

**Minutes of Everett Port Commission
Regular Meeting
June 8, 2021**

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

CALL TO ORDER: Commission President Tom Stiger called the meeting to order at 12:00 p.m.

Commission President's Report

There was no Commission President's Report.

Commission Discussion

Commissioner Glen Bachman stated he drove by the terminals and there was specifically one load that was oversized and brought in from Wisconsin, it was a rocket part headed for Japan. The driver said he normally takes these parts to Tacoma. Chief of Operations Carl Wollebek stated that it was loaded on an Eastern Car Liner ship. The terminals have seen quite a bit of increase in tonnage. The congestion on the whole west coast, including Seattle, has filtered into Everett. Westwood's last three vessels dropped all of their Seattle containerized cargos in Everett. Breakbulk cargo has increased substantially because no one can get a container in China or Asia in order to get the cargo here. A lot of the cargo that previously has been going in container is going into breakbulk which is the Port's niche. There are 53-foot containers that have been going into L.A./Long Beach area and because of so much congestion down there, the Port will be getting an excess of 2,000 of those containers between July and September. Between the last week of June and first week of July, there are seven or eight ships scheduled to come in.

Citizen Comments

There were no citizen comments.

CEO/EXECUTIVE DIRECTOR'S REPORT

Navy Update

CEO/Executive Director Lisa Lefebber reported there was big news announced last week for the Everett harbor. The Navy announced the homeporting decision to add 12 of the new FFGX Navy ships into the Everett harbor. The Port is pleased to see the Navy's new state of the art ships being homeported at Naval Station Everett. This will allow the base to be used to its full potential. The Port, the City, the County, and Economic Alliance of Snohomish County have all been working over the last decade, including traveling to Washington D.C., to advocate for additional assets at the base. Lefebber thanked the Commission for their leadership. A lot of what made Everett attractive, and continues to be attractive, is all the investment that the Port has been making in trying to support the infrastructure and services for the base, recently with Everett Ship Repair. That is a huge asset for having that many vessels homeported in Everett. Ship repair capacity is key. And so, having the Commission invest and get a lease with a company that is capable of handling the Navy repair needs is a big deal. No details have been released; it was just a homeporting decision, so this will be an evolving situation. The release said the

first ship isn't expected to be commissioned until 2026 and only two of the ships have been funded by Congress.

Off Planet Research

Lefebber reported Off Planet Research, a new tenant in the Ameron site, who focuses on space research and exploration, has moved into their space. Lefebber thanked Property Manager James Gerry and everyone it took to get them situated.

Summer Commission Meetings

Lefebber stated typically, there is only one commission meeting during July and August subject to special meetings if needed for projects. Port Staff is suggesting July 13 and August 3 as potential meeting dates. All Commissioners agreed to one meeting for those months starting at 12:00 p.m. Lefebber added if anything changes on project planning related to approvals needed, the schedule may change.

COVID-19 Update

Lefebber stated the Port has been operating per normal since May 1. The Port moved to the CDC guidance for masks effective May 26 and L&I issued guidance for employers that they had to have the employees with vaccination records on file in order to allow them to go mask less. To date, there have been no issues. The Port is currently still under an emergency order, issued in February 2020. It will stay in effect as long as all of the Governor's orders are in effect, including mask mandates, social gatherings, abilities to operate and so forth. It is unclear what the re-opening guidance will be on June 30. The Governor did commit to re-opening the economy completely on June 30, regardless of what is happening with the vaccination rate. The national calculation has Washington state at 70% fully vaccinated for 18 and older. Washington state's metric is 16 and older at 63%.

Waterfront Place Housing Grand Opening

Lefebber thanked everyone who participated in the Waterfront Place Apartment Grand Opening a couple weeks ago. It was exciting to see. They are over 60% full and continuing to grow. As Staff has said, retail follows rooftops. Next week, Staff will be asking the Commission for consideration to approve the Fisherman Harbor A8 restaurant project next to the apartments.

