

RESOLUTION NO. 3023, AS AMENDED

A RESOLUTION of the Port Commission of the Port of Seattle adopting a master policy directive on the administrative authority of the Executive Director and his designees and repealing all prior resolutions dealing with the same subject matter.

WHEREAS, the Port Commission of the Port of Seattle has adopted policy directives delegating administrative authority to the Executive Director and his designees for the purpose of expeditious administration of the Port; and

WHEREAS, the Port Commission has from time to time found it necessary to amend and revise such directives due to changes in law and/or operations of the Port; and

WHEREAS, the Port Commission now wishes to provide an updated master policy directive on the administrative authority of the Executive Director and his designees and to repeal all prior resolutions dealing with the same subject matter:

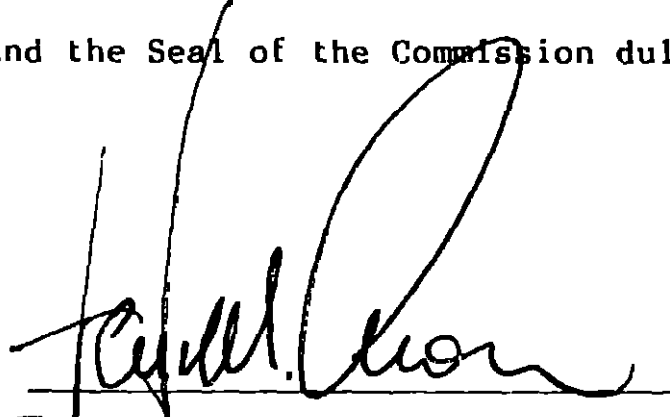
NOW THEREFORE, BE IT RESOLVED by the Port Commission of the Port of Seattle as follows:

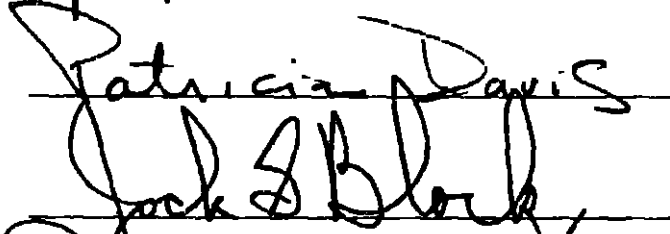
Section 1. The master policy directive of the Port Commission of the Port of Seattle as set forth in Exhibit "A" attached to this Resolution and by this reference incorporated herein, is for the purpose of establishing administrative authority for the Executive Director and his designees.

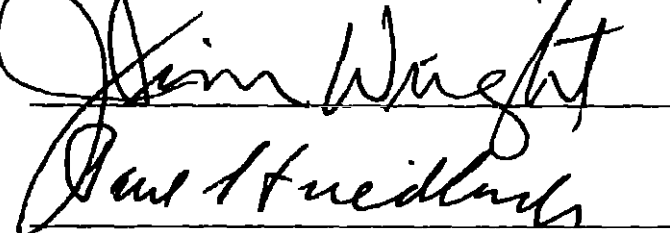
Section 2. Resolution No. 2887 previously adopted by the Port Commission and dealing with the same subject matter is hereby repealed.

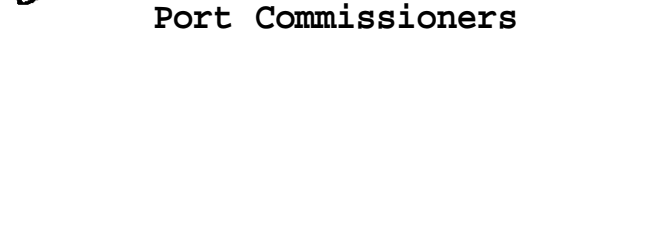
Section 3. The Revised Code of Washington 53.08.090 authorizes the Port Commission to delegate to the Executive Director, by resolution, the authority to sell and convey port district personal property as outlined in Exhibit "A", Section XXI. Inasmuch as state law requires that this authority be renewed from year to year, the Port Commission is authorized to accomplish the same by motion; provided, however, that in the event this authority is amended or repealed, such amendment or repeal must be by resolution adopted by the Port Commission.


