

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

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

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

Commission President's Report

Commission President Tom Stiger reported the Port of Everett received several awards at the American Association of Port Authorities (AAPA) Annual Convention last week in Austin, Texas, where Commissioner Glen Bachman and CEO/Executive Director Lisa Lefebber joined Commissioner Stiger. The Port was awarded a total of four recognitions/awards which included the top award for Excellence in Communications. Commissioner Stiger congratulated and proudly reported that CEO/Executive Director Lisa Lefebber received her Professional Port Manager certification which culminated with a paper that she wrote about a strategic road map for port infrastructure supporting the U.S. Arctic.

Commission Discussion

Commissioner David Simpson congratulated Lefebber on receiving her certificate and thanked her, as well as both Commissioner Stiger and Commissioner Bachman, for representing the Port of Everett at the AAPA convention in Austin.

Citizen Comments

There were no citizen comments.

CEO/EXECUTIVE DIRECTOR'S REPORT

Strategic Seaport Designation

CEO/Executive Director Lisa Lefebber reported the Port received notification from the U.S. Department of Transportation Maritime Administration officially designating the Port of Everett a strategic commercial seaport. This was an effort over the twelve years to prepare the infrastructure, facilities, and team to earn this designation. and the Port will be the second strategic seaport in Washington. Lefebber stated this is a very significant achievement and thanked the Port team for being able to work with the Department of Defense to show them, not only through the Port facilities, but also through customer service and capabilities, that the Port is ready to serve the nation.

CHIEF FINANCE OFFICER'S REPORT

Bind Coverage for the Port's Liability Program

Chief Financial Officer Eric Russell reported the Port's Liability Insurance Policy renewal is October 1 of each year. The 2021-2022 premium quote was received the week prior to the renewal period and traditionally staff has bound the coverage and presented to the commissioners for ratification at the first meeting in October.

The Liability program includes coverage for autos, vessels, public officials, and overall liability (primary and secondary). The renewal premium for the 2021-22 coverage is quoted at \$229,217. The primary driver of the increase from the 2020-21 premium is auto coverage, which has proven to be a challenging market.

After discussion, Commissioner David Simpson moved that the Commission ratify the CFO's binding of the Port for its Liability Insurance Policy renewal for the period October 1, 2021 to October 1, 2022. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Interlocal Agreement – City of Kirkland

Procurement and Contracts Manager Maija Lampinen reported the City of Kirkland has requested to piggyback on the Port's Job Order Contracts with FORMA Construction Company and Burton Construction, Incorporated. We are proposing the Commission authorize \$1,000,000 total in contract capacity be given to the City of Kirkland.

Upon discussion, Commissioner Glen Bachman moved that the Commission approve and authorize the CEO to sign the Job Order Contracting Interagency Agreement with the City of Kirkland in the form substantially as presented. 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

Puget Sound Port Readiness Group Memorandum of Understanding

Director of Security Ed Madura reported the Puget Sound Port Readiness Committee (PRC) was formed to provide a coordinated forum for the various agencies having wartime or defense contingency responsibilities within the U.S. Coast Guard Sector Puget Sound, Washington area of responsibility (AOR). The purpose of this Memorandum of Understanding (MOU) is to ensure United States (U.S.) strategic commercial seaport and related intermodal system readiness to support the safe and secure deployment of military personnel and cargo in the event of mobilization, as well as support to overseas contingency operations or other national emergencies or major disasters through enhanced coordination and cooperation among the stakeholder organizations. Additionally, this forum allows for sharing of mutually useful information, opportunities to investigate and resolve areas of common concern, and develop local planning guidance to facilitate future military deployments while creating minimal disruption of commercial commerce. This PRC level MOU is a complement to the national level National Port Readiness Network MOU on Port Readiness (series) (NPRN MOU). The Port has been participating on the committee since 2008. The MOU amendment was necessitated by the Ports recent designation as a Strategic Seaport.

After discussion, Commissioner David Simpson moved that the Commission approve and authorize the CEO to sign the Puget Sound Port Readiness Committee Memorandum of Understanding on Port Readiness in the form substantially as presented. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Executive Session

No Executive Session was held.

THE REGULAR MEETING WAS ADJOURNED at 12:33 p.m.

APPROVED this 16th day of November, 2021.

EVERETT PORT COMMISSION

By: 
Tom Stiger, President

By: 
David Simpson, Vice President

By:  Signed with OnTask.io - 0242ac120002
Glen Bachman, Secretary