

**Minutes of Everett Port Commission
Special Meeting
April 13, 2023**

| | | |
|-----------------|-------------------------|-----------------------|
| PRESENT: | Glen Bachman - Via Zoom | President |
| | Tom Stiger | Vice President |
| | David Simpson | Secretary |
| | Lisa Lefeber | Executive Director |
| | Eric Russell | Chief Finance Officer |
| | Jordan Stephens | Port Attorney |

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

CONSENT AGENDA

- Approval of Commission Retreat Meeting Minutes of March 7 & 8, 2023; and Regular Meeting Minutes of March 14, 2023
- Approval of Bills for March 2023

Secretary David Simpson moved that the Commission approve the items of the Consent Agenda for April 13, 2023, including the Commission Retreat Meeting Minutes of March 7 & 8, 2023, Regular Meeting Minutes of March 14, 2023, as well as the Approval of Bills for March 2023. Vice President Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

Commission President's Report

President Glen Bachman reported that he was still receiving very favorable comments from folks who attended the recent Rotary meeting whereby the Port team did a presentation about current and future activities.

President Bachman also commented that he attended the Audit Exit Conference for the Washington Public Ports Association (WPPA) and once again the agency had a successful audit. WPPA's next audit will be in 2025.

Commission Discussion

Commissioner Stiger reported that the Port held a meeting for Marina tenants on April 12 to hear updates on the Waterfront Central Development. Approximately 50 people were in attendance and they were provided the opportunity to share their concerns about the development construction which were identified as parking, security, restrooms and the shuttle service.

Commissioner Stiger said that Harbor Marine is going to hold their first annual North Sound Marine Expo on April 15 at the Port. Also, Marina Cleanup Day is scheduled for Saturday, April 22.

Commissioner David Simpson reported that due to Port travel commitments he would miss the upcoming Puget Sound Regional Council (PSRC) meeting scheduled for April 20. Since Commissioner Bachman is the

alternate for PSRC and will also be away on Port travel, Secretary Simpson said he would advise the PSRC that the Port of Everett will not be represented at the meeting.

Citizen Comments

There were no citizen comments.

CEO/EXECUTIVE DIRECTOR'S REPORT

Executive Director Lefebber said the Commission meetings for May will be back on the normal schedule; the meeting dates are May 2 and May 9 at 12:00 pm.

Lefebber reported that the Port has officially kicked off outreach for exploring the Port's boundary expansions. Staff is working on scheduling meetings with the various city and county leaders to get feedback on the possibility of a Port boundary expansion. If the feedback is favorable for allowing the voters to decide, first steps would include defining the recommended boundaries for an expansion, getting the Commission's concurrence for that direction, asking the County Council to approve it to be placed on the ballot, and then the voters in the expanded areas would vote to approve the expansion. A simple majority would be needed for approval. The outreach will be a long and robust program as Staff wants to make sure that the Port has done the proper outreach before making a recommendation to the Commission.

As Commissioner Stiger previously mentioned, the Central Marina Boater Outreach meeting regarding the Millwright Loop Road construction impacts was held April 12 and it was very well attended. Executive Lefebber thanked Staff for their time, energy and planning not only on the project mitigation accommodations but also on the communication and outreach efforts. This project will have an impact on access to the Central Marina as the Port moves into construction on the Millwright Loop Roads. Staff has mitigation measures in place to be able to make it the least painful process as possible as the Port moves forward with the 18 plus months of construction.

Marina Cleanup Day is scheduled for April 22, 2023 at the Port.

Executive Lefebber said she followed up with the Mayor and City Administrator for the City of Mukilteo who have talked with their leadership and the decision has been made that Mukilteo would like to move forward with setting up a working group to figure out how to move the partnership forward for the Mukilteo Waterfront Development. Port Staff should learn in the next couple of weeks which Councilmember will be assigned to that team.

Lefebber notified the Commission that she and Laura Gurley had a meeting with NOAA yesterday on the transfer of the property to the Port and they have since signed their agreement with the General Service Administration to prepare the paperwork for the transfer. Simultaneously, NOAA needs to do an environmental assessment on the transfer of the property because under federal law they cannot do a direct transfer of property to a non-federal agency without going through an environmental assessment process; however, due to all the previous work done on the proposed new NOAA facility, combined with the information that was available from the Department of Defense transfer back in the early 2000s, the process should be somewhat streamlined. NOAA is still planning on the 2024 timeframe for the transfer.

In response to Commissioner Stiger's question about an interim use for the property, Executive Lefeber stated that the Port will not have control of the property until the transfer, and NOAA and the federal government will likely not allow access until the transfer is complete.

Chief Operating Officer Overseas Travel Report

Chief Operating Officer Carl Wollebek reported to the Commission on his overseas travel to Korea and Japan the week of March 20, and commented that this was the first trip he has taken overseas since January 2020 which was to Singapore. The main purpose of the trip was to see some of the Port's key customers to update them on the Port of Everett's activities over the past few years.

