

**Minutes of Everett Port Commission  
Regular Meeting  
April 12, 2022**

<b>PRESENT:</b>	David Simpson	President
	Glen Bachman	Vice President
	Tom Stiger	Secretary
	Eric Russell	Chief Finance Officer
	Jordan Stephens	Port Attorney

<b>ZOOM:</b>	Lisa Lefeber	Executive Director
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**CALL TO ORDER:** Commission President David Simpson called the meeting to order at 12:00 p.m.

**CONSENT AGENDA**

- Approval of Commission Retreat Meeting Minutes of March 2 & 3, 2022; and Regular Meeting Minutes of March 8, 2022
- Approval of Bills for March 2022

Commissioner Tom Stiger moved that the Commission approve the items on the consent agenda for April 12, 2022 including the Commission Retreat Meeting Minutes of March 2 & 3, 2022; and Regular Meeting Minutes of March 8, 2022 and Approval of the Bills for March 2022. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

**Commission President's Report**

There was no President's Report

**Commission Discussion**

Commissioner Glen Bachman reported USS John Paul Jones (DDG 53) just left Naval Station Everett this morning. Commissioner Bachman also mentioned again that he attended Officer Rocha's memorial and the ramifications and the impact for the City of Everett is yet to be realized.

Commissioner Tom Stiger reported a few important dates. April 23 is the Marina Clean Up day which is an annual event that takes place at the Port of Everett, from 9:00am to Noon, April 20, the Mukilteo Stakeholders Group will meet again at the Rosehill at 11:30am and April 28 Port Staff will attend a EvCC AMTEC tour at 2:00pm.

**Citizen Comments**

There were no citizen comments.

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

CEO/Executive Director Lisa Lefebber reported a couple informational items. Lefebber welcomed and recognized the new staff members that joined the meeting today, Dalton, Jesse, and Michelle-Lynn.

The commission meeting dates for May are supposed to be May 3 and May 10. EASC, City of Everett, Snohomish County and the Port of Everett are looking at doing a quick fly-in to Washington DC the week of May 9, so Lefebber proposed to move the May 10 meeting to May 17.

Lefebber received a call from Everett Ship Repair that they have received their new dry dock last Friday and will be up and operational shortly. It is the former Foss dry dock and will be a great attribute to handle some of the larger commercial fishing vessels, tug and barges while saving the other dry dock for some of the larger vessels such as Washington State Ferries, Coast Guard and hopefully soon, naval ships.

### **WATERFRONT PLACE**

#### **Fire Damage Repairs – Request for Bid Authorization**

Project Manager Brandon Whitaker reported during the summer of 2020, the south apartment building in Waterfront Place, located on private property at 1400 West Marine View Drive, caught fire and the entire structure was burnt to the ground. The event impacted the Port's public infrastructure around the apartment parcel. This construction project will replace, and repair Port property damaged due to the fire. The project costs will be reimbursed by the Port's insurance, who will further seek repayment from the developer/contractor's insurance. This work includes the replacement of concrete and asphalt pavement, underground electrical wiring, streetlight fixtures, landscaping, and irrigation.

Commissioner Stiger asked about environment issues. Whitaker stated as part of the cleanup work, the Port has stormwater treatment vaults, and the filters are being replaced as part of this work. The Port continues to monitor sediments by outfalls and the insurance companies are on notice that if any contaminants appear it will be added to the claim.

After discussion, Commissioner Glen Bachman moved that the Commission authorize the solicitation of public works bids for the Fisherman's Harbor Fire Damage Repairs project. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

### **DEPARTMENT REPORTS**

#### **Properties**

##### **Waters Edge Salon – Lease Renewal**

Real Estate Manager Tara Hays reported Waters Edge Salon is a hair and nail salon currently occupying Suite 135 in the South Marina in building SM-3. They have been a Port tenant since the acquisition of the building in 2017 but have been at the location since 2013. The tenant has requested a new 63-month lease. Rent for the premises is starting at \$17.16 per rentable square foot and escalates at four percent per year. There are no tenant improvements required and the existing security deposit of \$900.00, as well as a personal guarantee of the lease, will be maintained. The lease will commence on June 1, 2022.

Upon discussion, Commissioner Tom Stiger moved that the Commission approve the Commercial Lease Agreement with Waters Edge Salon LLC and authorize the CEO to sign the lease agreement, in a form substantially as presented. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

**Executive Session**

Commission President David Simpson recessed the meeting into Executive Session at 12:25 p.m. for approximately 35 minutes – to conclude by 1:00 p.m. The purpose of the Executive Session was to (1) consider the minimum price at which real estate will be offered for sale or lease, as public knowledge would cause a likelihood of decreased price and (2) consider the selection of a site or the acquisition of real estate by lease or purchase, as public knowledge would cause a likelihood of increased price.

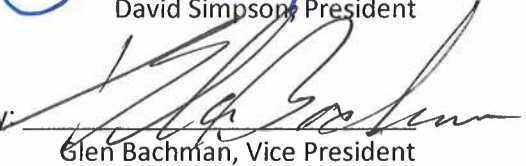
At the conclusion of the Executive Session, there was no action taken by the Commission and there were no announcements. The Regular Commission adjourned at the conclusion of the Executive Session.

**THE REGULAR MEETING WAS ADJOURNED at 1:00 p.m.**

**APPROVED** this 10<sup>th</sup> day of May, 2022.

**EVERETT PORT COMMISSION**

By:   
David Simpson, President

By:   
Glen Bachman, Vice President

By:   
Tom Stiger, Secretary

ORIGINAL



Port of Everett  
Voucher Certification and Approval  
for the month of  
**MARCH**  
**2022**

AP Claims Transactions		Total
Claim Checks Issued	91220 - 91290	\$2,136,267.73
P-Card Transactions		71,370.74
ACH Transactions	#1860 - 1925	2,290,010.85
<b>Total Claims Check Register</b>		<b>4,497,649.32</b>

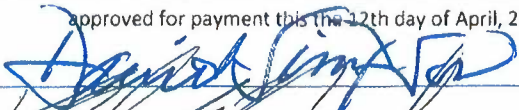
Electronic Claims Transactions:		
3/2, 3/3, 3/8, 3/9, 3/10, 3/14, 3/23, 3/24, 3/28, 3/31	Electronic Transfer - Health Equity/Navia/Guardian/Accrue CMS	\$20,985.61
3/14, 3/30	Electronic Transfer - IRS	238,561.28
3/25	Electronic Transfer - WA St Dept of Rev	74,365.85
3/1, 3/2, 3/3, 3/8, 3/14	Electronic Transfer - U.S. Bank	7,604.46
3/1	Electronic Transfer - U.S. Bank LOC Fees	680.56
3/31	Electronic Transfer - Paylocity	1,918.50
<b>Total Electronic Claims</b>		<b>344,116.26</b>
<b>Total Claims</b>		<b>4,841,765.58</b>


Payroll Transactions		
Payroll Checks Issued	Dir Deposit/Check	\$592,266.28
3/1, 3/8, 3/15, 3/22, 3/29	PMA Payroll (Longshore Labor)	646,972.78
<b>Total Payroll</b>		<b>1,239,239.06</b>
<b>Total Payments</b>		<b>6,081,004.64</b>

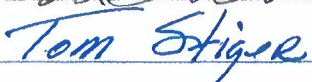
I, the undersigned, do hereby certify under penalty of perjury that the material have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a 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 12th day of April, 2022: See Attached

 President

 Vice President

 Secretary