

**Minutes of Everett Port Commission  
Regular Meeting  
January 5, 2021**

<b>PRESENT:</b>	Tom Stiger Lisa Lefeber	President Executive Director
<b>ZOOM:</b>	Glen Bachman David Simpson Eric Russell Brad Cattle	Secretary Vice President Chief Finance Officer Port Attorney

**CALL TO ORDER:** Commission President Tom Stiger called the meeting to order at 12:01 p.m.

**ELECTION OF COMMISSION OFFICERS**

Commissioner Glen Bachman moved that the Election of Commission Officers was to be as follows; Tom Stiger as President, David Simpson as Vice President and Glen Bachman as Secretary, for the Port of Everett Commission for year 2021. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

Commissioner Simpson thanked Commissioner Bachman for his leadership that he provided during 2020. It was a hard year for the Port and wanted to thank him for his leadership through the economic uncertainty and COVID-19 pandemic. He looks forward to Commissioner Stiger's leadership of the Port Commission as the Port moves forward through 2021.

**APPOINTMENT OF LEGAL COUNSEL**

Commissioner David Simpson moved that the Commission appoint the Anderson Hunter Law Firm as legal counsel for 2021. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

**APPOINTMENT OF PORT AUDITOR/PORT TREASURER**

Commissioner Glen Bachman moved that the Commission appoint Eric Russell as the Auditor and Treasurer for the Port of Everett for the year 2021. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None

Abstained: None

Motion carried.

### **CEO/EXECUTIVE DIRECTOR'S REPORT**

CEO/Executive Director Lisa Lefeber reported after the second meeting of January 2021, the IT team has contracted for new audio and visual equipment so the Port will be more streamlined moving forward with the commission meetings. The plan is to allow Zoom visits for guest speakers and staff on various occasions, even after the pandemic restrictions are lifted, so IT is upgrading the equipment in the Blue Heron Room. It will also provide the opportunity for the Commissioners, if they choose and once restrictions are eased, to be able to come back in and have everyone on the screen hear them as well.

### **COVID-19 Update**

CEO/Executive Director Lisa Lefeber reported the Port has extended the Emergency Resolution regarding the pandemic into 2021, originally adopted in March 2020. Lefeber has extended Emergency Orders and Operations through the end of February 2021. If there is an opportunity to pull back as a result of vaccinations and governor directives, Lefeber will be more than happy to do so but instead of extending it week by week, Lefeber will be putting an end of February 2021 for right now. The Port was successful in signing a cooperation agreement with ILWU staff to be able to allow flexible work hours during this time as well as be able to apply for grants that would support businesses that are being affected by this shut down. The Governor is hosting a press conference at 2:30 p.m. today and Lefeber will report back at the next commission meeting if it has anything to do with Port operations. There has been a lot of talk about eligibility for vaccinations. Lefeber learned last night from the Health District that even though the CDC has issued guidance for Phase II, Washington State is still in Phase I vaccinations. There is a possibility that essential Port workers could be eligible in Phase IB or IC.

The Commission agreed that the Port will continue to have the Commission meetings at noon via Zoom while still under the Emergency Order.

### **Exit Audit Report**

Commissioner Tom Stiger thanked Commissioner Glen Bachman for representing the Port at the Exit Audit meeting. Commissioner Bachman reported several things that the Port had been briefed on which was consistent with the presentation and overall was a clean audit.

Chief Financial Officer Eric Russell stated it was an interesting audit this year with the fact that the auditors never actually came into the office and everything was done remotely. It took a little extra coordination of Port staff and they did a great job responding to questions and keeping the auditors busy.

### **Commissioner Committee Assignments for 2021**

Commissioner Tom Stiger stated that the Committee Assignments will continue to stay the same as 2020. CEO/Executive Director Lisa Lefeber reported she talked to all three Commissioners and would like to keep the same assignments through 2021.

