



Port of Seattle Commission  
**AUDIT COMMITTEE**

**December 5, 2024 – 10:00 a.m.**

**To be held in person at the Port of Seattle Headquarters  
Building – Commission Chambers, Pier 69, 2711 Alaskan Way, Seattle, Washington.**

**You may view the full meeting live at [meetings.portseattle.org](https://meetings.portseattle.org).**

**To listen live from a remote location, call in at: +1 (206) 800-4046 or (833) 209-2690 and Conference ID 952 306 579#**

---

**Committee members:**

Commissioner Toshiko Hasegawa, Chair  
Commissioner Ryan Calkins, Member  
Committee Public Member Sarah Holmstrom

**Also Attending:**

Glenn Fernandes, Internal Audit Director  
Aaron Pritchard, Chief of Staff, Commission Services  
Michelle Hart, Commission Clerk  
Aubree Payne, Deputy Commission Clerk

---

**ORDER OF BUSINESS**

1. Call to Order
2. Approval of Minutes – September 19, 2024

**External Audits (Presentation)**

3. Moss Adams – 2024 Audit Entrance (Presentation)  
*Olga Darlington, Partner; Anna Waldren, Senior Manager; Connor McCauley, Audit Manager*
4. R.L. Townsend & Associates – Construction Audit Services Annual Report (Presentation)  
*Debbie Townsend, President & Executive Construction Cost Control Consultant; Patricia Farrell-Shear, Project Executive; Rachel Townsend-Smith, Senior Professional Associate*

**Updates and Approval** (*Glenn Fernandes, Director, Internal Audit*) (Presentation – Items #5-8)

5. 2024 Audit Plan Update
6. Approval of Proposed 2025 Internal Audit Plan
7. Internal Audit Outreach Project Update
8. Open Issue Status

**Performance Audits** (*Glenn Fernandes, Director, Internal Audit; Dan Chase, Manager, Internal Audit; Nikita Goyal, Sr. Internal Auditor*)

9. Partner in Employment (Report)
10. Equity Policy Directive Compliance (Report)
11. Utilities Management – Port-Wide (Report)
12. Delegation of Authority (Report)
13. T-117 Sites 23-25 Restoration Project GC/CM Closeout (Report)

**Information Technology Audits**<sup>1</sup> (*Glenn Fernandes, Director, Internal Audit; Ritika Marwaha, Manager – Internal Audit - IT, Brent Layman, Senior IT Auditor*)

14. Application Software Security (Report)

---

<sup>1</sup> Information Technology audits are security sensitive and are not discussed in public meetings; all or part of the audit reports may be exempt from public records disclosure under RCW 42.56.420

**Limited Contract Compliance Audits** (*Glenn Fernandes, Director, Internal Audit, Dan Chase, - Manager, Internal Audit*)

15. Seattle Chocolate Company, LLC (Report)

**Concluding Business**

16. Committee Comments

17. Adjournment

---