

**Minutes of Everett Port Commission
Regular Meeting
May 11, 2021**

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

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

CONSENT AGENDA

- Approval of Regular Meeting Minutes of April 6, 2021; and Commission Retreat Meeting Minutes of April 12 & 13, 2021
- Approval of Bills for April 2021

Commissioner David Simpson moved that the Commission approve the items on the consent agenda for May 11, 2021 including the Regular Meeting Minutes of April 6, 2021 and Commission Retreat Meeting Minutes of April 12 & 13, 2021 and Approval of the Bills for April 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.

Commission President's Report

Commissioner Tom Stiger reported on the groundbreaking ceremony for the Everett Yacht Club last Saturday. He was joined by both Commissioner David Simpson and Commissioner Glen Bachman and Chief of Marina Operations Jeff Lindhout. It was a very well-organized ceremony, and they had a chance to tour the building and see the plans for the planned remodel.

Commissioner Stiger reported that him and a few Port Staff members attended the WPPA Redistricting update which is based on the census that has been delayed so there will be a short timetable to come up with a plan for redistricting based on the 2020 census data. It was a good opportunity to hear from the county auditor as well as other officials. CEO Lefebber reminded the Commissioners that in 2010 the Port did a major redistricting aligning all three districts, so they touch the water. Before that, district 3 didn't have any water boundaries. Unless Lefebber hears otherwise from the Commission, she would like to move forward with the previous consultant to just update the boundaries based on the census results but keep the same intent of all three districts touching the water.

Commission Discussion

Commissioner Glen Bachman stated and agreed with Commissioner Stiger regarding the Everett Yacht Club ceremony, very well put together. Commissioner Bachman appreciates the volunteerism and their financial contribution to bring this new club together. Commissioner Bachman also attended the WPPA Broadband Committee meeting this morning and part of the conversation revolved around old rules from the DOT prohibiting using the side of the road or access along I5, some of that is being discussed to change. Also, there was discussion about using infrastructure such as sewer or main waterpipes as conduits as they currently are in place, which would be a huge savings.

Commissioner David Simpson stated it was a pleasure to join everyone at the ceremony and to see so many boaters out. Simpson also reported that there are only two neighborhoods left that need to receive a Port update and thanked CEO/Executive Director Lisa Lefeber and Public Affairs Manager Catherine Soper for helping him with the neighborhood meetings.

Citizen Comments

Chip Burgess, Market Representative at LiUNA; the Laborers Union, applaud the Port for supporting apprenticeship utilization and providing a pathway to the middle class and family wage jobs through on-the-job training. As a lifelong resident of this city and product of the laborer's apprenticeship, program he is grateful of the work that the Port has put forward and looks forward to helping out and assisting in any way possible.

CEO/EXECUTIVE DIRECTOR'S REPORT

CEO/Executive Director Lisa Lefeber reported the Port is hosting the second vaccine clinic tomorrow in the Blue Heron Room for maritime workers and all slots are full. By June 1, all Port employees who wished to be vaccinated, will be vaccinated, and will have passed the two-week period to be fully vaccinated.

Lefeber reported there will be a ribbon cutting for the opening of the Waterfront Place housing on May 26. Washington is currently on a two-week Covid re-opening pause and Lefeber's hope is that the restrictions don't get worse, and the event will be able to proceed.

Lefeber stated the next Commission meetings are supposed to be June 1 and June 8, which is right after Memorial Day, so staying with past practice, Lefeber recommended moving the meetings to June 8 and June 15. Commissioner Stiger stated they agreed on that. For summer Commission meetings, depending on the agenda, there may only be a need for one meeting in July and August so that will be evaluated and reported back in June.

Jetty Island Days Update

CEO/Executive Director Lisa Lefeber was happy to report that the City of Everett and Snohomish County have been able to work out an agreement to allow Jetty Island park programs and ferry for the 2021 season. It was not an easy task, given all of the respective budget challenges combined with additional restrictions with COVID-19. Currently, the ferry is limited to 50 percent capacity. Hopefully by July 5, it will be a higher density than that. It is a limited program this year, given the 50 percent capacity, so the park program will be five days a week via the ferry, however if people have their own personal watercraft they can visit the island seven days a week. To be able to make the whole program function from both an operational and transportation side, the three entities established a \$3 per person ferry fee, children under two are free and the Port has been able to provide a special parking reduction when visitors make reservations online thru a reservation system to keep parking at \$2 for the eight-hour timeframe at Jetty Island. Lefeber is excited to have this program back, it was a very big hole in the

Port's public access last season. Lefebber also added that the Port is guaranteeing the transportation cost to keep the program going in 2021.