ADOPTED by the Port Commission of the Port of Seattle this 24th day of November, 1987, and duly authenticated in open session by the signatures of the Commissioners voting in favor thereof and the Seal of the Commission duly affixed.











Port Commissioners

EXHIBIT "A" TO RESOLUTION NO. 3023. AS AMENDED

PORT OF SEATTLE

COMMISSION POLICY DIRECTIVES ADMINISTRATIVE

AUTHORITY OF EXECUTIVE DIRECTOR AND

HIS/HER DESIGNEES

The following policy is adopted by the Port Commission for the purpose of establishing the administrative authority of the Executive Director who is responsible for normal Port operations. The phrase "normal Port operations" as used herein, means regular day-to-day business transactions involving personnel, materials and money. The Commission shall retain an Executive Director to implement the objectives of the Port, which shall be established by the Port Commission. The Executive Director derives authority from the Commission acting as the governing body. The Executive Director shall retain professional staff, which shall operate and manage according to directives from the Executive Director. The Executive Director shall regularly inform and consult with the Commission regarding significant information and business transactions, by a method mutually agreeable to the Commission and the Executive Director. The Executive Director shall serve as the primary spokesman for management. The Executive Director shall be solely responsible for the direction and conduct of business transactions of the Port.

With the exception of the limitations identified in the specific policies which follow, the Executive Director shall be responsible for the operation, maintenance, administration and use of the Port's marine terminals, airport and other properties and facilities; for the development of industrial districts; the implementation of construction work and alterations and improvements to the Port's real estate and physical facilities and necessary planning incidental thereto; the administration of the day-to-day operations which include personnel administration (salary and benefit matters, task and project assignments, hiring, firing, training, grievance procedures, employee enrichment and improvement, etc.); execution of contracts; the delivery of services essential to the Port's mission; financial and accounting related matters; legal matters and all other administrative matters. Further, the Executive Director is hereby

authorized to publish notice of any and all public hearings which are required by law **or** are necessary for Port Commission action. Except as may be prohibited by state law, all delegations described herein with monetary limitations shall be automatically adjusted at the beginning of each year to conform with the preceding year's inflation as evidenced by the inflationary index most appropriate to the particular delegation. Prior to implementation, the Executive Director will notify the Port Commission of the index adjustments which will then become effective as **of** February 1.

The Executive Director may delegate to appropriate Port staff such of his/her administrative authority or reporting requirements herein established **as**, in his/her discretion, is necessary and advisable in the efficient exercise of such authority. To implement delegations of authority **to** Port staff, the Executive Director shall promulgate Port of Seattle Policy and Procedure Manuals, monetary delegations, authority to execute contracts, and other documents such as employee position descriptions, affirmative action plans, office manuals, etc., which shall include such delegations as appropriate. The responsibility for all administration and day-to-day operations of the Port rests with the Executive Director. Any Commission directives **or** initiatives shall be made through the Executive Director and shall be made only by the Port Commission acting as a body.

PORT OF SEATTLE COMMISSION
SPECIFIC POLICY DIRECTIVES OF
ADMINISTRATIVE AUTHORITY OF EXECUTIVE DIRECTOR
AND HIS/HER DESIGNEES

I. REAL PROPERTY AGREEMENTS :

A. Types of Agreements:

The following directives of this Article I apply to all agreements **for** use **of** Port real property, including but not limited to leases, concession agreements, rental agreements, operating agreements and use agreements (all hereinafter referred to as "Real Property Agreements" **or** "Agreements").

B. General Real Property Agreement Policy

Except as provided in Paragraph I.C., all real property of the Port shall be used pursuant to an appropriate written instrument approved and executed by the Port Commission and accompanied by security in accordance with law.

Prior to the execution of such instrument, the Executive Director shall have secured authority to enter negotiations and shall have apprised the Port Commission of the progress of such negotiations; provided for proper security, submitted the Agreement to Port Counsel for approval; and followed all other applicable laws and Port Commission created Real Estate Policies and Procedures.

