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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting July 9, 2024

DATE: July 9, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

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

Category of Approval Request# Description of Approvals June Category
2024 Amount
Projects & Associated
Contracts 1272-2024 RCF Boiler Skid 1 & 2 Replacement \$1,400,000.00
Projects & Associated
1281-2024 STS Standpipe Renewal \$1,971,000.00
Contracts
Non-Project Procurement of
Goods & Purchased Service
Contracts, Other Contracts, 1237-2024 MOU with Highline College \$160,000.00
& Tenant Reimbursement
Non-Project Procurement of
Memorandum of Understanding
Goods & Purchased Service
between State of Washington
Contracts, Other Contracts, 1227-2024
Department of Ecology & Port of \$0.00
& Tenant Reimbursement
Seattle & Signatory Cruise
Companies
Non-Project Procurement of
Goods & Purchased Service
Mobile Parking Lot Surveillance
Contracts, Other Contracts, 1217-2024
Security Units \$1,030,000.00
& Tenant Reimbursement
Real Property Agreement No Approvals in June \$0.00
Utilization of Port Crews No Approvals in June \$0.00
Sale of Surplus Port Property No Approvals in June \$0.00
Template revised January 10, 2019.

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Meeting Date: July 9, 2024

Total Value of Executive

Director Approvals \$4,561,000.00

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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to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 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).