

Resolution No. 1203 (2023)

A Resolution identifying delegated authority in the absence of the Executive Director

WHEREAS, in Resolution No. 1202 (2023), the Port Commission has delegated certain authority for the management and operations of the Port to its Executive Director.

WHEREAS, periodically, the Executive Director is unavailable due to Port-required travel, earned personal leave, other authorized leave, or in the case of emergency, and another Port official is typically designated to act in the place of the Executive Director as to certain matters of the Port's management and operations.

WHEREAS, this Resolution identifies a progression of the Port officials that are authorized to act, as described herein, in the place of the Executive Director and exercise certain aspects of the Executive Director's delegated authority unless the Executive Director expressly designates someone other than the specified official set forth in the progression in this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE PORT OF EVERETT as follows:

Section 1. During a period of unavailability of the Executive Director, and in the absence of an express written delegation of authority by the Commission or Executive Director identifying a different Port official to act in the place of the Executive Director, the following positions, in the descending priority set forth, shall have the delegated authority, as limited herein, to act on behalf of the Port of Everett as its Acting Executive Director:

1. Chief Financial Officer;
2. Chief of Engineering and Planning;
3. Chief Operations Officer;

Section 2. As acting Executive Director, they shall have the Executive Director's full authority except that they shall not undertake to approve construction contract change orders on contracts over Three Hundred Thousand Dollars (\$300,000) or, if under Three Hundred Thousand Dollars (\$300,000), in a total amount not to exceed \$30,000 or ten percent (10%) of the original contracted amount, whichever is lesser, employee travel authorizations or , finalize employee/human resource matters or enter into significant commitments on behalf of the Port District without communicated direction from the Executive Director.

ADOPTED by the Port Commission of the Port of Everett this 4th day of January 2023.

EVERETT PORT COMMISSION

By: 
David Simpson, President

By: 
Glen Bachman, Vice President

By: 
Tom Stiger, Secretary