port Auditor's payment of the above salaries and claims of the Port:

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**Port Commission**