



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

Item No. 8c
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 2023	Category 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 Contracts, Other Contracts, & Tenant Reimbursement	790-2023	Century Link Internet Contract Authorization	1,000,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	778-2023	Landside Operations On-Call Snow Removal Service	900,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	824-2023	Deferred Compensation Investment Advisor	800,000.00

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Real Property Agreements	787-2023	STOC lease amendment for additional parking stalls	294,000.00
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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to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.