



**COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY**

Item No. 8c
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 September 2023	Category Amount
Projects & Associated Contracts	820-2023	South Concourse Evolution Project GCCM Audit Services	\$900,000.00
Projects & Associated Contracts	828-2023	Airfield Compactor Capacity 30% Design	\$400,000.00
Projects & Associated Contracts	877-2023	Budget Increase - C801357	\$130,000.00
Projects & Associated Contracts	910-2023	Secondary Data Center Storage Refresh	\$400,000.00
Projects & Associated Contracts	826-2023	Generator Controls 30% Design	\$700,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	847-2023	2023 MOU between Police and Air Mobility Command	\$0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	817-2023	MOU Between DHS and SEA to use and co-brand Blue Campaign AHT materials	\$0.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	785-2023	Approval to Issue Contracts for a value up to \$1.5M for Fleet Telematics	\$1,500,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	815-2023	STAC Bussing During STS Closure	\$100,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	883-2023	Concourse A Building Expansion for Lounges – Delta Air Lines Tenant Reimbursement Agreement (TRA) Modification CIP #C801205	\$740,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	856-2023	Enterprise Technology Monitoring System	\$1,900,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	766-2023	Smith Detection Purchase Order	\$345,739.84
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.

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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.