



**COMMISSION**

**AGENDA MEMORANDUM**

Item No. 8b

**ACTION ITEM**

Date of Meeting April 28, 2026

**DATE:** April 21, 2026  
**TO:** Steve Metruck, Executive Director  
**FROM:** Eloise Olivar, Assistant Director of Disbursements  
**SUBJECT:** **Claim and Obligations – March 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 March 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	962714	963137	\$12,938,097.97
Accounts Payable ACH	082601	083549	\$119,449,251.45
Accounts Payable Wire Transfers	069640	069655	\$13,785,861.08
Payroll Checks	230235	230351	\$113,531.93
Payroll ACH	1305470	1310544	\$19,295,278.35
<b>Total Payments</b>			<b>\$165,582,020.78</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.

Meeting Date: April 28, 2026

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 March 2026, over \$146,173,210.50 in payments were made to nearly 691 vendors, comprised of 2,412 invoices and over 7,961 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, Environmental Remediation, Utility Expenses, NWSA Construction Payments, Janitorial Services, Election Expenses and Sales Taxes. Net payroll expense for the month of March was \$19,408,810.28.

**Top 10 Payment Category Summary:**

<b>Category</b>	<b>Payment Amount</b>
Construction	93,536,955.70
Employee Benefits	14,677,095.77
Contracted Services	8,225,574.56
Payroll Taxes	8,103,691.32
Environmental Remediation	5,095,530.26
Utility Expenses	3,025,045.67
NWSA Construction Payments	2,062,706.97
Janitorial Services	1,599,196.14
Election Expenses	1,566,839.26
Sales Taxes	1,546,600.19
Other Categories Total:	6,733,974.66
Net Payroll	19,408,810.28
<b>Total Payments</b>	<b>\$165,582,020.78</b>

Meeting Date: April 28, 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.



---

**Lisa Lam/Port Auditor**

At a meeting of the Port Commission held on April 28, 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:

---

---

---

---

---

**Port Commission**