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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting October 10, 2023

DATE: October 10, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

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

Category of Approval Request# Description of Approvals Category

September 2023 Amount

Projects & Associated

South Concourse Evolution Project

Contracts 820-2023 \$900,000.00

GCCM Audit Services

Projects & Associated Airfield Compactor Capacity 30%

828-2023 \$400,000.00

Contracts Design

Projects & Associated

877-2023 Budget Increase - C801357 \$130,000.00

Contracts

Projects & Associated Secondary Data Center Storage

910-2023 \$400,000.00

Contracts Refresh

Projects & Associated

826-2023 Generator Controls 30% Design \$700,000.00

Contracts

Non-Project Procurement of

Goods & Purchased Service

2023 MOU between Police and Air

Contracts, Other Contracts, 847-2023 \$0.00

Mobility Command

& Tenant Reimbursement

Non-Project Procurement of

MOU Between DHS and SEA to use

Goods & Purchased Service

817-2023 and co-brand Blue Campaign AHT \$0.00

Contracts, Other Contracts,

materials

& Tenant Reimbursement

Template revised January 10, 2019.

COMMISSION AGENDA – Agenda Item No. 8c Page 2 of 3

Meeting Date: October 10, 2023

Non-Project Procurement of

Approval to Issue Contracts for a

Goods & Purchased Service

785-2023 value up to \$1.5M for Fleet \$1,500,000.00

Contracts, Other Contracts,

Telematics

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service

815-2023 STAC Bussing During STS Closure \$100,000.00

Contracts, Other Contracts,

& Tenant Reimbursement
Non-Project Procurement of Concourse A Building Expansion for
Goods & Purchased Service Lounges – Delta Air Lines Tenant
883-2023 \$740,000.00
Contracts, Other Contracts, Reimbursement Agreement (TRA)
& Tenant Reimbursement Modification CIP #C801205
Non-Project Procurement of
Goods & Purchased Service Enterprise Technology Monitoring
856-2023 \$1,900,000.00
Contracts, Other Contracts, System
& Tenant Reimbursement
Non-Project Procurement of
Goods & Purchased Service
766-2023 Smith Detection Purchase Order \$345,739.84
Contracts, Other Contracts,
& Tenant Reimbursement
Real Property Agreements N/A No Approvals in September
Utilization of Port Crews N/A No Approvals in September
Sale of Surplus Port Property N/A No Approvals in September
Total Value of Executive
Director Approvals \$7,115,739.84

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.

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

COMMISSION AGENDA – Agenda Item No. 8c Page 3 of 3
Meeting Date: October 10, 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).