



**COMMISSION  
AGENDA MEMORANDUM  
FOR INFORMATION ONLY**

**Item No.** 8b  
**Date of Meeting** June 9, 2026

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

**SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions May 2026**

**APPROVAL SUMMARY**

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

<b>Category of Approval</b>	<b>Request#</b>	<b>Description of Approvals May 2026</b>	<b>Category Amount</b>
Projects & Associated Contracts	2772-2026	Port Media Buying and Creative Services IDIQ	\$2,000,000.00
Projects & Associated Contracts	2787-2026	Glumac Commissioning Services Increase for C Concourse Expansion	\$300,000.00
Projects & Associated Contracts	2754-2026	Medium Voltage Electrical Unit Price Maritime Contract	\$0.00
Projects & Associated Contracts	2801-2026	Police Department Roof Replacement (AoB)	\$642,000.00
Projects & Associated Contracts	2808-2026	Maritime Industrial Center Fire Alarm System - Additional Funding	\$250,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2742-2026	WebEOC Government Entity User Agreement	\$0.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2746-2026	Additional Funds Request for Purchase of Marine Maintenance Bucket Trucks (2)	\$80,000.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2758-2026	Airfield Program 2026-2030 (CIP# C801379)	\$34,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2769-2026	PeopleSoft Consulting IDIQ Contract Authorization	\$1,900,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2720-2026	Employee Assistance Program Services RFP	\$500,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2669-2026	Shore power Maint. Contract	\$1,600,000.00
Real Property Agreements	N/A	No Approvals in May	\$0.00
Utilization of Port Crews	N/A	No Approvals in May	\$0.00
Sale of Surplus Port Property	2820-2026	Disposition and sale of 32 fleet assets	\$140,600.00
<b>Total Value of Executive Director Approvals</b>			<b>\$7,446,600.00</b>

**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.