

**Minutes of Everett Port Commission  
Regular Meeting  
February 8, 2022**

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

**CALL TO ORDER:** Commission President David Simpson called the meeting to order at 12:00 p.m.

**Presentations**

Economic Alliance Snohomish County President & CEO Garry Clark presented the Diversity, Equity, and Inclusion (DEI) Initiative SnoCODE (Creating Opportunities Diversity Equity) a collaboration between regional partners and major employers designed to create opportunities within Snohomish County. DEI work is key to the sustainability of quality of life, workforce, and talent retention, and attracting the industries needed to grow Snohomish County. In the fall of 2022, EASC will host a DEI Forum to enhance regional collaboration, discuss challenges and goals, and to celebrate the DEI work that has taken place.

Commissioner David Simpson thanked Clark for the presentation and appreciates his time.

Commissioner Tom Stiger thanked Clark for the presentation and stated that he can count on the Port of Everett leadership team to participate in the program.

Commissioner Glen Bachman thanked Clark for the presentation and can't wait to get involved.

CEO/Executive Director Lisa Lefebber thanked Clark and his leadership on this effort. Lefebber saw that EASC is preparing to hire an individual to help lead this effort. Clark stated that is correct and the long-term goal is to make it a formalized position, but the timing of hiring will be important after listening to all the partners involved.

**CONSENT AGENDA**

- Approval of Special Meeting Minutes of January 5, 2022; and Regular Meeting Minutes of January 11, 2022
- Approval of Bills for January 2022
- CCTV System Contract Award

Commissioner Tom Stiger moved that the Commission approve the items on the consent agenda for January 11, 2022 including Special Meeting Minutes of January 5, 2022; and Regular Meeting Minutes of January 11, 2022 and Approval of the Bills for January 2022 as well as CCTV System Contract Award. 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**

Commission President David Simpson brought forward Puget Sound Regional Council Board assignments to the other Commissioners to discuss who will represent the Port on each board. It was decided to stay with the current representations for 2022.

### **Commission Discussion**

Commissioner Glen Bachman wanted to know if the ice rink operator was happy enough to repeat it again for 2022. CEO/Executive Lisa Lefebber stated that is the expectation.

Commissioner Tom Stiger encouraged everyone to vote, if they haven't, since it was the last day to vote for schools and community issues.

Commissioner Stiger also reported Max Vekich, who was active in the ILWU for several years and has family ties to Everett, has been nominated to the Federal Maritime Commission which is currently before the senate. Commissioner Stiger believes this will be a real asset to the state of Washington and look forward to his appointment to the Federal Maritime Commission. Commissioner David Simpson asked CEO/Executive Director Lisa Lefebber if there was a way the Port of Everett can send a letter of support for Vekich. Lefebber will look into it and report back.

### **Citizen Comments**

There were no citizen comments.

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

CEO/Executive Director Lisa Lefebber reminded the Commission that the Commission Retreat will be on March 2 and March 3, cancelling the first regular commission meeting on March 1. The first part of the meeting on March 2 will deal with port business prior to transitioning to the retreat agenda.

Lefebber also mentioned the Seattle Boatshow is underway and a lot of Staff are supporting that effort.

Lefebber reminded the Commission that the Port is still operating under an Emergency Declaration due to the pandemic and as soon as all of the mandates and restrictions are lifted, Lefebber will be reporting back to the Commission on rescinding the Emergency authorization granted in March 2020.

### **WATERFRONT PLACE**

#### **A12 Rustic Cork Wine Bar Lease**

CEO/Executive Director Lisa Lefebber presented a proposed lease with Rustic Cork Wine Bar LLC, currently located in Lake Stevens and looking to expand into a new location in Everett. The lease is for a five-year term. The lease includes 1,500 square feet of interior space and approximately 1,000 square feet of patio in a new A12 building located in Fisherman's Harbor. Terms include:

- Years 1-2: \$40.00 per RSF per year for the interior and \$9.00 per RSF per year for the patio
- Year 3-4: \$43.00 per RSF interior and \$10.00 per RSF patio subject to Base Rent Annual Escalation as set forth below
- Year 5 a 3% escalation to base rent
- In addition to Base Rent, Tenant shall pay percentage rent of six percent (6%) of Gross Sales over the natural breakpoint

- Two options to extend for five years each at than current market rent
- The building will be delivered turnkey with a \$25,000 tenant improvement allowance
- Security deposit of \$23,000 which is equal to four months base rent

Once the master lease option is exercised, Schuster would assume this lease. Rustic Cork is expected to open in 2023.

