



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

Item No. 8b
Date of Meeting August 12, 2025

DATE: August 1, 2025
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions July 2025

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in July, 2025

Category of Approval	Request#	Description of Approvals July 2025	Category Amount
Projects & Associated Contracts	2115-2025	Cargo Buildings Preliminary Design and Project Notebook	\$1,450,000.00
Projects & Associated Contracts	2136-2025	T91 Dock Rehab DORA Request	\$1,700,000.00
Projects & Associated Contracts	2131-2025	C801320 Security Cameras	\$460,000.00
Projects & Associated Contracts	2125-2025	Airfield Environmental Mitigation (PFAS)	\$1,500,000.00
Projects & Associated Contracts	2147-2025	Parking Garage Dry Standpipe Mods	\$489,000.00
Projects & Associated Contracts	2151-2025	2-Way Elevator Lobby Communication - 30% Design Funds	\$950,000.00
Projects & Associated Contracts	2186-2025	Technical Consulting Expert Resources for AV Maintenance Capital Liaison Team	\$1,900,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2176-2025	1-MOA with City of Tukwila for Services Provided by SKC Trips 2025	\$25,000.00
Real Property Agreement		No Approvals in July	\$0.00
Utilization of Port Crews		No Approvals in July	\$0.00
Sale of Surplus Port Property		No Approvals in July	\$0.00

Meeting Date: August 12, 2025

Total Value of Executive Director Approvals			\$8,474,000.00
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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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to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.