Community Sponsorship Awards

Public Affairs Manager Catherine Soper reported as soon as Governor Inslee announced the June 30 date to re-open there has been interest in holding events back out on the waterfront. Soper presented the Community Sponsorship requests for the Commission. Every year, the Commission budgets a certain amount to fund community programs or events that support tourism or economic development within the district. There is a \$20,000 budget for the 2021 Community Sponsorships and there were \$32,000 worth of requests. Soper provided Staff recommendation in the Commission packet. Soper proposed the following sponsorships:

- Fresh Paint art festival receive \$5,000
- Mukilteo Lighthouse Festival receive \$5,000
- Wheels on the Waterfront Car Show receive \$2,000,
- Music at the Marina receive \$4,250,
- "Rock the 4th" Fourth of July Concert receive \$2,500
- Delta Art & Garden Festival receive \$1,250

Staff prioritized events that bring more tourism and foot traffic to the waterfront or Port district businesses. While the Delta Art & Garden Festival is an art and garden community festival in the Delta neighborhood one of the goals is to support activities and events on that side of the Port district.

Commissioner David Simpson stated for the record, because he is a member of the Delta neighborhood association, he asked the Port Attorney if it would appropriate for him to vote on this agenda item. Since Commissioner Simpson receives no personal gain from this event, it is ok for him to vote.

After discussion, Commissioner David Simpson moved that the Commission authorize expenditure of the Port Commission's 2021 Community Sponsorship budget of \$20,000, at the levels deemed appropriate for each sponsorship request, in the amounts as follows: Fresh Paint: Festival of Artists at Work - \$5,000; Mukilteo Lighthouse Festival - \$5,000; Wheels on the Waterfront Car Show - \$2,000 ; Music at the Marina - \$4,250; "Rock the 4th" – Fourth of July Concert - \$2,500; Delta Art & Garden Festival - \$1,250. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

Commissioner Tom Stiger suggested since there will be more activities and events planned as Waterfront Place Central expands, the Commission consider increasing the sponsorship budget amount for 2022. He will leave it up to administration to come up with an amount and a budget but thinks it will be appropriate to do it at this point. Lefeber will take a look at it and make a recommendation for next year's budget.

CEO/Executive Director Lisa Lefeber thanked the Public Affairs team, Jeff Lindhout and Marina staff, Jim Weber and the Marina Maintenance staff, security staff and the administration staff who make these events happen. A lot of hard work goes unseen when putting these events together.

ADOPTION OF THE AMERICANS WITH DISABILITIES ACT (ADA) SELF-EVALUATION AND TRANSITION PLAN

Director of Planning Laura Gurley reported that the Adoption of the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan was brought to the Commission several months ago when the Port undertook establishing and developing this plan as well completing the self-assessment. Now the Port is ready to have a public hearing on the plan.

This plan outlines how a jurisdiction transitions toward compliance with the American with Disabilities Act (ADA). The Plan is based on guidance from the Department of Justice and will assist the Port in identifying barriers to accessibility and to develop barrier removal prioritization solutions that will facilitate the opportunity of access to all individuals within the Port's transportation network, selected recreational facilities and identified policies and procedures.

The ADA Title II Self-Evaluation & Transition Plan is mandatory to partially fulfill the requirements set forth in Title II of the ADA. The ADA states that: "A public entity must reasonably modify its policies, practices, or procedures to avoid discrimination against people with disabilities." The plan ensures that the Port addresses citizen concerns and meet the needs of the disabled community, ensures that the Port is in compliance with the ADA and ensures that the Port meets Washington DOT requirements for grant recipients.

If a public entity has 50 or more employees, it is required to designate at least one responsible employee to coordinate ADA compliance. Gurley is currently that employee and Emily Hammer will help with the administration side of the plan. This plan declares the Port's commitment to non-discrimination on the basis of disability and addresses the Port's associated policies regarding employment, effective communication, modifications to policies and procedures, provision of auxiliary aids, scope of the ADA, complaints, and provision of aid/services at no additional cost. The intent is to reach anyone who may potentially interact with the Port and must be accessible to all. The plan also establishes a system for resolving complaints of disability discrimination in a prompt and fair manner.