After discussion, Commissioner Glen Bachman moved that the Commission approve the lease with Rustic Cork Wine Bar LLC, substantially as presented and authorize the CEO/Executive Director to execute the Lease. 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**

### **Projects**

#### **Fuel Dock Design Contract Authorization – KPFF**

Chief of Engineering and Planning John Klekotka presented an update on the Fuel Dock replacement project. The existing Fuel Dock in the Central Marina was constructed in the early 1980s and is now nearing the end of its useful life. In September 2021, the Commission approved acceptance of a grant from the Department of Defense (DoD) Office of Local Defense Community Cooperation (OLDCC) in the amount of \$5.25M, and authorized Staff to seek Statements of Qualifications (SOQ) from engineering teams for the portion of the project waterward of the existing bulkhead wall. Port Staff received three SOQs, interviewed two firms, and is recommending the selection of a team lead by KPFF Engineers for this project. Other team members include Landau for geotechnical and permitting support; Harbor Power for electrical engineering; and 2812 Architects for architectural design.

This professional services contract will cover the in-water aspects of the project only. The upland portion of the project, including fuel piping and replacement of storage tanks, is already being designed by PND Engineers and should be under construction later this year. Services under this contract for the in-water portion of the fuel dock include project management, permit support services, survey, geotechnical, layout of fuel dock features and confirmation of navigational spaces with other docks, design of fuel dock mechanical and civil piping, structural design for floats and guide piles, and architectural design for a fuel dock office.

To assure the project schedule is met, preliminary permitting work has already begun under an interim agreement with one of the team's subconsultants. The total fee proposed for work under this contract is \$555,000. Preliminary design will begin immediately after Commission approval and is tentatively scheduled to be completed early in 2023. Float procurement would take place from early to mid-2023, with construction in late 2023 through spring 2024. Bid phase support services are included in this proposal, with construction phase support services to be negotiated and approved at a later date.

Following discussion, Commissioner Tom Stiger moved that the Commission approve a Professional Services Agreement with KPFF Engineers for the Fuel Dock Reconstruction project in the amount of

\$555,000 and authorize the CEO/Executive Director to execute the Agreement. 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 1:20 p.m. for approximately 20 minutes – to conclude by 1:40 p.m. The purpose of the Executive Session was to review the performance of a public employee.

At 1:40 p.m. in open session, Port legal counsel Jordan Stephens announced that the Executive Session would be extended an additional 15 minutes – to conclude by 1:55 p.m.

At 1:55 p.m. in open session, Port legal counsel Jordan Stephens announced that the Executive Session would be extended an additional 10 minutes – to conclude by 2:05 p.m.

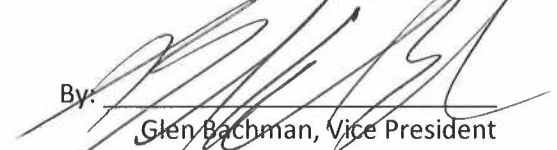
At the conclusion of the Executive Session, there was no action taken by the Commission and there were no announcements. The Regular Commission adjourned at the conclusion of the Executive Session.


**THE REGULAR MEETING WAS ADJOURNED at 2:05 p.m.**

**APPROVED** this 8<sup>th</sup> day of March, 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**  
**JANUARY**  
**2022**

<b>AP Claims Transactions</b>		<b>Total</b>
Claim Checks Issued	91052 - 91124	\$1,178,279.22
P-Card Transactions		74,022.10
ACH Transactions	#1695 - 1762	1,974,969.19
<b>Total Claims Check Register</b>		<b>3,227,270.51</b>

**Electronic Claims Transactions:**

1/10, 1/13, 1/14, 1/21, 1/27, 1/31	Electronic Transfer - Health Equity/Navia/Guardian/Accrue CMS	\$240,354.32
1/13, 1/28	Electronic Transfer - IRS	230,773.78
1/26	Electronic Transfer - WA St Dept of Rev	69,098.97
1/3, 1/7, 1/12	Electronic Transfer - U.S. Bank	4,393.58
1/3	Electronic Transfer - U.S. Bank LOC Fees	5,220.14
1/31	Electronic Transfer - Paylocity	1,813.50
1/14	Electronic Transfer - US Bank	7,132.33
1/25	Electronic Transfer - Pitney Bowes	1,500.00

<b>Total Electronic Claims</b>	<b>560,286.62</b>
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<b>Total Claims</b>	<b>3,787,557.13</b>
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**Payroll Transactions**

Payroll Checks Issued	Dir Deposit/Check	\$583,984.66
1/5, 1/11, 1/19, 1/25	PMA Payroll (Longshore Labor)	433,438.78
<b>Total Payroll</b>		<b>1,017,423.44</b>

<b>Total Payments</b>	<b>4,804,980.57</b>
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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 8th day of February, 2022: See Attached

President

Vice President

Secretary

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