

Port of Tacoma Master Policy Resolution 2018-01-PT

March 15, 2018



Action Requested



Request Commission approval of Master Policy Resolution 2018-01-PT, granting administrative authority to the Chief Executive Officer.

Background

- The Master Policy Resolution serves as the primary delegation of administrative authority from the Commission to the Chief Executive Officer.
- Port staff presented the 2018 Master Policy on February 22, 2018 and Port Commission provided changes it wanted to have made.
- Provisions governing delegated authority for port district operations are governed by RCW 53.12.270.

Master Policy Resolution



The Master Policy Resolution contains six (6) major sections:

- I. Overview of Administrative Authority
- II. Definitions
- III. Port Real Property
- IV. Contracting and Procurement Activities
- V. Financial Activities
- VI. Legal Activities

Section III Port Real Property



Section III Policy Governing Port Real Property

III B (6)

Modified to read:

(6) Where the Commissioners have approved a real property rental/leasing agreement, which contains one or more options to extend the lease term, the CEO is authorized to exercise that option when the associated expenditure of the Port are up to \$300,000 ~~annually~~ **cumulatively**.

IV B

Modified section:

(7) Semi-annual project progress reports shall be provided to the Commission. The report shall include project schedule, current estimate, cost to date, authorized amount, summary of any changes to scope, and any other significant developments with respect to the project. **Selected environmental Projects that have moved into long-term (5 years plus) monitoring (or maintenance) programs shall be exempt from Project reporting.**

Section IV Contracting and Procurement



IV C

Modified section:

~~(1) The CEO shall report quarterly to the Commissioners all Projects authorized by the Commissioners. The report shall include project schedule, current estimate, authorized amount, cost to date, summary of any changes to scope, and any other significant developments with respect to the Project. Selected environmental Projects that have moved into long term (5 years plus) monitoring (or maintenance) programs shall be exempt from Project reporting.~~

(2) The CEO shall report quarterly to the Commissioners all project and contract authorizations, including Professional, Personal, and Purchased services, equal to or greater than \$50,000 authorized through the delegated authority contained in this resolution. The report shall include the type of authorization, a brief description of the authorization, and the amount of the authorization. Settlement of Claims, regardless of the amount, will be reported quarterly.

(3) At the Commissioners' direction, the CEO shall report on any Project of a sensitive or critical nature.

Section V Financial Activities

V. F. Sale of Personal Property

Original language put back

VI B (4)

Deleted section:

~~Claims exceeding one hundred fifty thousand dollars (\$150,000) shall be reported to the Commission upon receipt.~~

Master Policy Resolution



Questions?

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