C. Real Property Agreement Procedures:

The Executive Director is authorized to perform the following actions without Port Commission approval. but must quarterly provide the Port Commission a report summarizing such actions:

1. Agreements having a term (including any options) of five years duration or less may be approved and signed by the Executive Director provided the Port's standard Agreement form is used (except for provisions inapplicable), Agreement terms conform to proper real estate practices and the guidelines set forth in the Real Estate Policies and Procedures, and there is no financial obligation of the Port for improvements.
2. To the extent assignments, subleases, or options are permitted in the basic Agreement the same may be approved by the Executive Director, provided; other substantive terms of the Agreement are unchanged; any option or options do not result in an Agreement term (including options) of more than five years; rental adjustments consistent with Port Real Estate Policies and Procedures are made; and provided further that amendments to the basic Agreement may be approved by

the Executive Director if the scope of the amendment is otherwise within the authority of the Executive Director under this Resolution.

3. Easements, licenses and permits ancillary to the normal operation of the Port may be granted by the Executive Director.

D. The Executive Director is charged with the responsibility to insure that all Agreement terms are complied with and is authorized to take necessary measures to cause compliance or to protect the Port's legal position, including but not limited to the giving of all notices provided for in the Agreement.

II. REAL PROPERTY AGREEMENT SECURITY AND INSURANCE:

The Executive Director is authorized to take all necessary actions on behalf of the Port Commission in connection with Agreement surety bonds, Agreement surety, rental insurance, or other security (hereinafter referred to as "Agreement Security") and insurance coverage required pursuant to any Agreements of the Port, including any of the following actions:

- A. Where the Agreement is not in default. to release any Agreement. Security where an adequate substitute security has been provided.
- B. To approve any Agreement Security or insurance submitted in fulfillment of the requirements of any Agreement, including substitute or replacement coverage for any terminated bond or other Agreement Security.
- C. To approve any substitute or modification of insurance, and to release any insurance company when substitute or replacement insurance coverage has been provided.

III. REAL PROPERTY ACQUISITIONS:

- A. When the Port Commission authorizes the acquisition of real property by negotiated purchase or condemnation, the Executive Director shall take all necessary steps, including appraisals, to secure title of such property for the Port. The acquisition price at individual properties (or ownerships) shall in no case exceed the Port's appraisal by more than 10% (ten percent) without further specific Commission approval. When several parcels are authorized for purchase by the Port Commission, the total price paid for all such properties shall not exceed the Port's appraisal by more than 10% (ten percent) without further specific Commission approval.
- B. When the Port Commission authorizes the sale of Port real property, the Executive Director shall be empowered to take all necessary administrative steps including the acquisition of appraisals in order that execution of the conveyance instrument by the Commission may occur. After execution of the instrument by the Commission, the Executive Director is authorized to take any and all other necessary steps, including delivery, to finalize the sale.

IV. CONTRACTS FOR PERFORMANCE OF WORK:

A. Work Contract Awards:

1. The Executive Director may, without prior Commission approval, execute on its behalf small works roster contracts where the total estimated contract price does not exceed the amount authorized by R.C.W. 53.08.120 (as it may be amended or succeeded), and so long as all statutory procedures are followed.

2. The Executive Director may, without Port Commission approval, prepare plans and specifications, issue notice calling for bids, award and accept contracts for work where the total estimated contract price does not exceed \$200,000, provided all requirements of R.C.W. 53.08.120-135 are met, provided the Commission shall be informed quarterly as to such contracts, and further provided that such work is within authorized capital budget limits. If a project as listed in the budget changes, that change will be brought before the Commission prior to the expenditure of any funds.

3. On contracts for work exceeding \$200,000, Commission approval shall be required prior to the preparation of plans and specifications for such work. Request for authorization to prepare plans and specifications shall include an estimate as to the total cost of the work. After authorization to prepare plans and specifications, the Executive Director is authorized to take all further steps necessary for completion of the work, including but not limited to publication of notice calling for bids, award of contract, administration of contract and acceptance of contract, provided that the lowest responsible bid does not exceed the estimate submitted by the Executive Director by more than 10%, and further provided that all requirements of R.C.W. 53.08.120-135 and all other applicable laws and Port policies are met. In the event that the lowest responsible bid exceeds the estimate by more than 10%, an award is to be to other than the lowest responsible bidder, there is material deviation from the Port's General Conditions or a bid is the subject of dispute, Port Commission approval shall be sought prior to award of contract. Port Commission approval shall be required for the rejection of all bids. The Port Commission shall be provided with a report summarizing contracts awarded under this paragraph **IV.A.3.** on a semi-annual basis.