Public Works Apprenticeship Report

CEO/Executive Director Lisa Lefebber reported the Port did have an apprentice program for some public works' projects back in 2004 and it did expire in 2009. The Port has been working with the various labor groups to put together an apprentice policy that works with the Port's capital projects, make sure the Port is still competitive and able to get people to bid on projects and also stress the importance of having a workforce pipeline for the various projects. Procurement and Contracts Manager Maija Lampinen reported the United States is looking at a large skills gap in the trades and even a larger number of unfilled jobs. One of the resources Lampinen was looking at stated there will be over 5 million open positions in the construction and extraction industry in the next several years. For every person that enters the trades, there are actually five who are retiring. Staff have been updating the original resolution procedures and Lampinen has reached out to other public entities to understand their programs, current challenges, or successes that they've been having and talking with local unions. The Port is working from lessons learned, including utilizing a sliding scale for apprenticeship goals based off the size of the construction contract so the program would start at \$1 million projects and have a sliding scale that goes up. Also, ensuring that certain types of contracts that don't work well for apprenticeship goals, as there is no registered apprenticeship program. An example would be some of the marine construction contracts.

Since the last resolution there are now pre-apprenticeship pipelines and the Port is looking at highlighting those by including language in the resolution that bring attention to those programs, such as Regional Apprenticeship Pathways or Tulalip TERO Vocational Training Center. The resolution will be brought to the Commission in June for adoption and will be effective January 1, 2022.

Lefebber added that Public Affairs Manager Catherine Soper is currently working on the education outreach program about the importance of Ports, trades, construction activities and jobs which has been limited to the Everett and Mukilteo School Districts. Next year, Lefebber hopes to expand in partnership with the Children's Museum into the Arlington and Marysville School Districts as well.

CHIEF FINANCE OFFICER'S REPORT

1st Quarter Financial Report

Chief Financial Officer Eric Russell gave a quick recap of 2021 first quarter financial report. Russell presented revenue after the first three months has been greater than budgeted by \$1.4 million and greater than 2020 by \$1.3 million. Operating expenses totaled \$6.4 million which is 11% greater than 2020 first quarter. Income before depreciation is an important indicator, as it reflects how much of the revenue brought in actually is available to allow for projects and other economic development that the Port is working on. For the first quarter income before depreciation is considerably higher than budget as well as considerably higher than last year. A second indicator is gross margin percentage and the percentage after the first quarter was 24.4% and the Port has a long-term goal of 25%. Russell went over non-operating income and expenses as well as statement of net position.

Interlocal Agreement with Community Transit for Job Order Contracting

Procurement and Contracts Manager Maija Lampinen reported Community Transit has requested to piggyback on the Port's Job Order Contracts (JOC) with Forma Construction Company (Forma) and Burton Construction, Incorporated (BCI). The Port proposed the Commission authorize \$2,000,000 total in contract capacity per year to Community Transit and allow the Port to administratively work with

Community Transit to determine how much of that \$2,000,000 will be allocated to Forma and how much will be allocated to BCI. The Port has sufficient contract capacity with both JOC Contractors to provide Community Transit with \$2,000,000 per year (total).

Lampinen added s this particular JOC does have a statutory requirement of apprenticeship with two conditions; the Job Order needs to be \$350,000 or above and also needs 600 hours of a single trade. In those particular circumstances apprenticeship is required.

Upon discussion, Commissioner Glen Bachman moved that the Commission authorize the CEO to sign the Job Order Contracting Interagency Agreement with Community Transit. Commissioner David Simpson seconded the motion. A vote was called for:

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

Motion carried.

DEPARTMENT REPORTS

Marine Terminals

1st Quarter Cargo Report

Marine Terminals Director Walter Seidl gave a 2021 first quarter Marine Terminals cargo report. There was a total of 19 vessels with no project cargo vessels; two cement vessels, 17 vessel calls from Westwood and Eastern Car Liner, two being export pulp barges and no Lehigh barges or Boeing barges. The total tonnage exceeded 2020 by 74,900 short tons due to two full cement vessels and continued export of pulp. Westwood's import break-bulk service is now weekly with volumes increasing. There was no general cargo vessel in the first quarter due to continuing uncertainty surrounding the pandemic. Container import volumes were identical to first quarter of 2020. Seidl went over first quarter highlights and second quarter outlook.

Commissioner Glen Bachman asked if there is any correlation with the price of cement and the price of lumber. Seidl wasn't sure if Lehigh has raised their prices but will find out for Commissioner Bachman.

Commissioner Tom Stiger stated he believes there was some discussion last month regarding military cargo that is coming back from Korea. Seidl stated the military came to the Port last week for a meet and greet with staff and stakeholders and let them know to expect an import military vessel sometime at the end of July with some 800 plus military equipment units that are being re-deployed back to their home base in Georgia.

