

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

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

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

**CONSENT AGENDA**

- Approval of Regular Meeting Minutes of October 4, 2022; and Regular Meeting Minutes of October 11, 2022
- Approval of Bills for October 2022

Commissioner Tom Stiger moved that the Commission approve the items on the consent agenda for November 8, 2022 including the Regular Meeting Minutes of October 4, 2022, the Regular Meeting Minutes of October 11, 2022, as well as Approval of the Bills for October 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**

Commission President David Simpson reported on Saturday, October 29, 2022 he attended the Tulalip Tribes Annual Raising Hand banquet. The Port Commission was given a engraved medal created by a Tulalip Tribal member, to honor the Commission for its partnership with the Tulalip Tribes.

Commissioner Simpson stated there are two holidays coming up before the next meeting. November 11 is Veteran's Day, and he thanked all Veterans and those who are currently serving in the military. Thanksgiving Day is November 24 and told everyone to have a safe Thanksgiving.

**Commission Discussion**

Commissioner Glen Bachman reported November is Native American Heritage Month and is the time to reflect upon the United States rich, diverse cultures, traditions and histories and to acknowledge the important contributions of the native people.

Commissioner Tom Stiger noticed a lot of construction and activity going on around Waterfront Place Central and Marina area and asked for an update on the work that has taken place. Stiger also said staff has done a good job of keeping the boaters informed but there have been questions about what is going on.

### **Citizen Comments**

There were no citizen comments.

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

#### **Millwright Loop Road Construction**

CEO/Executive Director Lisa Lefebber addressed Commissioner Stiger's questions regarding the Millwright Loop Road construction. Currently the contractor is working on the pre-loads and temporary access improvements in advance of actually going out to the bid in Spring 2023 to build the next section of the Millwright Loop Road. The work will be underway for some time. The crews have already paved the temporary access over by the North Marina and expanded the trail from five feet to 10 feet to provide greater pedestrian access from Fisherman's Plaza to the Weyerhaeuser building. The Public Affairs team along with the Marina staff have been providing updates to the boaters on interim access and parking plans. They are looking at paving the sidewalk in front of Scuttlebutt Restaurant along the road going to the hotel to provide additional pedestrian access in that area. Lefebber stated its going to get worse before it gets better as the Port will be in construction mode in the area for the next two years. A full update will be in December.

#### **Veteran's Day November 11**

CEO/Executive Director Lisa Lefebber reminded everyone that the Port offices are closed on Friday, November 11 in honor of Veteran's Day and recognized all three Commissioners and thanked them for their service.

#### **Next Commission Meeting**

CEO/Executive Director Lisa Lefebber reminded everyone that the next commission meeting will be on Monday, December 12 at noon and that will be the last meeting of 2022.

#### **Pacific Ice Rink**

Communications and Marketing Director Catherine Soper shared that the Pacific Ice Rink will be back this year by popular demand. Last year was the first season for the pop-up ice rink and it was a hit. They are currently setting up now in front of Hotel Indigo by Pacific Rim Plaza and set to open on November 18 and run through January 9. They are already selling tickets and people are extremely excited.

#### **Holiday on the Bay – December 3**

Communications and Marketing Director Catherine Soper shared the Holiday on the Bay lineup for Saturday, December 3. The team has been working really hard on making the day special. The holiday market is back for the first time since Covid, and food truck alley will be new this year with four different food trucks. Soper shared a couple photos of the new light fixtures that will be displayed throughout Fisherman's Harbor and plans to continue to expand the display's each year.

#### **Windstorm Damage**

CEO/Executive Director Lisa Lefebber reported on Friday night, November 4, there was a rather unexpected windstorm that the PUD is saying was the strongest storm Washington has seen in ten years. With the amazing response from the Port team, the Port faired pretty well. The marine terminal, marina maintenance and properties teams have high wind warning check lists and protocols that they put into place to make sure that the facilities are as prepared as possible for these events. At the seaport, a couple of containers blew over and all the power went out. Properties had some minor damage to some buildings and all the construction fencing fell down. One of the big items is the gutters on the Equator shed fell off The biggest hit was the marina. All south marina gate access was down and

security was running up and down letting boaters in. Lefebber thanked the Security team for holding down the fort during the power outages. There were several large trees down and a boat that sunk off of Guest Dock 1 that blocked access to the marina that the Port was able to get out before any environmental damage. The south showers had no hot water. There is not an estimate on damage at this time, as staff is continuing to assess the damage.

