



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

Item No. 8b
Date of Meeting October 14, 2025

DATE: October 7, 2025
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

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

Category of Approval	Request#	Description of Approvals September 2025	Category Amount
Projects & Associated Contracts	2290-2025	DHS Content Licensing Agreement	\$0.00
Projects & Associated Contracts	2277-2025	Variable Frequency Drives Phase 3 - 30% Design	\$900,000.00
Projects & Associated Contracts	2274-2025	T91 West Cruise Maintenance Dredge	\$750,000.00
Projects & Associated Contracts	2243-2025	EV Charging - 30% Design	\$1,600,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2296-2025	MOA Between Port and City of Seattle dept of neighborhoods	\$400,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2255-2025	Acutity Brands Map Contract Amendment	\$400,000.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2279-2025	Exagrid Backup Storage Contract Authorization	\$1,200,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2263-2025	Hubspot Contract Authorization	\$400,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2265-2025	SEA with FAA Continuous Power Airport Agreement	\$0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1715-2025	Agreement with National Renewable Energy Laboratory (NREL) for EPA Clean Ports Planning Grant Analysis	\$750,000.00
Real Property Agreements	N/A	No Approvals in September	
Utilization of Port Crews	N/A	No Approvals in September	
Sale of Surplus Port Property	N/A	No Approvals in September	
Total Value of Executive Director Approvals			\$6,400,000.00

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.