



**COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY**

Item No. 8c
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 2024	Category Amount
Projects & Associated Contracts	1179-2024	Airport Slot Coordination Contract Authorization	\$800,000.00
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 Contracts, Other Contracts, & Tenant Reimbursement	1199-2024	ABD Plan Review & Inspection Services	\$1,200,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1241-2024	AVCM Ecommerce Digital Marketing Services	\$1,250,000.00
Real Property Agreements		No Approvals in May	\$0.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1204-2024	Memorandum of Agreement Between the Port of Seattle and Washington State Department of Commerce	\$15,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1251-2024	Extension of MOU between POS&COS re Easing Access for Cruise Ops @ P66 on Alaskan Wy	\$90,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1152-2024	Duwamish SLR MOU	\$0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1248-2024	MOA for ARFF Transition	\$0.00
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

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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.