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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting June 11, 2024

DATE: June 11, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in May, 2024

Category of Approval Request# Description of Approvals May Category

2024 Amount

Projects & Associated

Airport Slot Coordination Contract

Contracts 1179-2024 \$800,000.00

Authorization

Projects & Associated

Contracts 1131-2024 Maritime Planning IDIQ \$2,000,000.00

Projects & Associated

Contracts 1182-2024 T91 Fire Alarm Panel Replacement \$600,000.00

Projects & Associated

Contracts 1187-2024 Upper Drive Traffic Attenuator \$1,200,000.00

Non-Project Procurement of

Goods & Purchased Service

ABD Plan Review & Inspection

Contracts, Other Contracts, 1199-2024 \$1,200,000.00

Services

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service

AVCM Ecommerce Digital

Contracts, Other Contracts, 1241-2024 \$1,250,000.00

Marketing Services

& Tenant Reimbursement

Real Property Agreements No Approvals in May \$0.00

Template revised January 10, 2019.

COMMISSION AGENDA – Agenda Item No. 8c Page 2 of 3

Meeting Date: June 11, 2024

Non-Project Procurement of

Memorandum of Agreement

Goods & Purchased Service

Between the Port of Seattle and

Contracts, Other Contracts, 1204-2024 \$15,000.00

Washington State Department of

& Tenant Reimbursement

Commerce

Non-Project Procurement of

Goods & Purchased Service Extension of MOU between

Contracts, Other Contracts, 1251-2024 POS&COS re Easing Access for \$90,000.00

& Tenant Reimbursement Cruise Ops @ P66 on Alaskan Wy

Non-Project Procurement of

Goods & Purchased Service

Contracts, Other Contracts, 1152-2024 Duwamish SLR MOU \$0.00

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service

Contracts, Other Contracts, 1248-2024 MOA for ARFF Transition \$0.00

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**& Tenant Reimbursement**

Utilization of Port Crews No Approvals in May \$0.00

Sale of Surplus Port Property No Approvals in May \$0.00

Total Value of Executive

Director Approvals \$7,155,000.00

**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 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 Template revised June 27, 2019 (Diversity in Contracting).

**COMMISSION AGENDA – Agenda Item No. 8c Page 3 of 3**

Meeting Date: June 11, 2024

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).