

**PORT OF TACOMA COMMISSION**  
**ACTION ITEM MEMO**



Item No: 6B  
Meeting Date: 5/23/2023

**DATE:** May 10, 2023  
**TO:** Port of Tacoma Commission  
**FROM:** Eric Johnson, Executive Director  
Sponsor: Heather Burgess, Port Legal Counsel  
**SUBJECT:** Resolution 2023-03-PT, Master Policy Resolution

**A. ACTION REQUESTED**

Approve Resolution 2023-03-PT, a Resolution of the Port of Tacoma Commission Superseding Resolution No. 2022-06-PT and all prior Resolutions adopting Master Policy Directives.

**B. BACKGROUND**

RCW 53.12.270 authorizes the Port Commission to delegate to the Executive Director such administrative powers and duties as it may deem proper for the efficient and proper management of port district operations. This delegation of authority must be adopted by resolution which establish guidelines and procedures for the Executive Director to follow.

Consistent with best practices for Port Districts, the Port Commission generally reviews the delegation of authority to the Executive Director and re-adopts the Master Policy Directive once per year.

Port Legal Counsel, in consultation with the Executive Director and members of the Port Management Team, reviewed the Master Policy Directive and recommended the changes shown in the redline version of the attached DRAFT Resolution 2023-03-PT, summarized as follows:

- The Executive Director's delegated authority (throughout) is proposed to increase from \$300,000 to \$350,000, a level consistent with changes to the Small Public Works roster limits recently adopted by the Washington Legislature in [2SSB 5268](#). The current \$300,000 level of delegated authority dates to at least 2009 and was previously the same as the state \$300,000 Small Public Works roster limit.
- Other delegated authorities (throughout) are proposed to increase by \$50,000 consistent with the above proposed increase.
- Sec. I, C, Overview - clarifying Commission annual review of Strategic Plan implementation.
- Sec. II, Definitions – clarifying the definition of when a document is considered “filed” with the Commission.
- Sec. III, B Real Property – adding delegation of authority to allow the Executive Director to approve assignments of certain Port leases originally subject to Commission approval.

- Sec. III, H Real Property – clarifying commissions payable to brokers for lease agreements.
- Sec. IV, D & E Contracting – clarifying provision allowing use of on-call contracts for professional services, adding a parallel provision for on-call personal service, and clarifying notice provisions for personal services contract amendments.

The Commission received a draft of the proposed changes in its April 21, 2023 Friday packet and reviewed the resolution during its May 4, 2023 regular meeting. The Commission did not propose additional changes or amendments to the Resolution.

Note: The NWSA will complete the annual update of its counterpart Master Policy Directive through the IGWG.