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COMMISSION
AGENDA MEMORANDUM Item No. 8c
FOR INFORMATION ONLY Date of Meeting March 12, 2024

DATE: March 12, 2024
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director
SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions February 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 February 2024.

Description of Approvals December Category
Category of Approval Request#
2023 Amount
Projects & Associated
1065-2024 Pier 90 E Pile Cap Rehabilitation \$1,880,000.00
Contracts
Projects & Associated SBM Office Reconfiguration - Design
1101-2024 \$500,000.00
Contracts Funding
Projects & Associated 2024 Maritime Sweeper Purchase
1098-2024 \$75,000.00
Contracts Amendment
Non-Project Procurement
of Goods & Purchased
Ocean Acidification Alliance Articles of
Service Contracts, Other 880-2023 \$0.00
Governance
Contracts, & Tenant
Reimbursement
Non-Project Procurement
of Goods & Purchased Authorization for a 10-year
Service Contracts, Other 1112-2024 maintenance and license fee contract \$700,000.00
Contracts, & Tenant for Xovis
Reimbursement
Non-Project Procurement
of Goods & Purchased
Service Contracts, Other 1106-2024 HR ORCA Contract \$1,847,847.00
Contracts, & Tenant
Reimbursement
Real Property
N/A No Approvals in February
Agreements
Template revised January 10, 2019.

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Meeting Date: March 12, 2024
Utilization of Port Crews N/A No Approvals in February
Sale of Surplus Port
N/A No Approvals in February
Property
Total Value of Executive
\$5,002,847.00
Director Approvals

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).