The first stop was in Mason Korea for the loading of auto factory parts. The Port has been handling the discharging of this cargo for the past two years and the business is going very well. Wollebek visited the port where they load this machinery, which is very similar in size to the Port of Everett. Eastern Car Liner calls at the Mason port and they also load the Volvo excavators that have been at the Port of Everett so the opportunity to meet with those teams was very worthwhile.

Wollebek also met with agents for Westwood in Seoul. The Westwood team was extremely thankful to the Port of Everett during the pandemic for getting their ships in and out of port quickly and had a lot of questions as to what they could do to bring more freight to the Port of Everett.

Wollebek had another meeting with Westwood in their Tokyo office and, similar to the meetings in Seoul, a lot of questions centered around the types of activities at the Port. He also met with Boeing suppliers, NYK Shipping and Eastern Car Liner. Additionally, Wollebek met with agents at the Port of Nagoya, representatives from Maco – a freight forwarder for which the Port of Everett does business, and the Westwood agency team in Nagoya.

Wollebek stated it was a very worthwhile trip.

Executive Lefeber commended the Marine Terminals team as they have been extremely busy. The first week of April, 10 ships were being worked at the terminals. Also, one customer was on a very time sensitive schedule for loading 159 very complicated mining shields to Montana and the Port's Marine Terminals team was able to load and deliver them on time without any impacts to the customer. This shows the type of customer service the Seaport provides which has shown to translate into business at the Port.

Lefeber said two new employees started working at the Port recently – Gary LaRoque is the new assistant property manager, and Jeremiah Hobbs is a new Security staff member and will be working primarily the graveyard shift at the Marina. All summer seasonal positions have been filled as well.

CHIEF FINANCE OFFICER'S REPORT

2022 State Auditor's Office Audit Entrance Conference

Kristina Baylor, Audit Manager, and Erika Davies, Assistant Audit Manager, provided an overview of the Audit Entrance Conference for the Port of Everett and highlighted the areas to be evaluated during the audit, including an Accountability Audit for the period January 1, 2021 through December 31, 2022, to review Open Public Meeting compliance, the Ports overall financial condition, and additional factors as they complete the planning procedures. They will also provide a Financial Statement Audit for 2022 and a Federal Grant Compliance Audit for 2022. Finally, they will do an assessment of the Port of Everett Industrial Development Corporation. Ms. Baylor indicated that the cost of the audit is estimated to be

approximately \$84,000, plus travel costs and other expenses of \$8,000. The Auditors will perform the audit virtually.

DEPARTMENT REPORTS

Marina Fuel Dock Reconstruction – Request Authorization to Bid

Project Manager Joe Eagle reported that KPFF Engineering has completed design for the reconstruction of the Central Marina Fuel Dock and Staff is seeking Commission authorization to go to bid for the project. Key elements of the project include:

- Demolition and disposal of existing docks A and B and their associated piling;
- Fabrication, transportation and installation of new concrete floats;
- Electrical, water, sanitary sewer and telecommunication infrastructure from point of connection at gangway;
- New fuel lines from upland point of connection, north of the associated gatehouse, to multiple service points at fuel stanchions;
- Construction of two buildings to serve as attendant building plus a vending shelter;
- Point of sales system and network infrastructure for fuel transaction;

Eagle stated that the engineer’s estimate of \$7,775,645, including Washington State Sales Tax (WSST), was within the budgeted CIP value for the project. The project also includes an approved OLDCC Grant with a construction value specific to the fuel dock reconstruction of just over \$4 million.

Port Staff requests Commission authorization to solicit bids for the Fuel Dock Reconstruction project.

After discussion, Vice President Tom Stiger moved that the Commission authorize Port Staff to solicit bids for the Fuel Dock Reconstruction project. Secretary David Simpson seconded the motion. A vote was called for:

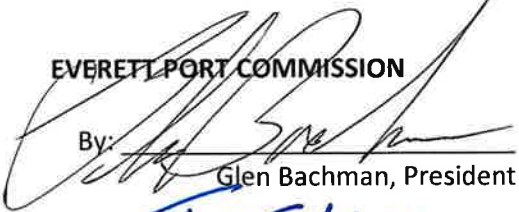

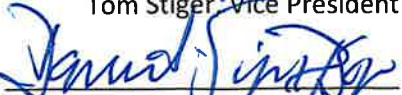
Vote: 3-0
Yes: Stiger, Simpson, Bachman
No: None
Abstained: None
Motion carried.

Executive Session

No Executive Session was held.

THE SPECIAL COMMISSION MEETING WAS ADJOURNED at 1:03 p.m.

APPROVED this _____ day of May, 2023.

EVERETT PORT COMMISSION
By: 
Glen Bachman, President
By: 
Tom Stiger, Vice President
By: 
David Simpson, Secretary