4. When any emergency shall require the immediate execution of a contract for work, the Executive Director, pursuant to the procedures of R.C.W. 39.04.020 (as it may be amended or succeeded), is authorized to make a finding of the existence of such emergency and execute any contracts necessary to respond to the existing emergency, provided that the Executive Director shall, at the first Port Commission meeting following the Executive Director's finding of the existence of an emergency, request Port Commission ratification of the finding of emergency and any contracts awarded and/or executed pursuant to that finding. From the inception of any such emergency, the Executive Director shall continuously advise the Port Commission of the development of the emergency situation and the progress of any contracts executed to remedy the emergency.

B. Change Orders:

Where contracts for the performance of work have been awarded and under which the work is in progress, and individual changes in plans and/or specifications are necessitated in order to properly accomplish the work, the Executive Director is authorized to execute individual change orders to the contract provided the following conditions are met:

1. The estimated cost of the individual changes in plans and/or specifications will not exceed Fifty Thousand Dollars (\$50,000.00) or 15% of the contract price, whichever is less. However, when an individual change order issued under any contract shall cause the total cash amount of change orders to that contract to exceed a sum equal to 25% of the original contract amount, such change order shall not be issued without prior Commission approval and no future change orders to said contract may be issued without Commission approval.
2. The contract provides for issuance of change orders.

3. **The** individual change order has been approved and certified by the project architect or engineer as being necessary **to** the proper accomplishment of the work called **for** in the basic contract.
4. Any time extension for completion **of** said contract which accompanies said change order **does** not exceed forty-Five (45) days.
5. **A** change order extending the contract time beyond forty-five (45) days where it is determined to be **a** result of Fire and other casualties not the tault of the contractor; strikes, riots and other civil disorders; unsuitable weather, or other act of God which results in suspension **of** work by order of the Chief Engineer.

V. UTILIZATION OF PORT CREWS:

- A. The Executive Director **is** authorized to use necessary workers **For** operations and maintenance of facilities pursuant to Port Commission approved labor agreements and the Pacific Coast Longshoremen's and Warehousemen's, Clerks', and Foremen's agreements (provided: longshore labor may be hired through stevedoring contractors to provide services **offered** in Port tariffs.) The Executive Director is authorized to apply **for** Port membership in the Pacific Maritime Association.
- B. The Executive Director shall be responsible **For** obtaining prior Port Commission approval for work projects which are new construction or **major** modifications of Port Facilities to be carried out by Port crews when the total estimated cost exceeds **One** Hundred Thousand Dollars (\$100,000.00).

VI. CONTRACTS FOR ACQUISITION OF UTILITIES, MATERIALS, EQUIPMENT, SUPPLIES, AND SERVICES:

The Executive Director shall have the responsibility for following all statutory requirements and procedures in connection with all contracts for the acquisition of utilities, materials, equipment, supplies and services. Utilities, materials, equipment, supplies and services (including services provided by public agencies) may be acquired on the open market, pursuant to published tariffs, or by competitive bidding when necessary for the normal maintenance and operations of the Port, and no prior Port Commission approval shall be required but shall, where appropriate, be approved as a part of normal monthly expenses and shall be within authorized budgets. Where a requirement exists for formal competitive bidding, the Executive Director may execute contracts for the acquisition **of** utilities, materials, equipment, supplies and services subject to the following conditions:

- A. The contract or purchase order price for one year does not exceed \$200,000 or, if specifically identified in the annual budget, the amount shown in such budget, and the contract provides for no more than two (2) options to extend the contract for one (1) year periods, provided that the basic contract or purchase order price and any contract extensions must be within appropriate annual budget limits.
- B. The award is made to a bidder who has submitted a proposal based on the plans and specifications on file, or, where permissible, based upon his **own** plans and specifications and accompanied by a bid proposal deposit as may be required, and which is, as nearly as practicable, in accordance with the requirements of RCW 53.08.120, (as it may be amended **or** succeeded).
- C. The successful bidder has provided, where required, a performance bond with sureties which comply with the requirements of the applicable law.

