



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

Item No. 8b
Date of Meeting January 13, 2026

DATE: December 31, 2025
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

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

Category of Approval	Request#	Description of Approvals December 2025	Category Amount
Projects & Associated Contracts	2462-2025	2025 SEA Cruise and 3rd Floor GT Waiting Area Seating Replacement	\$700,000.00
Projects & Associated Contracts	2471-2025	T91 Cruise Bldg High Bay Lighting Replacement - Full Project Funding	\$425,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2482-2025	Translation and Interpretation Services	\$450,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2475-2025	Website Accessibility Analysis and Testing Software Contract Authorization	\$450,000.00
Real Property Agreements	N/A	No Approvals in December	\$0.00
Utilization of Port Crews	N/A	No Approvals in December	\$0.00
Sale of Surplus Port Property	N/A	No Approvals in December	\$0.00
Total Value of Executive Director Approvals			\$2,025,000.00

Meeting Date: January 13, 2026

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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to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.

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.