

**Minutes of Everett Port Commission
Regular Meeting
January 11, 2022**

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

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

CONSENT AGENDA

- Approval of Special Meeting Minutes of December 6, 2021
- Approval of Bills for December 2021

Commissioner Tom Stiger moved that the Commission approve the items on the consent agenda for January 11, 2022 including the Special Meeting Minutes of December 6, 2021 and Approval of the Bills for December 2021. 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 stated he is honored to be the Commission President heading into 2022 and looks forward to working with Port staff and the other Commissioners. He thanked the Commissioners for entrusting him with this leadership role as they all continue to work to keep the Port of Everett competitive, design economic development investments and entrusting the Port commitment to environmental stewardship as the Port moves through the pandemic and recovers. Commissioner Simpson thanked Commissioner Tom Stiger for his leadership as Port Commission President in 2021 and providing guidance and support of economic development investments and projects to move the Port forward and to meet the Port's response to the Covid pandemic and economic recovery.

Commissioner Simpson attended the virtual EASC Legislative Kickoff on Thursday, January 6 with Rep. Wicks and Senator Wagoner. Commissioner Simpson also attended the virtual press conference at SeaTac to support the BEST campaign on January 6.

Commission Discussion

Commissioner Tom Stiger gave Commissioner Simpson Robert's Rules of Order which governs the Commission as he begins his new role as Commission President.

Commissioner Tom Stiger also mentioned there was a brief work stoppage at the terminal yesterday, but it was resolved very quickly. CEO/Executive Director Lisa Lefebber added the Teamsters Union were picketing Lehigh Cement and the action had nothing to do with the Port of Everett operations.

Unfortunately, the Port's workforce was not able to go to work because they wouldn't cross the picket lines.

Commissioner Glen Bachman stated today is National Human Trafficking Awareness Day. It is astounding the amount of activity that goes on globally and yet it is happening too frequently in plain sight. The more awareness and training citizens have, the better.

Commissioner Glen Bachman also stated tomorrow he will be attending the Master Builders Association Economic Forecast.

Citizen Comments

There were no citizen comments.

Guest Presentations

Wheels on the Waterfront Presentation

Mike Beardsley, team lead for Wheels on the Waterfront, thanked the Commission for their support, not only in 2021 but all the past years. Port of Everett Staff have been remarkable, specifically Jim Weber, Catherine Soper, and Alexis Dean, and they couldn't ask for a better support. Wheels on the Waterfront is open to the public. This year's event was attended by over 4,000 people, including officials from Everett's Fire and Police Departments. The Port of Everett's donation to this event helped offset expenses for IT work, printing of fliers, postal expense, procurement of trophies, acquisition of equipment, and transportation cart.

The event raises money for the patient assistance fund at Providence Hospital. That fund pays for rent, transportation, groceries, utilities, home repairs, and other needs for patients being treated for cancer. For the 2021 show there were 243 trucks, cars and motorcycles entered and they were able to raise \$25,000. At the previous show in 2019, they raised \$15,000. They had great support from the community this year.

Commissioner David Simpson thanked Beardsley for working to improve the community and thanked Weber for being involved with this event for the Port of Everett. Commissioner Tom Stiger asked when the next event will be. Beardsley said the third week of August 2022. Stiger also added that this event has become a real highlighted event for cars and for the community. Commissioner Glen Bachman stated he entered last year's event and will enter again this year. He thanked Beardsley for all he does along with all the other volunteers. CEO/Executive Director Lisa Lefebber thanked Beardsley for their continued support of the waterfront and appreciates them for continuing to believe in the Port of Everett and having their events here.

CEO/EXECUTIVE DIRECTOR'S REPORT

Memorandum of Understanding PAWS

CEO/Executive Director Lisa Lefebber reported Progressive Animal Welfare Society Wildlife Center (PAWS) operates an emergency hospital and specialized recovery facility and is one of two facilities in the state permitted to rehabilitate marine mammals. PAWS and Port of Everett are working together to support the health and wellbeing of marine life and ensure the rescue and recovery of these animals within the Port of Everett and Snohomish County in general. Many of these animals in distress are found on beaches in Mukilteo, Everett, and the Port Gardner peninsula and, after rehabilitation at the PAWS medical facility, are then released back to the wild at locations near where they were found around the Port of Everett

and Jetty Island. This Memorandum of Understanding (MOU) agrees the parties will work together on collaborative interests and efforts including:

- Support of the establishment of a new wildlife medical center in Snohomish County, and
- Support of the needs of marine animals, through partnerships with National Oceanographic and Atmospheric Administration (NOAA) and Washington State Department of Fish and Wildlife.

