



COMMISSION

AGENDA MEMORANDUM

Item No.

8b

FOR INFORMATION ONLY

Date of Meeting

March 24, 2026

DATE: March 2, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions February 2026

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in February 2026.

| Category of Approval | Request# | Description of Approvals February 2026 | Category Amount |
|---|-----------------|---|----------------------------|
| Projects & Associated Contracts | 2518-2026 | Barricade Services 2026 | \$2,000,000.00 |
| Projects & Associated Contracts | 2609-2026 | 2026 FV Quaker Maid Salvage and Disposal | \$750,000.00 |
| Projects & Associated Contracts | 2513-2026 | Hø?apus Village Park Redevelopment - Design Authorization | \$600,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2557-2026 | SEA Electricity Demand-Supply Study | \$900,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2582-2026 | Temporary Staffing Agency Services RFP | \$2,000,000.00 |

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|---|-----------|---|------------------------|
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2523-2026 | Clean Fuels, Energy & Technologies IDIQ Procurement | \$2,000,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2550-2026 | Federal Grant Subrecipient Agreement - Equipment | \$10,905.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2532-2026 | Leave Administration RFP | \$850,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2536-2026 | Memorandum of Understanding with Washington Public Ports Association for Maritime Industrial Base Coalition | \$100,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2479-2025 | Contract Amendment for 3-years Uniform and Protective Gear Rental and Laundry Service | \$300,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2485-2025 | Enhanced Primary Passenger Processing in the FIS | \$500,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2508-2026 | Network Infrastructure IDIQ Contract Authorization 2026 | \$1,800,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2499-2026 | Retro-Commissioning, TAB, Controls, and Regulatory | \$1,800,000.00 |
| Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement | 2603-2026 | Revised Letter of Agreement with SEA FAA Air Traffic Control Tower SEA-016 v2026-02 | \$0.00 |
| Real Property Agreements | N/A | No Approvals in February | \$0.00 |
| Utilization of Port Crews | N/A | No Approvals in February | \$0.00 |
| Sale of Surplus Port Property | N/A | No Approvals in February | \$0.00 |
| Total Value of Executive Director Approvals | | | \$13,610,905.00 |

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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.