



COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY

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

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

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

APPROVAL SUMMARY

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

Category of Approval	Request#	Description of Approvals September 2026	Category Amount
Projects & Associated Contracts	3040-2026	Audio Visual System Refresh AoB Conference Center	\$1,184,830.00
Projects & Associated Contracts	2875-2026	Parking Garage Dry Standpoint Budget Amendment (C802128)	\$110,000.00
Projects & Associated Contracts	2899-2026	T106 S Nevada St Drainage Improvement	\$620,000.00
Projects & Associated Contracts	2950-2026	Budget and Procurement Authorization for a Second Rubber Removal Truck – Aviation	\$1,500,000.00
Projects & Associated Contracts	2973-2026	Delegation of Authority to Submit Grant Application 2026 NOAA Seattle Waterfront Sea Level Rise Vulnerability Assessment in Grants.gov	\$1,000,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2989-2026	Request to Amend Budget for RFP Leave Administration for Port Employees	\$1,500,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	3017-2026	Law Enforcement Officers Reimbursement Program (LEORP) - 2026 SEA Individual Agreement	\$410,625.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	3001-2026	Credential Center Services Contract Increase	\$540,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	3036-2026	ORAT Software Renewal Contract	\$330,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2970-2026	2026 Annual USDA Interlocal Agreement for Waterfowl Management	\$2,500.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	2978-2026	Funding Request for FV New St Joseph Salvage and Disposal	\$750,000.00
Real Property Agreement		No Approvals in September	
Utilization of Port Crews		No Approvals in September	
Sale of Surplus Port Property		No Approvals in September	
Total Value of Executive Director Approvals			\$7,947,955.00

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

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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.