Heidi Wills, PAWS CEO, thanked Lefeber and the Commission for the opportunity and are excited about the partnership. Wills gave a brief presentation about PAWS to the Commission.

All Commissioners thanked Wills for the presentation and Wills offered a tour of the Snohomish County Campus.

After discussion, Commissioner Glen Bachman moved that the Commission approve the Memorandum of Understanding with PAWS and authorize the CEO/Executive Director to execute the MOU. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

State Legislative Priorities

Government Affairs Manager Adam LeMieux reported the Washington State Legislative session kicked off on Monday, January 10. This is a supplemental budget year making the legislative session just sixty days long. The Port is starting the session off on good footing as a result of hard effort by staff over the past year. As reported last month, the governor's budget proposal includes the Port's key priority, port infrastructure funding for capital investments. This marks the first time that the Port has seen a port program fund in the governor's budget and staff must work to keep the funds as the capital budget works its way through the legislature. Port priority this year are not just funding related, the Port is looking at fixing problematic language in the Model Toxic Control Act which is critical for environmental cleanup projects around the state and at the Port. The Port is also working to continue with partners in the community to promote investment in transportation infrastructure. The Port is actively arranging virtual meetings with legislators for later this month and will be connecting with each of the Commissioners to get the meetings on their schedules.

BEST Update

Communications and Marketing Director Catherine Soper gave a brief update on BEST. Human Trafficking Awareness Day was today but the whole month of January observed this as well. The Port has partnered with different groups around Washington to come together for the Not Alone campaign and to bring more awareness to the issue. The Port's partnership in this is focused on social media and publications and getting multi-lingual posters in public spaces where potential trafficking victims can self-identify, see the posters, know they are not alone and get the resources for help. Restrooms are the number one area where people can see them, and they have been distributed throughout the Port of Everett.

COVID Update

CEO/Executive Director Lisa Lefebber reported the new variant is spreading and a large proportion of it through the vaccinated population. The Port's workforce is about 90 percent vaccinated and there are close to 20 staff out on covid leave, not including the longshoremen, where they have seen a ramp up. The Port, like any other essential business, is strained in terms of staff being out sick and having an adequate workforce, especially with the backlog in the shipping industry. The Port continues to do everything possible to keep operational. The reduction of the quarantine period from 14 days to five day is a huge help and so hopefully next week the Port will get things back to 100 percent capacity. Weekly testing has also started this week for those who are not vaccinated and will continue to do so until the Supreme Court rules on the mandate.

Millwright District Update

CEO/Executive Director Lisa Lefebber stated the Commission selected LPC West to design the Millwright District. A kickoff meeting has already taken place to discuss the terms of an agreement. Chief of Finance Eric Russell has reached out to the Port of Vancouver USA as they have a similar ground lease structure with LPC West. The goal is to present some of the deal structure and the drafts ground lease to the Commission hopefully around the Commission Retreat timeframe with adoption in April 2022.

SEAPORT MODERNIZATION

NORTON TERMINAL

KPFF – Amendment to Contract

Chief of Engineering and Planning John Klekotka reported that following a formal selection process, in February 2020 the Commission awarded a task-based engineering services contract to KPFF Engineers in the amount of \$2,600,000 for design work at Norton Terminal. Since then the Commission approved Contract Modification No. 1 in the amount of \$800,000 for engineering and environmental services during the construction phase of the project, increasing the total contract amount to \$3,400,000. Staff is now requesting Commission approval of Contract Modification No. 2 in the amount of \$500,000, which would bring KPFF's total contract amount to \$3,900,000. This modification will provide the site civil and electrical design for paving additional areas of the site due to the favorable bids received (i.e., the future PUD area and the warehouse yard area northwest of the K-C warehouse), allowing the Port to take full advantage of awarded grants, as well as for preliminary design (architectural, structural, mechanical, and electrical) of renovations to the KC warehouse for future tenant(s) purposes.

