

**Minutes of Everett Port Commission  
Special Meeting  
January 4, 2023**

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

**CALL TO ORDER:** Commission President David Simpson called the meeting to order at 12:01 p.m.

**Commission President's Report**

Commission President David Simpson has enjoyed serving as Port Commission President for 2022. The Port was very busy this past year and Simpson thanked his fellow Commissioners for their leadership on the commission policy work. Simpson also thanked CEO/Executive Director Lisa Lefebber for her leadership and the work of the Port team. Simpson is very proud of the Port Commission work, the approval of the 2023 budget, the new Norton Terminal to support seaport cargo, the ongoing partnership with Cascade Industrial Center, the Millwright Loop Road construction approval, the Lincoln Property Co. project approval, the Small, Diverse, and Veteran Owned Resolution approval, no Port Staff layoffs, the partnership with the Tulalip Tribe on the Blue Heron Slough project, the outreach to the City of Everett neighborhoods, the work of Commissioner Tom Stiger working on the Mukilteo Landing project, the work of Commissioner Glen Bachman to help secure Puget Sound Regional Council funds and the award for Port of the Year from Washington Public Ports Association.

**Commission Discussion**

Commissioner Glen Bachman reported this is the season of various organizations to produce economic forecasts and each year, he tries to attend three to get a triangulation what will happen in 2023. One thing that is in line with the awards that the Port has been given from organizations would be the appreciation from citizens on the accomplishments of the Port over the years.

Commissioner Tom Stiger reported the ice skating rink is still open until January 9. Stiger also appreciated the Bernie Weber mural that is now on the wall behind the Commissioners.

**Citizen Comments**

There were no citizen comments.

**ELECTION OF COMMISSION OFFICERS**

After discussion, Commissioner David Simpson moved that the Port of Everett Commission Officers for the year 2023 be as follows: Glen Bachman as President; Tom Stiger as Vice President; and David Simpson as Secretary. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

**APPOINTMENT OF LEGAL COUNSEL**

Upon discussion, Commissioner David Simpson moved that the Commission appoint the Anderson Hunter Law Firm as legal counsel for the Port of Everett. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

**APPOINTMENT OF PORT AUDITOR/PORT TREASURER**

After discussion, Commissioner Tom Stiger moved that the Commission appoint Eric Russell as the Auditor and Treasurer for the Port of Everett for the year 2023. Commissioner David Simpson seconded the motion. A vote was called for:

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

**CEO/EXECUTIVE DIRECTOR'S REPORT**

**2023 Annual Resolutions**

CEO/Executive Director thanked Commissioner David Simpson for his leadership during 2022 and congratulated Commissioner Glen Bachman for becoming President for year 2023. Lefeber is very proud of the Commission's leadership as well as the Port team. Lefeber presented the annual resolutions and summarized the changes to each.

**Resolution No. 1202 (2023) – Delegation of Authority**

Upon discussion, Commissioner David Simpson moved that the Commission adopt Resolution No. 1202 (2023) establishing the Master Policy Directive for the administrative authority of the Executive Director and their designees for the year 2023. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

**Resolution No. 1203 (2023) – Delegated Authority in Executive Director Absence**

After discussion, Commissioner Tom Stiger moved that the Commission adopt Resolution No. 1203 (2023) delegating authority in the absence of the Executive Director. Commissioner David Simpson seconded the motion. A vote was called for:

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

**Resolution No. 1204 (2023) – Schedule and Location of Commission Meetings**

Upon discussion, Commissioner David Simpson moved that the Commission adopt Resolution No. 1204 (2023) confirming the schedule and location of Port Commission meetings for 2023. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

**Resolution No. 1205 (2023) – Sell and Convey Surplus Property**

After discussion, Commissioner David Simpson moved that the Commission adopt Resolution No. 1205 (2023) authorizing the managing official of the Port to sell and convey surplus property pursuant to RCW 53.08.090. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

**Resolution No. 1206 (2023) – Procedural Rules of the Transaction of Port Commission Business**

Upon discussion, Commissioner Tom Stiger moved that the Commission adopt Resolution No. 1206 (2023) establishing procedural rules for the transaction of Port Commission business. Commissioner David Simpson seconded the motion. A vote was called for:

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

Motion carried.