**CHIEF FINANCE OFFICER'S REPORT**

**2023 Budget**

Chief Financial Officer Eric Russell reported a quick recap on the 2023 budget resolutions. There were no comments that came in during the week.

Commission President David Simpson re-opened the public hearing at 12:25 p.m. and asked for public comments on the 2023 Property Tax Levy and Preliminary Budget.

After receiving no public comments, Commissioner Simpson closed the public hearing at 12:26 p.m. and proceeded with the adoption of the resolutions presented last week.

**Resolution No. 1197 (2022) – 2023 Property Tax Levy**

Commissioner Glen Bachman moved that the Commission adopt Resolution No. 1197 (2022) pertaining to the 2023 regular property tax levy. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

**Resolution No. 1198 (2022) – 2023 Substantial Need for Property Tax Levy**

Commissioner Glen Bachman moved that the Commission adopt Resolution No. 1198 (2022) finding a substantial need to raise the tax levy by 1%. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

**Resolution No. 1199 (2022) – 2023 Operating Budget and Capital Budget**

Commissioner Glen Bachman moved that the Commission adopt Resolution No. 1199 (2022) approving the 2023 Operating Budget and Capital Budget. 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 12:30 p.m. for approximately 30 minutes – to conclude by 1:00 p.m.

The purpose of the Executive Session was to 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.

At 1:00 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 1:10 p.m.

At 1:10 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 1:20 p.m.

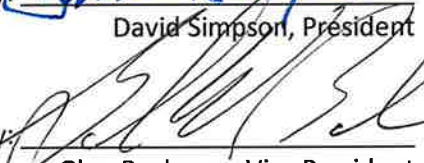
At the conclusion of the Executive Session, there was no action taken by the Commission and there were no announcements. The Regular Commission meeting adjourned at the conclusion of the Executive Session.

**THE REGULAR MEETING WAS ADJOURNED at 1:20 p.m.**

**APPROVED** this 12<sup>th</sup> day of December, 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  
OCTOBER  
2022

AP Claims Transactions		Total
Claim Checks Issued	91878 - 91964	\$1,802,953.73
P-Card Transactions		125,813.52
ACH Transactions	#2442 - 2528	7,324,175.14
<b>Total Claims Check Register</b>		<b>9,252,942.39</b>

Electronic Claims Transactions:		
10/5, 10/6, 10/11, 10/12, 10/14, 10/18, 10/20, 10/28, 10/31	Electronic Transfer - Health Equity/Navia/Guardian/Accrue CMS	\$21,755.75
10/14, 10/31	Electronic Transfer - IRS	216,888.01
10/11, 10/24, 10/27	Electronic Transfer - WA St Dept of Rev	202,016.48
10/3, 10/5, 10/11, 10/20	Electronic Transfer - U.S. Bank	12,059.48
10/3	Electronic Transfer - U.S. Bank LOC Fees	9,193.06
10/17	Electronic Transfer - US Bank	7,531.23
10/31	Electronic Transfer - Paylocity	2,285.66
<b>Total Electronic Claims</b>		<b>471,729.67</b>
<b>Total Claims</b>		<b>9,724,672.06</b>

Payroll Transactions		
Payroll Checks Issued	Dir Deposit/Check	\$602,801.88
10/4, 10/11, 10/18, 10/25	PMA Payroll (Longshore Labor)	371,520.08
<b>Total Payroll</b>		<b>974,321.96</b>
<b>Total Payments</b>		<b>10,698,994.02</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 the 8th day of November, 2022: See Attached

President

Vice President

Tom M. Stigee Secretary