



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

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

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

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

APPROVAL SUMMARY

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

Category of Approval	Request#	Description of Approvals November 2025	Category Amount
Projects & Associated Contracts	2395-2025	Elliott Bay Connections (EBC) Park Infrastructure Improvements	\$1,950,000.00
Projects & Associated Contracts	2367-2025	Harbor Island Marina A Finger Pier N06539 Project Budget Amendment	\$170,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2419-2025	Request to Increase Funding and Amend Existing Contract C-00322358 Kimball Midwest for Vendor Managed Inventory for AVM Auto Shop	\$500,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2365-2025	ORCA Business Cards Agreement for SEA Pilot	\$499,597.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2422-2025	Autodesk Engineering Tools	\$1,600,000.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2381-2025	HVAC BAS & Chiller Service Contract for Marine Maintenance	\$700,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2362-2025	T-2 Parking Revenue Control System Hardware and Software Maintenance Agreement	\$1,250,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2379-2025	Purchase Marine Maintenance Fuel Truck	\$320,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2428-2025	Amend Concur Contract to Extend Term and Add Features	\$931,500.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2459-2025	Organizational Transformation Strategic Consultant – Information Services	\$1,000,000.00
Real Property Agreements	N/A	No Approvals in November	\$0.00
Utilization of Port Crews	N/A	No Approvals in November	\$0.00
Sale of Surplus Port Property	2398-2025	Disposition and Sale of AVM fleet assets	\$50,251.00
Total Value of Executive Director Approvals			\$8,971,348.00

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

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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.

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.