



**COMMISSION  
AGENDA MEMORANDUM  
FOR INFORMATION ONLY**

**Item No.**

8b

**Date of Meeting**

March 11, 2025

**DATE:** March 4, 2025

**TO:** Stephen P. Metruck, Executive Director

**FROM:** Karen R. Goon, Deputy Executive Director

**SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions February 2025**

**APPROVAL SUMMARY**

Notification of the following Executive Director delegated approvals that occurred in February 2025.

<b>Category of Approval</b>	<b>Request#</b>	<b>Description of Approvals February 2025</b>	<b>Category Amount</b>
Projects & Associated Contracts	1736-2025	AOB Restroom Door Openers	\$355,000.00
Projects & Associated Contracts	1720-2025	Budget and Procurement Authorization for Rubber Removal Truck (runway maintenance)	\$1,150,000.00
Projects & Associated Contracts	1764-2025	C801325 RCF QTA Boiler Skid 1&2 Replacement - Additional Funds	\$290,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1740-2025	Memorandum of Agreement between the Port of Seattle (Port) and King County (County) for AFFF Transition Storage Coordination	\$0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1706-2025	Pharmacy Benefits Manager RFP	\$1,600,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1659-2025	Port wide Air Conditioning Control Systems Replacement	\$600,000.00
Non-Project Procurement of Goods & Purchased Service		Regional Construction Workforce Demand Analysis	\$7,000.00

Meeting Date: March 11, 2025

Contracts, Other Contracts, & Tenant Reimbursement	1655-2025		
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1681-2025	Real Estate Owner's Representative IDIQ	\$500,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1710-2025	Regulatory Smoke Control, Clean Agent, and Smoke Fire Damper Testing and Inspections	\$1,950,000.00
Real Property Agreement		No Approvals in February	\$0.00
Utilization of Port Crews		No Approvals in February	\$0.00
Sale of Surplus Port Property	1759-2025	Disposition and sale of 21 AVM fleet assets	\$48,750.00
<b>Total Value of Executive Director Approvals</b>			<b>\$6,500,750.00</b>

**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.