



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

Item No. 8c
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 2023	Category Amount
Projects & Associated Contracts	686-2023	GIS Infrastructure Refresh Project Approval	\$640,000.00
Projects & Associated Contracts	655-2023	Project Increase of \$260,000 for current construction estimate. Purchase and install up to 13 large Surface Hubs for several Port locations.	\$260,000.00
Projects & Associated Contracts	545-2023	Increase contract amount for data collection contractor services	\$350,000.00
Projects & Associated Contracts	704-2023	Project Funding for Construction & use of Port Crews. T86 Park Lift Station Replacement.	\$1,500,000.00
Projects & Associated Contracts	748-2023	Requesting authorization for the Executive Director to advertise and execute one (1) major construction unit price contract for electrical work to support project, operational and safety needs of all	\$1,000,000.00

		Port divisions and the Northwest Seaport Alliance	
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	649-2023	Request authorization to advertise and execute a mobility services contract for the provision of wheelchair and mobility assistance services for airport customers.	\$1,900,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	584-2023	Executive Director approval to advertise and execute a contract for federal government relations advocacy services for up to five years, a three-year base contract with two one-year options for an estimated contract value of \$1,250,000.	\$1,750,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	708-2023	Additional Amount needed for existing project to cover Tax Obligation for POSPD public safety bomb robot	\$10,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	647-2023	Authorization for Waste Pumping and Disposal Services	\$1,700,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	727-2023	TSA Exit Lane Staffing Support Request - to reimburse the STAC (Seattle Tacoma Airline Consortium) for providing personnel for this purpose.	\$1,300,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	674-2023	LOA with SEA Tower, updating an agreement that outlines procedures and responsibilities for personnel responding to airport and aircraft emergencies.	\$0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	730-2023	Contract Authorization for Multiple Year JAVA Licenses	\$380,000.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	634-2023	Request for Amending Fedresults Inc (i.e., Alteryx) Contract: C-00321149 PO: C-0000291625 by \$15k	\$15,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	681-2023	Requesting approval of a 4-year membership of \$250,000 per year with Greater Seattle Partners. Membership will support the work of their organization as well as implementation of a regional Export Accelerator Program	\$1,000,000.00
Real Property Agreements	N/A	No Approvals in June	
Utilization of Port Crews	N/A	No Approvals in June	
Sale of Surplus Port Property	734-2023	Request Approval to Dispose and or sell 40 Fleet Vehicles and Tools	\$194,500.00
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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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.