**Commissioner Bachman**

- Puget Sound Regional Council – Executive Board
- Puget Sound Regional Council – Regional Freight Mobility Roundtable Committee
- Greater Seattle Partners/Cascade Industrial Center
- Washington Council on International Trade – for Fly-ins
- Master Builders of King & Snohomish County
- Regional Apprenticeship Program

**Commissioner Stiger**

- WPPA Executive Committee
- American Association of Port Authorities Delegate
- Pacific Northwest Waterways Association
- Washington Public Ports Association Marina Committee Co-Chair
- Marina Advisory Group
- Marine Terminal Working Group

**Commissioner Simpson**

- Puget Sound Regional Council – Regional Freight Mobility Roundtable Committee – backup to Commissioner Bachman
- Washington Council on International Trade
- Puget Sound Partnership LIO for Snohomish/Stillaguamish
- Master Builders of King & Snohomish Counties – backup to Commissioner Bachman
- Council of Neighborhoods
- Economic Alliance Snohomish County – Snohomish County for Improved Transportation

Commissioner David Simpson thanked CEO Lisa Lefebber, year 2020 was not kind to the Port community. He thanked Port staff for guiding everyone through economic uncertainty and the offset of the COVID-19 pandemic. The Port maintained its objective to keep competitive during these times and looking forward to Lefebber's leadership in moving the Port through recovery through 2021.

**WPPA Roundtable**

Commissioner Tom Stiger reported this morning CEO/Executive Director Lisa Lefebber represented the Port at the WPPA Roundtable via Zoom. Lefebber thanked Commissioner Stiger and Commissioner Simpson who had the opportunity to join the Zoom conference and all three Commissioners were recognized for their leadership and vision for Riverside Business Park as well Chief of Business Development Terrie Battuello who led that effort. Lefebber stated it is very refreshing to have a project that the Port team has worked on for so many years receive the full recognition it deserves. It was a very well-done awards program and about 75 people attended. Commissioner Stiger displayed the award which recognized the Port for Outstanding Job Creation for the year 2020.

**Annual Resolutions**

CEO/Executive Director Lisa Lefebber presented Resolution No. 1165 (2021) through Resolution No. 1170 (2021) to the Commission which are placed on the Commission agenda annually for review and readopting (with any desired modifications) with the other annual business resolutions and matters taken up at the January Commission meeting.

**Resolution No. 1165 (2021) – Adopting Travel Authorization for the Year 2021**

Lefebber reported Resolution No. 1165 (2021) establishes the annual travel authorization for the Port Commission, Executive Director, and appropriate Port Staff during the year 2021.

Upon discussion, Commissioner David Simpson moved that the Commission adopt Resolution No. 1165 (2021) establishing travel authorization for the year 2021, repealing and superseding Resolution No. 1141 (2020) dealing with the same subject matter. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

**Resolution No. 1166 (2021) – Delegation of Authority**

Lefebber reported Resolution No. 1166 (2021) establishes the administrative authority of the Executive Director and her designees for 2021; and supersedes Resolution No. 1142 (2020) in its entirety.

Commissioner Glen Bachman moved that the Commission adopt Resolution No. 1166 (2021) establishing the Master Policy Directive for the administrative authority of the Executive Director and her designees for the year 2021; repealing and superseding Resolution No. 1142 (2020) in its entirety. Commissioner David Simpson seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Bachman, Simpson, Stiger
No:	None
Abstained:	None

Motion carried.

**Resolution No. 1167 (2021) – Delegated Authority in Executive Director Absence**

Lefebber reported Resolution No. 1167 (2021) delegates authority in the absence of the Executive Director and updates, cancels and supersedes Resolution No. 1143 (2020) in its entirety.

