

**COMMISSION  
AGENDA MEMORANDUM**

Item No. 8c

**ACTION ITEM**

Date of Meeting March 24, 2026

**DATE:** March 17, 2026  
**TO:** Steve Metruck, Executive Director  
**FROM:** Eloise Olivar, Assistant Director of Disbursements  
**SUBJECT:** **Claim and Obligations – February 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 February 01 through 28, 2026 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	962297	962713	\$9,108,236.99
Accounts Payable ACH	081824	082600	\$94,663,019.37
Accounts Payable EFT	069620	069639	\$21,477,633.63
Payroll Checks	230140	230234	\$94,238.37
Payroll ACH	1300386	1305469	\$18,798,739.11
<b>Total Payments</b>			<b>\$144,141,867.47</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.

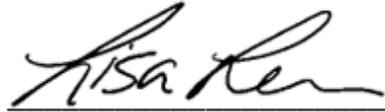
For the month of February 2026, over \$125,248,889.99 in payments were made to nearly 669 vendors, comprised of 2,105 invoices and over 7,719 accounting expense transactions. About 96 percent of the accounts payable payments made in the month fall into the Construction, Payroll Taxes, Employee Benefits, Other, Contracted Services, Leasehold Taxes, Furn & Equip Purchase, Janitorial Services, Utility Expenses and Sales Taxes. Net payroll expense for the month of February was \$18,892,977.48.

**Top 10 Payment Category Summary:**

<b>Category</b>	<b>Payment Amount</b>
Construction	60,816,398.55
Payroll Taxes	11,657,658.02
Employee Benefits	11,471,024.56
Other	10,003,261.01
Contracted Services	7,719,733.49
Leasehold Taxes	6,246,737.41
Furn & Equip Purchase	5,725,910.59
Janitorial Services	2,452,438.35
Utility Expenses	2,017,955.31
Sales Taxes	1,795,255.89
Other Categories Total:	5,342,516.81
Net Payroll	18,892,977.48
<b>Total Payments</b>	<b>\$144,141,867.47</b>

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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 March 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**