



8c. Memo from Regular Meeting held Feb 13, 2024 12:00pm at Pier 69

2024_02_13_RM_8c_Memo_Executive-Director-Delegation-Notification-January-2024.pdf

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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting February 13, 2024

DATE: February 13, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions January 2024

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 January 2024.

Category

Category of Approval Request# Description of Approvals January 2024

Amount

Projects & Associated

1049-2023 CUSE Gate Conversion \$540,000.00

Contracts

Projects & Associated

1082-2024 EF28 EMAT Installation Upgrade \$120,000.00

Contracts

Non-Project Procurement of

Goods & Purchased Service Veoci (Software Platform) Contract

1058-2024 \$490,000.00

Contracts, Other Contracts, Extension

& Tenant Reimbursement

Non-Project Procurement of National Renewable Energy Laboratory

Goods & Purchased Service (NREL) Interlocal Agreement (ILA)

1040-2023 \$200,000.00

Contracts, Other Contracts, amendment to support additional

& Tenant Reimbursement transportation modeling

Non-Project Procurement of

Goods & Purchased Service MOA for Permitting Support between

1060-2024 \$440,000.00

Contracts, Other Contracts, POS and SDCI

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service Highline Heritage Partnership

1092-2024 \$0.00

Contracts, Other Contracts, Memorandum of Understanding

& Tenant Reimbursement

Real Property Agreements N/A No Approvals in January

Utilization of Port Crews N/A No Approvals in January

Sale of Surplus Port N/A No Approvals in January

Property

Total Value of Executive

\$1,790,000.00

Director Approvals

Template revised January 10, 2019.

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Meeting Date: February 13, 2024

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).