



**COMMISSION  
AGENDA MEMORANDUM**

**FOR INFORMATION ONLY**

**Item No.** 8c

**Date of Meeting** February 13, 2024

**DATE:** February 13, 2024  
**TO:** Stephen P. Metruck, Executive Director  
**FROM:** Karen R. Goon, Deputy Executive Director

**SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions January 2024**

**APPROVAL SUMMARY**

This memo is presented for information only. Inclusion on the Consent Agenda is asking for Commission’s acknowledgement that the data has been presented to them and the public. This is notification of the following Executive Director delegated approvals that occurred in January 2024.

<b>Category of Approval</b>	<b>Request#</b>	<b>Description of Approvals January 2024</b>	<b>Category Amount</b>
Projects & Associated Contracts	1049-2023	CUSE Gate Conversion	\$540,000.00
Projects & Associated Contracts	1082-2024	EF28 EMAT Installation Upgrade	\$120,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1058-2024	Veoci (Software Platform) Contract Extension	\$490,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1040-2023	National Renewable Energy Laboratory (NREL) Interlocal Agreement (ILA) amendment to support additional transportation modeling	\$200,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1060-2024	MOA for Permitting Support between POS and SDCI	\$440,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1092-2024	Highline Heritage Partnership Memorandum of Understanding	\$0.00
Real Property Agreements	N/A	No Approvals in January	
Utilization of Port Crews	N/A	No Approvals in January	
Sale of Surplus Port Property	N/A	No Approvals in January	
<b>Total Value of Executive Director Approvals</b>			<b>\$1,790,000.00</b>

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**TRANSPARENCY:**

In approving the delegations for the Executive Director, the Commission requested that staff ensure transparency is built into the process. As a result, staff will make approvals visible to the public in two ways. First, these types of approvals will be made visible in public Commission meetings via monthly reporting like this one. Approvals are both timed and designed to be visible in a similar manner to the monthly Claims and Obligations reporting. Second, staff will publish these delegations in a PeopleSoft formatted report on the Port website in the same manner that all procurements, contracts, and other opportunities are made available to public communities.

**BACKGROUND:**

On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to port staff. The approval made the Delegation of Responsibility and Authority to the Executive Director (DORA) effective on April 3, 2023.

The foundation for Resolution No. 3810 included significant data analysis, employee surveys, and internal audit recommendation. Resolution No. 3810 also aligns with the Port Century Agenda in that it helps make the Port a more effective public agency. Considerations and checks and balances have been built into the associated processes of Executive Director approvals including a high bar of transparency.

Following significant analysis and multiple Commission reviews, the Commission approved the DORA on January 24, 2023. That reporting memo is available for review on the Port website under the January 24, 2023, Commission public meeting, and it provides detailed reasoning and explanation of Resolution No. 3810.