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COMMISSION
AGENDA MEMORANDUM Item No. 8c
FOR INFORMATION ONLY Date of Meeting July 11, 2023

DATE: July 11, 2023
TO: Stephen P. Metruck, Executive Director
FROM: Stephanie Jones Stebbins, Interim Deputy Executive Director
SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions June 2023

APPROVAL SUMMARY
Notification of the following Executive Director delegated approvals that occurred in June 2023.

Category of Approval Request# Description of Approvals June Category
2023 Amount
Projects & Associated
GIS Infrastructure Refresh Project
Contracts 686-2023 \$640,000.00
Approval
Project Increase of \$260,000 for
Projects & Associated current construction estimate.
Contracts 655-2023 Purchase and install up to 13 large \$260,000.00
Surface Hubs for several Port
locations.
Projects & Associated
Increase contract amount for data
Contracts 545-2023 \$350,000.00
collection contractor services
Projects & Associated Project Funding for Construction &
Contracts 704-2023 use of Port Crews. \$1,500,000.00
T86 Park Lift Station Replacement.
Requesting authorization for the
Executive Director to advertise and
Projects & Associated
execute one (1) major construction
Contracts 748-2023 \$1,000,000.00
unit price contract for electrical
work to support project,
operational and safety needs of all

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COMMISSION AGENDA – Agenda Item No. 8c Page 2 of 4
Meeting Date: July 11, 2023
Port divisions and the Northwest
Seaport Alliance
Non-Project Procurement of Request authorization to advertise
Goods & Purchased Service and execute a mobility services
Contracts, Other Contracts, 649-2023 contract for the provision of \$1,900,000.00
& Tenant Reimbursement wheelchair and mobility assistance
services for airport customers.
Executive Director approval to
advertise and execute a contract
Non-Project Procurement of
for federal government relations
Goods & Purchased Service
advocacy services for up to five
Contracts, Other Contracts, 584-2023 \$1,750,000.00
years, a three-year base contract
& Tenant Reimbursement
with two one-year options for an

estimated contract value of
\$1,250,000.
Non-Project Procurement of
Additional Amount needed for
Goods & Purchased Service
existing project to cover Tax
Contracts, Other Contracts, 708-2023 \$10,000.00
Obligation for POSPD public safety
& Tenant Reimbursement
bomb robot
Non-Project Procurement of
Goods & Purchased Service
Authorization for Waste Pumping
Contracts, Other Contracts, 647-2023 \$1,700,000.00
and Disposal Services
& Tenant Reimbursement
Non-Project Procurement of TSA Exit Lane Staffing Support
Goods & Purchased Service Request - to reimburse the STAC
Contracts, Other Contracts, 727-2023 (Seattle Tacoma Airline \$1,300,000.00
& Tenant Reimbursement Consortium) for providing
personnel for this purpose.
Non-Project Procurement of LOA with SEA Tower, updating an
Goods & Purchased Service agreement that outlines
Contracts, Other Contracts, 674-2023 procedures and responsibilities for \$0.00
& Tenant Reimbursement personnel responding to airport
and aircraft emergencies.
Non-Project Procurement of
Goods & Purchased Service
Contract Authorization for Multiple
Contracts, Other Contracts, 730-2023 \$380,000.00
Year JAVA Licenses
& Tenant Reimbursement

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COMMISSION AGENDA – Agenda Item No. 8c Page 3 of 4

Meeting Date: July 11, 2023

Non-Project Procurement of
Request for Amending Fedresults
Goods & Purchased Service
Inc (i.e., Alteryx) Contract: CContracts
, Other Contracts, 634-2023 \$15,000.00
00321149 PO: C-0000291625 by
& Tenant Reimbursement
\$15k

Requesting approval of a 4-year
Non-Project Procurement of membership of \$250,000 per year
Goods & Purchased Service with Greater Seattle Partners.
Contracts, Other Contracts, 681-2023 Membership will support the work \$1,000,000.00
& Tenant Reimbursement of their organization as well as
implementation of a regional
Export Accelerator Program
Real Property Agreements N/A No Approvals in June
Utilization of Port Crews N/A No Approvals in June
Sale of Surplus Port 734-2023 Request Approval to Dispose and
\$194,500.00
Property or sell 40 Fleet Vehicles and Tools
Total Value of Executive
Director Approvals \$11,999,500.00

TRANSPARENCY:

In approving the delegations for the Executive Director, the Commission requested that staff

ensure transparency as it is paramount moving forward. 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 similar to this one. This approval is both timed and designed to be visible in a similar manner to the monthly Claims and Obligations reporting. Second, staff will publish these delegations to the web by publishing them 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, and the approvals made by the Executive Director for the month of April are identified in the table above.

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. Many considerations and checks and balances have been built into the associated processes of Executive Director approvals including a high bar of transparency.

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COMMISSION AGENDA – Agenda Item No. 8c Page 4 of 4
Meeting Date: July 11, 2023

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.

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