



**COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY**

Item No. 8b
Date of Meeting April 14, 2026

DATE: April 1, 2026
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

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

Category of Approval	Request#	Description of Approvals March 2026	Category Amount
Projects & Associated Contracts	2614-2026	Police Scheduling System Project and Contract Authorization	\$900,000.00
Projects & Associated Contracts	2620-2026	P69 Fan Coil Unit Replacement	\$1,500,000.00
Projects & Associated Contracts	2616-2026	Maritime Industrial Center Fire Alarm System	\$400,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2680-2026	MOU - Equipment Donation to TSA	\$1,700,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2659-2026	2026 Computer Refresh Purchase Authorization	\$1,900,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2642-2026	Building Energy Compliance and Decarbonization Support IDIQ	\$2,000,000.00

Meeting Date: April 14, 2026

Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2686-2026	Veeam Backup Contract Authorization	\$600,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2648-2026	Elevator Emergency Communication System	\$1,600,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2634-2026	POSPD purchase of underwater Remotely Operated Vehicle	\$450,000.00
Real Property Agreements	N/A	No Approvals in March	\$0.00
Utilization of Port Crews	N/A	No Approvals in March	\$0.00
Sale of Surplus Port Property	N/A	No Approvals in March	\$0.00
Total Value of Executive Director Approvals			\$11,050,000.00

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.

Meeting Date: April 14, 2026

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.