



**COMMISSION
AGENDA MEMORANDUM**

FOR INFORMATION ONLY

Item No.

8b

Date of Meeting

September 9, 2026

DATE: September 1, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

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

APPROVAL SUMMARY

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

Category of Approval	Request#	Description of Approvals August 2026	Category Amount
Projects & Associated Contracts	2893-2026	2026 Aviation Maintenance small capital purchases	\$694,000.00
Projects & Associated Contracts	2965-2026	Xovis Cloud 2026	\$1,200,000.00
Projects & Associated Contracts	2885-2026	Marine Maintenance North Office Locker Trailer Replacement Construction Funding	\$420,000.00
Projects & Associated Contracts	2936-2026	Pre-Conditioned Air End of Line Bypass project	\$808,887.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2942-2026	Agreement with Washington Department of Ecology for Washington Conservation Corps Stewardship Services	\$499,590.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2919-2026	Chiller Maintenance Services (diagnosis and repair)	\$1,250,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2958-2026	FreshService Contract Authorization 2026	\$850,000.00
Non-Project Procurement of Goods & Purchased Service	2929-2026	International Waste Handling Contract (collection and preparation for disposal)	\$950,000.00

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Contracts, Other Contracts, & Tenant Reimbursement			
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2319-2025	Lumen NaaS WAN Services	\$1,900,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement			
Real Property Agreement		No Approvals in August	
Utilization of Port Crews		No Approvals in August	
Sale of Surplus Port Property		No Approvals in August	
Total Value of Executive Director Approvals			\$8,572,477.00

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. 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.