Marina

Resolution No. 1174 (2021) – Authorization of Boat Auction

Chief of Marina Operations Jeff Lindhout reported the Port is currently in possession of three (3) vessels to auction. These vessels have either been abandoned by the owner or impounded by the Port through the collection process for outstanding fees owed to the Port.

Staff wishes to advertise and conduct an online auction in June or July using www.publicsurplus.com. The Port will provide owners of vessels impounded due to unpaid fees written notice of impound and process of auctioning. Additionally, vessels which lack sufficient value to support the repayment of debt

through secondary post-auction sale or deemed unseaworthy/inoperable and at risk of returning will be scrapped under the provisions of law that allow the Port to dispose of them.

The Port has used an auctioneer service for this in the past but would like to explore the ability to use the current surplus site as well as begin auctioning off vessels as they become eligible versus accumulating vessels for a larger auction.

After discussion, Commissioner David Simpson moved that the Commission adopt Resolution No. 1174 (2021) authorizing Port staff to advertise and proceed with the public sale of vessels abandoned through the non-payment of moorage/storage fees under RCW 53.08 & 79.100. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

Projects

Mukilteo Public Access & Fishing Pier

Chief of Engineering & Planning John Klekotka reported the Port owns the street end at the old SR 525 which is between Losvar Condos and Ivar's. The Port had a public fishing dock there which was constructed a long time ago. It was removed as part of the Mukilteo Terminal reconstruction. One of the requirements for the new terminal was for Washington State Ferries (WSF) to remove all the old structures from that street end and get rid of everything in the water. Due to that requirement WSF offered to build a brand-new public access pier adjacent to their new terminal on the Mukilteo Tank Farm in the same configuration as it was previously. One of the things the Port would have to do was bring the floats to Port on a seasonal basis, which was also done with the old fishing dock. The Port used to have three floats at the old fishing dock that were about 24 feet long and 6 feet wide. The only way to access the floats was from three ladders. They would be install at the fishing dock before Memorial Day every year and hauled out after Labor Day. The new configuration provides a long 80-foot gangway that goes down to new floats that the Port will be bringing in and those will be managed by the Port Marina Staff and the Port will also collect guest moorage for those who want to stay there overnight.

Regular Commission Meeting Minutes
May 11, 2021

Executive Session

Commission President Tom Stiger recessed the meeting into Executive Session at 1:20 p.m. for approximately 25 minutes – to conclude by 1:45 p.m. The purpose of the Executive Session is to discuss with legal counsel union contract negotiations.

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

THE REGULAR MEETING WAS ADJOURNED at 1:45 p.m.

APPROVED this 15th day of June, 2021.

EVERETT PORT COMMISSION

By: 
Tom Stiger, President

By: 
David Simpson, Vice President

By: 
Glen Bachman, Secretary



ORIGINAL

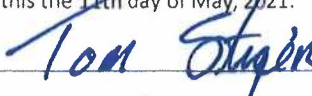
Port of Everett
Voucher Certification and Approval
for the month of
APRIL
2021


AP Claims Transactions		Total
Claim Checks Issued	90178 - 90279	\$1,514,247.05
P-Card Transactions		58,200.78
ACH Transactions	#1035 - 1096	1,286,247.78
Total Claims Check Register		2,858,695.61
Electronic Claims Transactions:		
4/8, 4/15, 4/21, 4/22, 4/30	Electronic Transfer - Health Equity/Navia/Guardian/Accrue CMS	\$15,844.30
4/14, 4/29	Electronic Transfer - IRS	196,949.78
4/26	Electronic Transfer - WA St Dept of Rev	57,351.33
4/1, 4/2, 4/5, 4/6	Electronic Transfer - U.S. Bank	6,585.73
4/1, 4/2	Electronic Transfer - U.S. Bank LOC Fees	6,980.01
4/14	Electronic Transfer - US Bank	4,183.31
4/30	Electronic Transfer - Paylocity	1,812.00
Total Electronic Claims		289,706.46
Total Claims		3,148,402.07
Payroll Transactions		
Payroll Checks Issued	Dir Deposit/Check	\$494,022.99
4/6, 4/13, 4/20, 4/27	PMA Payroll (Longshore Labor)	271,140.03
Total Payroll		765,163.02
Total Payments		3,913,565.09


I, the undersigned, do hereby certify under penalty of perjury that the material have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the Port of Everett and that I am authorized to authenticate and certify to said claim. Authorize signature

Attest:  _____ Port Auditor

We, the undersigned Commissioners of the Port of Everett, Snohomish County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment this the 11th day of May, 2021:

 President

 Vice President

 Secretary