Port of Seattle

COMMISSION
AGENDA MEMORANDUM **Item No.** 8b

ACTION ITEM **Date of Meeting** November 17, 2026

DATE: November 9, 2026

TO: Steve Metruck, Executive Director

FROM: Eloise Olivar, Assistant Director of Disbursements

SUBJECT: **Claim and Obligations – October 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 October 01 through 31, 2026 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	965998	966558	$9,487,599.77
Accounts Payable ACH	089205	090216	$98,088,878.69
Accounts Payable EFT	069777	069797	$24,028,602.40
Payroll Checks	231005	231114	$90,824.26
Payroll ACH	1344142	1349245	$19,386,472.56
Total Payments			**$151,082,377.68**

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.

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.

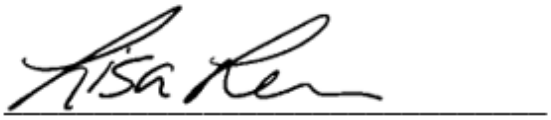
For the month of October 2026, over $131,605,080.86 in payments were made to nearly 812 vendors, comprised of 2,949 invoices and over 9,646 accounting expense transactions. About 93 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Leasehold Taxes, Payroll Taxes, Janitorial Services, Utility Expenses, Environmental Remediation, Sales Taxes and Insurance. Net payroll expense for the month of October was $19,477,296.82.

Top 10 Payment Category Summary:

Category	Payment Amount
Construction	68,725,136.18
Employee Benefits	14,059,821.07
Contracted Services	9,628,873.18
Leasehold Taxes	9,539,498.86
Payroll Taxes	7,663,329.29
Janitorial Services	3,048,229.05
Utility Expenses	2,832,353.33
Environmental Remediation	2,470,286.41
Sales Taxes	2,379,607.36
Insurance	2,255,961.62
Other Categories Total:	9,001,984.51
Net Payroll	19,477,296.82
Total Payments	**$151,082,377.68**

Meeting Date: November 17, 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 November 17, 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