Commissioner Tom Stiger asked about the wharf evaluation. Klekotka explained there is an existing timber wharf, and it is in various states of disrepair. At one-point, Marine Terminals team looked at possibly tying up some barges and wanted to evaluate the safety in doing that and they found that it really needs a bit of work in order for the Port to hook things up to it safely but didn't go any further with that evaluation. Commissioner Stiger stated it would seem to him to utilize the site to be important to be able to have barges and perhaps small ships or commercial fishing vessels. Klekotka stated the Port's long-term plans are eventually to build or reconstruct the wharf as a modern structure but that is another phase. Commissioner Stiger proposed in the interim, if the Port could restore the area so it could be utilized because there could be some cargo that could be transferred from the terminals to the area by barge or there may be other barge facilities that could utilize the wharf face if it was improved. CEO/Executive Director Lisa Lefebber stated staff will look into it.

Upon discussion, Commissioner Tom Stiger moved that the Commission approve Contract Modification No. 2 to KPFF's professional services contract, PSA 1-2020-02, in the amount of \$500,000. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

DEPARTMENT REPORTS

Marina

Seattle Boat Show

Chief of Marina Operations Jeff Lindhout updated the Commission on the 2022 Seattle Boat Show. Last year was a virtual show. This year will be back to normal with a nine-day Seattle show at Bell Harbor and the Lumen Field starting February 4 through February 12, 2022. All attendees will have to be vaccinated or show a negative covid test in order to get into the show. The Port of Everett booth will be in the East Hall 721 next to Seattle Boats.

Boat Auction Resolution

Chief of Marina Operations Jeff Lindhout reported the Port is currently in possession of multiple vessels and trailers as their owners stopped paying their moorage fees or abandoned them on Port property. Staff wishes to conduct an auction in using an online auction dealer on February 9, with a preview on February 7. The Port will provide owners of vessels impounded due to unpaid fees written notice of impound and process of auctioning. Any vessel not sold at auction will be disposed of in the most cost efficient and effective manner possible.

After discussion, Commissioner Glen Bachman moved that the Commission adopt Resolution No. 1190 (2022) authorizing Port staff to proceed with the public sale of vessels abandoned through the non-payment of moorage/storage fees under RCW 53.08 or 79.100, as applicable. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Executive Session

Commission President David Simpson recessed the meeting into Executive Session at 1:05 p.m. for approximately 35 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 5 minutes – to conclude by 1:45 p.m.

At 1:45 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 1:55 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.

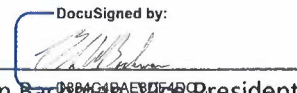
Regular Commission Meeting Minutes
January 11, 2022

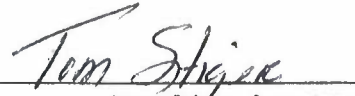
THE REGULAR MEETING WAS ADJOURNED at 1:55 p.m.

APPROVED this 9th day of February, 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
DECEMBER
2021

AP Claims Transactions		Total
Claim Checks Issued	90965 - 91051	\$1,330,362.31
P-Card Transactions		85,013.87
ACH Transactions	#1605 - 1693	2,945,297.57
Total Claims Check Register		4,360,673.75

Electronic Claims Transactions:		
12/2, 12/8, 12/10, 12/15, 12/16, 12/20, 12/22, 12/30, 12/31	Electronic Transfer - Health Equity/Navia/Guardian/Accrue CMS	\$17,700.44
12/14, 12/29	Electronic Transfer - IRS	208,151.01
12/24	Electronic Transfer - WA St Dept of Rev	98,669.17
12/1, 12/2, 12/3, 12/7, 12/14	Electronic Transfer - U.S. Bank	6,715.62
12/1	Electronic Transfer - U.S. Bank LOC Fees	729.17
12/30	Electronic Transfer - Paylocity	1,783.50
12/30	Electronic Transfer - Pitney Bowes	1,500.00

Total Electronic Claims	335,248.91
Total Claims	4,695,922.66

Payroll Transactions		
Payroll Checks Issued	Dir Deposit/Check	\$574,319.52
12/7, 12/14, 12/21, 12/29	PMA Payroll (Longshore Labor)	575,395.98
Total Payroll		1,149,715.50

Total Payments	5,845,638.16
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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: Eric Russell Signed with OnTask, Inc. — 924736120992 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 January, 2022: See Attached

David Johnson President

[Signature] Vice President

Tom Stigee Secretary