Commissioner David Simpson moved that the Commission adopt Resolution No. 1167 (2021) delegating authority in the absence of the Executive Director and updates, repeals and supersedes Resolution No. 1143 (2020) in its entirety. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

**Resolution No. 1168 (2021) – Procedural Rules of the Transaction of Port Commission Business**

Lefebber reported Resolution No. 1168 (2021) establishes procedural rules for the transaction of Port Commission business and supersedes Resolution No. 1145 (2020).

Commissioner Glen Bachman moved that the Commission adopt Resolution No. 1168 (2021) establishing procedural rules for the transaction of Port Commission business, repealing and superseding Resolution No. 1145 (2020) in its entirety. Commissioner David Simpson seconded the motion. A vote was called for:

Vote: 3-0  
Yes: Bachman, Simpson, Stiger  
No: None  
Abstained: None

Motion carried.

**Resolution No. 1169 (2021) – Schedule and Location of Commission Meetings**

Lefebber reported Resolution No. 1169 (2021) reconfirms the schedule and location of the Port of Everett Commission meetings pursuant to RCW 42.30. The Port Commission may adjust the schedule, from time to time, to include holding regular meetings during other hours and it may hold Special Meetings pursuant to RCW 42.30.080.

Commissioner David Simpson moved that the Commission adopt Resolution No. 1169 (2021) confirming the schedule and location of Port Commission meetings for 2021. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote: 3-0  
Yes: Simpson, Bachman, Stiger  
No: None  
Abstained: None

Motion carried.

**Resolution No. 1170 (2021) – Sell and Convey Surplus Property**

Lefebber reported RCW 53.08.090, Sale of Property, allows the Port Commission to authorize the managing official of a port district to sell and convey port district property of \$10,000 or less in value. The \$10,000 amount may be adjusted annually. For 2021, the amount is \$15,000. The authority is to be in force for not more than one calendar year from the date of the resolution and may be renewed from year-to-year. Prior to the sale or conveyance, the managing official shall itemize the list the property to be sold and make written certification to the Commission that the listed property is no longer needed for Port District purposes. Resolution No. 1170 (2021) updates, cancels, and supersedes Resolution No. 1147 (2020).

Commissioner Glen Bachman moved that the Commission adopt Resolution No. 1170 (2021) authorizing the managing official of the Port to sell and convey surplus property pursuant to RCW 53.08.090 and updates, repeals and supersedes Resolution No. 1147 (2020). Commissioner David Simpson seconded the motion. A vote was called for:

Vote: 3-0  
Yes: Bachman, Simpson, Stiger  
No: None  
Abstained: None

Motion carried.

### **Ratify Technical Services Agreement with EASC**

CEO/Executive Director Lisa Lefebber reported the US Federal CARES Act has granted federal funds to counties across the United States in response to the economic impacts of the global pandemic to the economy. Through a plan developed by the Snohomish County Executive's office and the Economic Resiliency Strategy for Future Workforce and Employment, EASC sought promising economic development programs wherein mutual economic development goals would be accomplished. One such program is the Business Retention and Recovery (BRE) program being developed by the Port to identify key industries and existing anchor businesses to develop a greater understanding of area competencies and opportunities for company growth. This \$50,000 grant pays for work performed in 2020 during the pandemic in support of this program which results are to be shared countywide with economic development officials in Snohomish communities. The agreement and the work were required to be completed no later than December 30, 2020, and therefore the action before the Commission is a Ratification of the Agreement that contains indemnification terms in Section 7 of the Agreement.

Upon discussion, Commissioner David Simpson moved that the Commission ratify the Technical Services Agreement with the Economic Alliance of Snohomish County related to economic development services under the US Federal CARES Act and including an indemnification of claims in Section 7 of the agreement. Commissioner Glen Bachman seconded the motion. A vote was called for:

Vote:	3-0
Yes:	Simpson, Bachman, Stiger
No:	None
Abstained:	None

Motion carried.

