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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting December 12, 2023

DATE: December 12, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

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

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 November 2023.

Category of Approval Request# Description of Approvals Category

November 2023 Amount

Projects & Associated

970-2023 T106 W-2 Elec Upgrade \$400,000.00

Contracts

Projects & Associated

946-2023 FT Nordby Conference Room \$1,200,000.00

Contracts

Projects & Associated T91 Cruise Safety Radio

919-2023 \$325,000.00

Contracts Improvements

Projects & Associated

902-2023 SEA BIM Consultant \$1,500,000.00

Contracts

Projects & Associated N04454 MT4F-5F Chilled Water

977-2023 \$135,000.00

Contracts Project Amendment

Projects & Associated Enterprise Firewall Refresh Project

981-2023 \$650,000.00

Contracts Authorization

Projects & Associated

979-2023 AV Common Use System Upgrade \$715,000.00

Contracts

Projects & Associated Ramp Tower Voice

997-2023 \$1,750,000.00

Contracts Communications System Refresh

Projects & Associated 2 - CMP Decarbonization and

1001-2023 \$1,500,000.00

Contracts Resiliency Study

Projects & Associated

986-2023 MT Exterior Wall Rehab Project \$800,000.00

Contracts

Template revised January 10, 2019.

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Salmon Bay Marina Docks A-C

Projects & Associated

940-2023 Roof Safety – Project Definition \$600,00.00

Contracts

Alternative Assessment

Non-Project Procurement

of Goods & Purchased

WSDOT Certification Acceptance

Service Contracts, Other 951-2023 0.00

Program

Contracts, & Tenant  
Reimbursement  
Real Property N/A No Approvals in November  
Agreements  
Utilization of Port Crews N/A No Approvals in November  
Sale of Surplus Port N/A No Approvals in November  
Property  
Total Value of Executive  
\$9,575,000.00  
Director Approvals

**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.

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