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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting September 12, 2023

DATE: September 12, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions August 2023

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in August 2023.

Category of Approval Request# Description of Approvals August Category
2023 Amount

Projects & Associated

Contracts 632-2023 Estimating IDIQ Bid Contract 2,000,000.00

Projects & Associated

Contracts 781-2023 EF28 Emergency Feeder Cable 600,000.00

Non-Project Procurement of

Goods & Purchased Service

Century Link Internet Contract

Contracts, Other Contracts, 790-2023 1,000,000.00

Authorization

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service

Landside Operations On-Call Snow

Contracts, Other Contracts, 778-2023 900,000.00

Removal Service

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service

Deferred Compensation

Contracts, Other Contracts, 824-2023 800,000.00

Investment Advisor

& Tenant Reimbursement

10, 2019.

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Meeting Date: September 12, 2023

STOC lease amendment for

Real Property Agreements 787-2023 294,000.00

additional parking stalls

Utilization of Port Crews N/A No Approvals in August

Sale of Surplus Port Property N/A No Approvals in August

Total Value of Executive

Director Approvals 5,594,000.00

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 similar to 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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed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.

Template revised June 27, 2019 (Diversity in Contracting).