VII. REIMBURSABLE SERVICES:

The Executive Director is authorized to enter into agreements pursuant to which the Port will provide reimbursable services, when such services are part of normal Port operations or incident thereto.

VIII. ARCHITECTURAL, ENGINEERING AND TECHNICAL SERVICES:

The Executive Director is authorized to contract with qualified architectural, engineering and technical testing and inspection firms licensed in the State of Washington to provide such services as required for maintenance, preliminary engineering work or small projects of the Port. Selection and reimbursement for such services shall follow all required statutory procedures and shall be consistent with normal established fees paid for such services. If the fee on any single project or closely related work is estimated to exceed Fifty Thousand dollars (\$50,000.00), Port Commission approval shall be required, provided that where architectural and engineering services are ancillary to capital projects, Port Commission approval shall not be required so long as those fees do not exceed fifteen percent (15%) of the contract amount. The Executive Director will endeavor to use a variety of firms (including minority and women business firms) based on the nature of the work and the expertise of the firms.

IX. PROFESSIONAL AND CONSULTANT SERVICES:

Except as provided in Section VIII of this Exhibit A, the Executive Director shall be responsible for obtaining professional and consultant services where deemed necessary in carrying out normal Port operations and provided all applicable legal requirements are met. The Executive Director may arrange for such services where the estimated cost of the proposed service does not exceed the amount of Fifty Thousand Dollars (\$50,000.00), provided all such arrangements shall be reported to the Port Commission semi-annually.

X. LEGAL SERVICES AND OTHER REPRESENTATION:

The Executive Director or the General Counsel shall be responsible for management and supervision of all legal services required by the Port and **Eor** litigation in which the Port has an interest, direct or indirect. For purposes of this section, "litigation" shall mean the assertion of any position, **right** or responsibility by or against the Port (or in which the Port may have an interest) which has been filed in any court of general jurisdiction, be it state or Federal, or any quasijudicial **or** administrative forum.

A. Legal Services:

The Executive Director is authorized to retain law firms, as necessary, to provide legal services. Retained legal counsel may act solely on behalf of the Port or jointly with other interested parties. Payment **Eor** legal services other than litigation shall be by fixed annual retainers or by reimbursement not to exceed established hourly rates plus expenses. Fixed annual retainers shall be set by the Executive Director based on the level of services required and the current cost of legal services in the area; provided that any such retainer may not in any year exceed **.3%** of the Port's Cross Operating Revenues. In litigation matters, legal counsel shall be reimbursed at a rate not to exceed their established hourly rate plus expenses.

B. Engagement of Other Representatives:

In connection with litigation or other legal matters in which the Port has a direct or indirect interest, the Executive Director may engage, or cause to be engaged through the General Counsel, other representatives to act solely on behalf of the Port or jointly with other interested parties. Such representatives shall be reimbursed at their established hourly rates plus expenses or on another basis which is standard for their services.

C. Engagement of Experts:

The Executive Director may engage, or cause to be engaged through the General Counsel, such experts as may be necessary to the orderly preparation of litigation in which the Port has a direct **or** indirect interest, without limitations otherwise prescribed in Section IX above. Such engagement shall be upon authorization given **by** the General Counsel after having been satisfied that such Expenditure is necessary to the adequate preparation and representation of the Port's position in such litigation and shall wherever practicable include evaluation of the litigation and an estimate of the probable cost of such experts.

D. Settlement:

Unless otherwise specified herein any matter which is the subject of litigation may be compromised and settled by the Executive Director provided that the settlement amount does not exceed .1% of the Port's gross operating revenues and that the General Counsel shall certify **to** the Executive Director that such compromise and settlement is justified on the basis of the following:

a. Claims filed against the Port:

- i) the likelihood that a judgment rendered in the case would be in the amount claimed, **or** higher than the amount claimed, **or** that there is reasonable cause to believe that there is considerable exposure of liability for the Port; **or**
- ii) the likelihood that the expenses involved in litigation would be unnecessarily high in relation to the amount claimed, **or** the likely result.

b. Claims filed on behalf of the Port:

- i) that the determination to settle the claim outweighs the **risk** of resorting to litigation; **or**
- ii) that the settlement of the claim would provide prompt payment to the Port and eliminate extensive delays; **or**
- iii) the proposed offer of settlement is reasonable in light of the claim asserted.

