



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

Item No. 8b
Date of Meeting September 9, 2025

DATE: September 9, 2025
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

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

Category of Approval	Request#	Description of Approvals August 2023	Category Amount
Projects & Associated Contracts	2219-2025	BRITE System Replacement	\$1,800,000.00
Projects & Associated Contracts	2194-2025	SBM Dock Fireline Connections	\$510,000.00
Projects & Associated Contracts	2120-2025	FT C15 HVAC Controls Replacement	\$550,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2165-2025	Maritime Facilities Direct Digital Controls Replacement	\$800,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2241-2025	Accela Building Permit System Contract Amendment	\$820,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2181-2025	King County - World Cup Readiness & Playbook Partnership (Community Business Connector Program)	\$125,000.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2230-2025	SEA Five-years Custodial Services Contract for Ground Transportation Lot at S. 160 th lot.	\$1,000,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2155-2025	Equipment Rentals - Port Construction Services	\$750,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2217-2025	Galls Uniform Contract	\$400,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2169-2025	Agreement with WA Dept. of Ecology for 2025-26 Stewardship Program	\$499,000.00
Real Property Agreements	N/A	No Approvals in August	
Utilization of Port Crews	N/A	No Approvals in August	
Sale of Surplus Port Property	N/A	No Approvals in August	
Total Value of Executive Director Approvals			\$7,254,000.00

TRANSPARENCY:

In approving the delegations for the Executive Director, the Commission requested that staff ensure transparency as it is paramount moving forward. 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 similar to this one. This approval is both timed and designed to be visible in a similar manner to the monthly Claims and Obligations reporting. Second, staff will publish these delegations to the web by publishing them 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, and the approvals made by the Executive Director for the month of April are identified in the table above.

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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. Many 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.