### **Mukilteo Tank Farm**

CEO/Executive Director Lisa Lefebber mentioned the new Washington State Ferry Terminal at Mukilteo Tank Farm opened on December 29, 2020. It was an exciting event and as many know, the Port worked for close to 15 years to get the property from the Department of Defense so that Washington State Ferries could have the opening last week. Commissioner Tom Stiger stated there was a soft opening the evening of December 29, 2020 as well as a Zoom presentation that was made earlier in the day. Commissioner Stiger's comment, along with Lefebber's comment, was the Port had been involved with the project from the very beginning, especially with the acquisition of the tank farm properties. Unfortunately, Commissioner Stiger did not believe the Port of Everett was recognized for that effort. Commissioner Stiger added the Port has a smaller portion of the project opening soon, the new public fishing pier which is located northeast of the new ferry terminal and the Port will have their own ribbon cutting ceremony.

### **SEAPORT MODERNIZATION**

#### **South Terminal Grand Opening**

CEO/Executive Director Lisa Lefebber reported it is a very exciting day and a lot of effort has gone into putting the South Terminal Grand Opening video together. Lefebber thanked Public Affairs Manager Catherine Soper and her team and Commissioner Bachman for giving some of his time to the video. The Port will be having an event of some sort next week to celebrate the ribbon cutting virtually for the South Terminal. The electrical work has been resolved on the cranes and by mid-January, the cranes and the entire dock will be fully functional, and the project will be substantially complete. Lefebber thinks she speaks for Chief Operations Officer Carl Wollebek and Director of Marine Terminals Walter Seidl in

saying that they can't wait to get the dock into use. The virtual ribbon cutting video will hopefully be released on Tuesday, January 12, 2021.

### **Mill A Presentation**

Director of Environmental Programs Erik Gerking gave an overview of the Mill A project background, the Port cleanup operating goals and philosophy. The Port has preserved the lead role for the cleanup projects as well as integrated economic and cleanup strategy with future site use which will help the Port bring the site to closure effectively and efficiently. The Port is having some challenges with Weyerhaeuser but working as best as the Port can, given the circumstances and giving them ample review opportunity through the process. The Port is still maintaining a good working relationship with Ecology as a cleanup partner. The Port is also effectively using legal and technical resources and leveraging funding strategies to preserve and enhance cash flow for the cleanup. Gerking presented the 2021 look ahead for the cleanup. Within the marine area unit, the final remedial investigation report was completed, and the feasibility study has started. The feasibility study negotiations goal is to be completed the first quarter of 2021 and the cleanup action plan goal is to be completed by the end of 2021. For the upland area unit, the Port will be launching the data gaps investigation in the next month or so, working through the contract and draft a remedial investigation report by the end of 2021. The big-ticket item for the cleanup is the marine area when talking about dollars to be spent on cleanup and how that works with the Port's discussions with Weyerhaeuser. Gerking finished his presentation with a future site use color coded map and describing what the Port is trying to accomplish with Ecology and the process.

Commissioner Glen Bachman asked Gerking when he anticipates giving the Commission another milestone progress report. Gerking would like to come back to present the range of cleanup alternatives either in parallel with the review with Weyerhaeuser and Ecology or after the Port has talked with Weyerhaeuser and Ecology to make sure that things aren't going to be vastly different than what has been presented before. Sometime within the March timeframe. Commissioner Bachman added that it would be good to know the unknowns that are coming up in case the Port needs to move priorities around in order to keep this cleanup moving forward. CEO/Executive Director Lisa Lefebber added the timing of the draft feasibility study will be around the time of the potential Commission Retreat so this could be presented then.

Lefebber also reminded the Commission that since staff has wrapped up the Seaport Modernization for the South Terminal, going forward it will be called Mill A.