Gurley stated Staff has done many things in addition to writing the report including a new webpage launched on January 31, 2021, an online survey requesting input from the public, outreach in Port publications and social media, a virtual public workshop, and posted the draft plan for public comment on the Port's website between May 12 and May 26 in advanced of today's presentation to the Port Commission.

The Port's Draft Self-Evaluation and Transition Plan was prepared and made available for public review and comment. The Port must evaluate its existing facilities and programs to identify any barriers to accessibility. Phase 1 of the evaluation, from December 2020 to June 2021, included evaluation of the Port's destination waterfront between 10th and 18th Streets, west of West Marine View Drive, specifically transportation network (crosswalks, curb ramps, driveway interfaces, etc.), recreational facilities (sidewalks, parking, trails, etc.), and certain Administrative Policies & Procedures (grievance filing, identifying responsible staff, etc.)

Next steps will be based on feedback from the public, severity of the barrier, cost, and other factors. The evaluation factors include intensity of use by the public, cost estimating, location, etc. and opportunities to "bundle" corrections with other ADA corrections and Port planned CIP or maintenance projects. The future phases will address evaluation of barriers in public buildings (marina restrooms, laundry, public meeting spaces, etc.), in-water Port facilities (docks, gangways, etc.), administrative services (e.g., upon request - braille translation of documents, sign language interpretation of meetings, etc.), and activities (e.g., tours, programs, events, etc.).

The ADA Transition Plan will be managed as a living document to track, evaluate, document, and implement corrections on an ongoing basis. As tasks are completed, additional self-evaluations are performed, and new tasks are identified, the Port will update prioritization of corrections. The Transition Plan will be formally updated every 5 years.

Commissioner Glen Bachman asked why the Port is now establishing this plan. CEO/Executive Director Lisa Lefebber explained the Port had a variety of plans that needed to be developed and updated and/or created. One of those plans was the ADA plan. Staffing issues delayed the development of the plan. Staff has now completed that work and will keep it as an ongoing reporting item as the Commission requested moving forward.

Commissioner David Simpson asked for future ADA requirements to be added to the Port's Capital Improvement Plans. Lefebber explained when public facilities are being planned, the Port does take into consideration ADA requirements and upgrades. Staff will highlight those items going forward.

Commissioner Tom Stiger stated some Port facilities are jointly owned facilities, for example the boat launch area with the City and County. He understands that the Port has the operational responsibility

DEPARTMENT REPORTS

Marina

Summer Events Calendar Update

Public Affairs Manager Catherine Soper went over the draft Summer Events calendar. There will be Food Truck Wednesdays at Riverside Business Park, the Fourth of July fire work show will still go on this year, along with the Rock the 4th Concert which brings a lot of tourism to the Port. Jetty Island Days is ready to go and will take reservation beginning June 15. The Sail-In Cinema movies will be a hybrid situation this year and that will be car viewing and walk-in viewing. Harbor tours are coming back and Tall Ship Adventures. The City of Everett is not continuing the Music at the Marina, so Everett Music Initiative and Lombardi's have stepped up to try and bring it back only in August.

Chief of Marina Jeff Lindhout thanked Soper, Kate Anderson and Alexis Dean for helping put all these events together. Harbor tours are up and running again this year but there will be a charge associated with it. A new event happening in July is the Pon-Tunes Floating Concert which is something NMTA hosts. Lindhout is excited to get back to a more normal summer of events.

Executive Session

Commission President Tom Stiger recessed the meeting at 1:17 p.m. and announced that after a 3-minute break there would be an Executive Session for approximately 10 minutes – to conclude by 1:30 p.m. The purpose of the Executive Session is to discuss with legal counsel a potential litigation matter.

At the conclusion of the Executive Session, there was no action taken by the Commission and there were no announcements. The Regular Commission meeting adjourned at the conclusion of the Executive Session.

THE REGULAR MEETING WAS ADJOURNED at 1:30 p.m.

APPROVED this 13th day of July, 2021.

EVERETT PORT COMMISSION

By: Tom M. Stig
Tom Stiger, President

By: David Simpson
David Simpson, Vice President

By: Glen Bachman
Glen Bachman, Secretary