**Commissioner Committee Assignments for 2023**

CEO/Executive Director Lisa Lefebber reported the Commissioners are assigned to committees and organizations on an annual basis which gives the Commissioners an opportunity to review the assignments. Commissioner Tom Stiger proposed one additional committee, Mukilteo Stakeholders Group. All Commissioners agreed on their Committee Assignments for 2023.

**Seaport Customer Appreciation Event**

CEO/Executive Director Lisa Lefebber reported Port staff is very excited for next week as the Port will be hosting a customer appreciation event to recognize and market the new cargo terminal at Norton, January 12. There will be quite a few customers coming to the event as the Port has been able to grow the customer base with the supply chain crisis. Lefebber hopes to celebrate Port tenants and grow business for the new Norton Terminal as part of the event.

**MUKILTEO WATERFRONT DEVELOPMENT**

CEO/Executive Director Lisa Lefebber reported the Port concluded last year with finalizing the guiding principals and vision statement for the waterfront. The Port worked with NOAA to be able to get the NOAA building demolished and still working on the transfer documents. Theoretically, the Port should be in possession of the property in 2023 and will continue to advocate and push for that. There are a lot of transfer and environmental documents that need to be dealt with.

In 2023, Mayor Joe Marine has asked that as the Port goes into discussions with the City of Mukilteo on partnership, that the Port has something visual to show the council on how a port-lead effort could look. As Lefeber has shared with the Commission, City Council, and the Community, it is pre-mature to do that but in recognition of the Mayor's desire, the Port will be moving forward with creating that vision. There will be four artist renderings that aligns with the public feedback received last year. Lefeber does not know if the Port can build it, permit it, and with no feasibility, the Port does not know if any of its viable. What it will really be is an artist rendering of the vision the community had brought to life through color. Lefeber's hope is by February 2023, the Port will be able to present the plan to the Commission first and then the City Council. The reason for doing this is to try and advance partnership discussions and showing why it is so important to be able to develop the property as a whole as opposed to piecemealing it. Developers don't want to work with multiple entities and do not want to negotiate multiple ground leases for one project.

The permits have gone in for the Mukilteo Landing parking lot. It has been quite the process because the Port did have to go thru a change of use which was very rigorous. Lefeber thanked Associate Port Planner Garrett Jensen and Port Director of Planning Laura Gurley for jumping thru a ton of hoops to be able to operate a parking lot as a parking lot, but the hope is that it is in the City's court right now and by February 1, the Port will be able to open it. They do have 120 days so technically it could stretch longer. Commissioner Tom Stiger thanked Port staff for the process they have gone through working with Mukilteo on the permitting process which has been a lot of work for a parking lot of less than an acre.

Lefeber recognized and gave condolences to the passing of Charlie Pancerzewski. He was a very avid participant in the Mukilteo waterfront and Mukilteo in general.

**Executive Session**

Commission President Glen Bachman recessed the meeting into Executive Session at 12:39 p.m. for approximately 21 minutes – to conclude by 1:00 p.m.

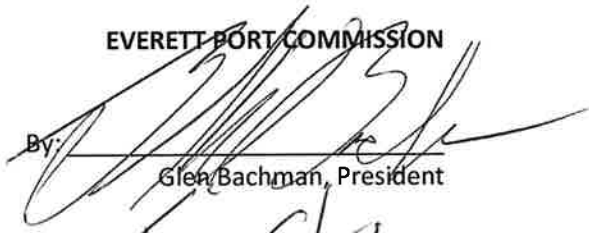
The purpose of the Executive Session was pursuant to RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to pending litigation to which the agency is or is likely to become a party.

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


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

**APPROVED** this 14<sup>th</sup> day of February, 2023.

EVERETT PORT COMMISSION

By:   
Glen Bachman, President

By:   
Tom Stiger, Vice President

By:   
David Simpson, Secretary