## **DEPARTMENT REPORTS**

### **Marina**

#### **Marina Rates Update**

Chief of Marina Operations Jeff Lindhout reported the marina rates were presented in October 2020. It was about a 3% average increase and had some adjustments to select fees for services as well. Those were all posted for the 60-day period at the gate houses, Marina office, website, etc. They were also presented at the Marina Forum. There was very little feedback or comment on the rates which is good. The Marina Forum had a few questions about the procedures and how staff came to those rates but all in all, it seems to be going well. The new rates became effective on January 1, 2021. The Marina office is also converting to monthly billing for all tenants effective immediately which is consistent with what the North Marina practice has been. Also, the Marina office is going to a moorage minimum term of two months which will help with operational efficiencies.

Commissioner Tom Stiger asked about billing and the status of the waitlist for slips. Lindhout stated the North Marina has always been monthly billing so moving Central and South Marina's to monthly billing will be consistent and the waitlist is about the same as before for larger boats. The Marina office increased the deposit to be on the waitlist in order to have a more accurate waitlist. With that being said, staff are working on creating more additional large moorages this upcoming year.

#### **Auction Update**

Chief of Marina Operations Jeff Lindhout reported this was the Port's Fall auction and a tagged team effort between the Marina and Administration groups did a great job. There were a total of eleven boats, four went unsold and were disposed of via Snohomish County Vessel Disposal Program. One of the boats was sold but unclaimed so that ended getting disposed of as well. Six of the boats sold and the large landing craft was due to be removed shortly. Total sales were \$6,456 with a flat fee of auction expenses of \$1,000, so net sales were \$5,456. Then there were disposal fees which were fairly significant but included two additional boats from the last auction that needed to be disposed of as well, so that cost was \$21,863.87. The disposal fees end up being between \$2,500-\$4,500 per boat. There will be another auction in Spring 2021.

Commissioner Glen Bachman asked what the Snohomish County Vessel Disposal Program is. Commissioner Stiger asked about the auction process, reimbursement and collection process.

#### **Commission President's Report**

Commission President Tom Stiger reported that Les Reardanz, the former CEO for the Port of Everett, has just been selected as the new Executive Director for Whatcom County Transportation Agency and wished Reardanz the best in his new position.

#### **Commission Discussion**

Commissioner David Simpson wished everyone a Happy New Year and look forward to 2021. Simpson looks forward to Commissioner Tom Stiger's leadership of the Port Commission as the Port moves forward through 2021.

Commissioner Glen Bachman stated at the risk of being redundant, this last year, 2020, was a tough year. But with that said after hearing all the reports from today's commission meeting and other reports from all departments at the Port, there was a lot done in production, economics, etc. These accomplishments completed will outlast the pandemic.

Commissioner Bachman is still stunned at the success in what seems to be the economic engine that goes on with the Everett Ship Repair LLC, they are constantly busy.

#### **Citizen Comments**

**Chips Burgess, NROC Market Representative for LiUNA!** Burgess hoped everyone had a great holiday and happy New Years. He appreciates all the hard work the Port continues to put in for the City of Everett as well as the Port. With that said, he has reached out to all three Commissioners for a chance in the upcoming few weeks to sit down and have a conversation and better understand the needs and the wants and how labor can assist the Port of Everett in terms of putting in utilization language in upcoming large Port projects. CEO/Executive Director Lisa Lefeber suggested Burgess talk with her to better understand what he is looking for, workout some of the details and possibly get a commission representative in the meeting. Lefeber asked Burgess to send her or Procurement and Contracts Manager Maija Lampinen an email to follow up with him. Burgess thanked Lefeber and appreciated the offer.



Regular Commission Meeting Minutes  
January 5, 2021

**Executive Session**

No Executive Session was held.

**THE REGULAR MEETING WAS ADJOURNED at 1:33 p.m.**

**APPROVED** this 9<sup>th</sup> day of February, 2021.

**EVERETT PORT COMMISSION**

By: Tom Stiger  
Tom Stiger, President

DocuSigned by:  
By: David Simpson  
David Simpson, Vice President

DocuSigned by:  
By: Glen Bachman  
Glen Bachman, Secretary