



**COMMISSION**  
**AGENDA MEMORANDUM**  
**FOR INFORMATION ONLY**

**Item No.** 8c  
**Date of Meeting** November 14, 2023

**DATE:** November 14, 2023  
**TO:** Stephen P. Metruck, Executive Director  
**FROM:** Karen R. Goon, Deputy Executive Director

**SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions October 2023**

**APPROVAL SUMMARY**

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

<b>Category of Approval</b>	<b>Request#</b>	<b>Description of Approvals October 2023</b>	<b>Category Amount</b>
Projects & Associated Contracts	932.2023	Increase contract value for Online Booking System Development	350,000.00
Projects & Associated Contracts	922-2023	C801311 Construction Logistics Site Expansion Preliminary Project Work	250,000.00
Projects & Associated Contracts	908-2023	CUSS Renewal Replacement	320,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	935-2023	2023 Securing the Cities MOU between POSPD and SPD	0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	942-2023	MM Fleet - Class 8 Heavy Duty Vehicle Replacements for MM	730,000.00

Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	944-2023	MM Fleet - Service Body Trucks and Hybrid Bucket Trucks	1,250,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	899-2023	SKC Trips MOA with City of Tukwila	25,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	850-2023	2023 King County Public Safety Answering Point ILA Amendment	0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	912.2023	Approval Request to Issue a Contract - Motor Pool Car Sharing System	850,000.00
Real Property Agreements	N/A	No Approvals In October	
Utilization of Port Crews	N/A	No Approvals In October	
Sale of Surplus Port Property	N/A	No Approvals In October	
<b>Total Value of Executive Director Approvals</b>			<b>\$3,775,000.00</b>

**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.

Meeting Date: November 14, 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.