XI. ADJUSTMENT AND SETTLEMENT OF CLAIMS

(except those as referenced above):

The Executive Director shall be responsible **for** the observance of necessary procedures whereby the adjustment and Final settlement of **all** claims, either against or on behalf **of** the Port, shall be carried out. Necessary procedures in the handling of such claims shall include the Following:

- A. **For** purposes of **this** section, "Claim" shall mean the assertion of any position, right **or** responsibility **by or** against the Port, but not including (1) **accounts** receivable to the extent covered in Section XIII, **or** (2) claims asserted **by or** against the Port which have become the subject **of** litigation as defined in Section X above.
- B. **No** claims against the Port shall be considered unless and until proper notice has been served by the claimant upon the Port.
- C. Any individual claim which exceeds .1% of the Port's Gross Operating Revenues may be processed in all respects (except **For** Final approval and payment) by the Executive Director **or** the General Counsel. No such claims shall be submitted **for** approval to **the** Port Commission until a tentative agreement has been reached with the parties concerned **for** settlement. Claims which in the opinion **of** the Executive Director may exceed .1% **of** the Port's Gross Operating Revenues shall be reported to the Port Commission promptly.
- D. Any single claim not exceeding .1% **of** the Port's **Gross** Operating Revenues may be adjusted and settled and paid by the Executive Director provided that all of the Following conditions are met:
 - 1. The General Counsel shall certify to the Executive Director that payment of the claim is justified on the basis **of** the following:
 - a. Claims filed against the Port:
 - i) a substantial likelihood that the Port is **or** could be found liable; **or**

- ii) the likelihood that a judgment rendered in the case would be in the amount claimed, or higher than the amount claimed, or that there is reasonable cause to believe that there is considerable exposure of liability for the Port; or
- iii) The likelihood that the expenses involved in litigation would be unnecessarily high in relation to the amount claimed, or the likely result.

b. Claims filed on behalf of the Port:

- i) that the determination to settle the claim outweighs the risk of resorting to litigation;
- ii) that the settlement of the claim would provide prompt payment to the Port and eliminate extensive delays;
- iii) the proposed offer of settlement is reasonable in light of the claim asserted.

- 2. All such claims, when paid, shall be reported to the Port Commission semi-annually.

XII. ACCOUNTING AND AUDITING SERVICES:

The Executive Director is authorized to retain necessary services from nationally recognized accounting and auditing firms. Such services shall include the annual audit, audit of leases and other contracts, and appropriate accounting services as required, at established rates for such services in the area. Additionally, the Executive Director is authorized to retain accounting and auditing services for audits of leases and other contracts at established rates, provided the fees of such accountants do not exceed \$25,000 per audit and provided payments for all services provided in this section XII do not exceed .2% of the Port's Gross Operating Revenues.

XIII. ADJUSTMENT AND WRITE-OFF OF ACCOUNTS RECEIVABLE:

The Executive Director is authorized to establish procedures to (1) make adjustments to accounts receivable for valid business reasons which do not constitute a gift of public funds, or (2) to write off any uncollectible account which does not exceed .03% of the Port's Gross Operating Revenues.

Prior to adjusting or writing off of any account receivable or uncollectible, the Executive Director shall be satisfied that every reasonable effort has been made by the staff to resolve or accomplish the collection of the account. For those accounts that fail to make payment, the Executive Director shall authorize the General Counsel to bring action in courts of law, or if more appropriate, to assign the same to collection

agencies in an attempt to collect such accounts. If, after attempting all normal account collection procedures, the account is still uncollectible after 180 days or more, the **Executive** Director shall be authorized to provide **for** writing off such an account. Any account in excess of .03% of the Port's Gross Operating Revenues which **is** deemed **to** be uncollectible shall be referred to the Port Commission for final approval **of** writing off that account.

XIV. INVESTMENT OF TEMPORARILY IDLE PORT FUNDS:

For purposes of this section, "Temporarily Idle Port Funds" shall mean those funds which are not required for immediate expenditure. The Executive Director is authorized to direct the King County Comptroller, **or** Port Treasurer **or** financial consultant if the Port is authorized by law to perform its **own** treasury Functions, **in** accordance with applicable law relating to the investment of public funds. **in** the investments **of** temporarily idle Port funds. These directives include, but shall not be limited to, investments in authorized government securities. sale of such investments, and necessary interfund transfers. A summary report of all investments. sales and interfund transfers shall be provided to the Port Commission semi-annually.

XV. INSURANCE PROGRAMS:

The Executive Director shall be authorized to negotiate and obtain appropriate policies **of** insurance to cover Port property, liability, employee coverages, and other areas appropriately included within a comprehensive insurance program. The Executive Director is authorized to approve changes or modifications within the policies of insurance, including programs to provide self-insurance or deductible provisions, **so** long as such programs are promptly **and** regularly reported to the Port Commission **so** it is kept informed of basic changes made in the overall insurance program of the Port.

XVI. TRADE DEVELOPMENT PROGRAMS:

The Executive Director is authorized, consistent with statutory limitations, to develop and carry out programs of trade development (which may include tourism and tourism promotion), advertising (including the use of advertising firms within budgetary authority), and promotion of the Port, including its properties, facilities and services. This may include participation in programs and agreements designed to provide shippers which use or may use the Port of Seattle with the most competitive service and lowest possible Freight rates including negotiation of warehouse rates, consolidation of traffic and prepayment of Freight charges by the Port, and all necessary activities related to the intermodal movement of interstate and foreign cargo. Such programs of trade development and promotion shall be reviewed by the Port Commission from time to time so it may be informed as to changes which occur.

XVII. ISSUANCE OF TARIFFS:

Except in the case of port operated marinas the Executive Director is authorized to issue tariffs and tariff amendments as necessary, provided the Port Commission will be given a report of adjustments on a quarterly basis.

XVIII. RULES AND REGULATIONS:

The Executive Director is authorized to adopt any administrative rules and regulations necessary for the efficient operation of the Port so long as such rules and regulations are reported to the Port Commission quarterly. Resolution No. 2801, as amended, established certain rules and regulations relating to Seattle-Tacoma International Airport. All amendments to the rules and regulations established therein may hereafter be made by the Executive Director, so long as such amendments do not exceed the authority of the Executive Director, as granted elsewhere herein, and are reported to the Commission quarterly.

XIX. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT:

A. It is the basic policy of the Port of Seattle to provide equal opportunity to the users of all Port services and facilities, all contracting entities, Port employees and applicants for employment, and to assure that there be absolutely no discrimination against any persons on grounds of race, creed, color, national origin, sex, sexual preference, marital status, age, **or** the presence of any sensory, mental, or physical handicap. This policy is to be implemented by the Executive Director as more specifically set forth by Resolution of the Port Commission (as it may be amended from time to time) and Port policies covering affirmative action, equal employment opportunity and minority and women's business participation in Port contracts.

XX. TRAVEL OF EMPLOYEES AND OTHER AUTHORIZED REPRESENTATIVES OF THE PORT:

The Executive Director is authorized to approve travel by employees and/or other authorized representatives of the Port in order to effectuate necessary normal Port operations, provided that reimbursable personal travel expenses for an individual trip shall not exceed Five Thousand Dollars (\$5,000.00) within the continental United States or Ten Thousand Dollars (\$10,000.00) internationally, and provided that the Commission shall be advised semi-annually of major travel made by Port staff.

XXI. SALE OF PERSONAL PROPERTY:

The Executive Director is authorized pursuant to RCW 53.08.090 to sell and convey surplus personal property of the Port pursuant to the requirements of R.C.W. 53.08.090-.092 (as amended or succeeded). In no case shall surplus personal property of the Port be sold to any Port Commissioner or Port employee **or to** members of their immediate families without the specific approval of the Port Commission.

XXII. IMPREST WORKING FUNDS (Petty Cash and Change Funds)

The Executive Director is authorized to establish various working Funds, provided the total deposited to any fund shall not exceed \$30,000.00. The working funds generally provide for petty cash purchases and/or change funds, and the dollar amount of outstanding funds shall be recorded on the Port of Seattle Trial Balance as General Fund Cash on Hand. The Executive Director is also authorized to establish and maintain procedures for the creation and control of petty cash and change funds.