

**MINUTES OF EVERETT PORT COMMISSION
REGULAR MEETING
November 5, 2019**

PRESENT:	Glen Bachman	President
	Bruce Fingarson	Vice President
	Tom Stiger	Secretary
	Lisa Lefebber	Executive Director
	Eric Russell	Chief Finance Officer
	Brad Cattle	Port Attorney

CALL TO ORDER: Commission President Glen Bachman called the meeting to order at 4:00 p.m.

1. CEO/EXECUTIVE DIRECTOR'S REPORT

Strategic Plan Update

CEO/Executive Director Lisa Lefebber gave an update on the Strategic Planning Open House that was held on October 29. It was well attended, and she thanked the staff who participated. The Port received a few minor public comments during the open house, and the public comment period is open through November 15. Staff will bring the final plan to the Commission for consideration of adoption on December 10.

United Way Resolution No. 1134 (2019)

CEO/Executive Director Lisa Lefebber presented Resolution No. 1134 (2019), which is a resolution that requests the Commission to endorse the Port's 2019 United Way campaign and funding for campaign incidentals in the amount of \$500.

Upon discussion, Commissioner Tom Stiger moved to adopt Resolution No. 1134 (2019) approving the Port of Everett 2019 United Way Campaign and Port funding in the amount of \$500. Commissioner Bruce Fingarson seconded the motion. A vote was called for:

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

Motion carried.

Maritime Industrial Expansion

CEO/Executive Director Lisa Lefebber introduced the new term Maritime Industrial Expansion (formerly known as the Kimberly-Clark site) that everyone will start to see in the Citizen Budget Guide as well as in communication from the Port. The Port will start incorporating the Maritime Industrial Expansion into the capital program. It will also be imbedded on the Commission agendas, so Port staff will report on the progress of the property redevelopment going forward.

Update on MOU – City of Arlington and City of Marysville

Chief of Business Development Terrie Battuello reported on the Memorandum of Understanding (MOU) with City of Arlington and City of Marysville. The Port has been reaching out for quite some time to help support with economic development of the manufacturing industrial corridor, which is anticipated to bring 25,000 jobs to the area. The area is 4,000 acres between Marysville and Arlington. It has been branded the Cascade Industrial Center and it does include the Arlington Airport. The Port Commission developed a strategy to 'Go North' a few years ago to make sure there would be economic prosperity countywide. Terrie has been working with Directors of Community Development from both cities, the Airport Director and their marketing groups on this project. The city councils will be voting on the MOU and will come back to the Port in the near future for a signing ceremony.

Commissioner Bachman asked Lisa if she can provide marketing material to send to Puget Sound Regional Council and Greater Seattle Partners. Terrie indicated there will be a joint press release once the MOU is signed.

2. CHIEF FINANCE OFFICER'S REPORT

PRESENTATION OF 2019 PRELIMINARY BUDGET

Chief of Finance Eric Russell presented an overview of the 2020 Preliminary Budget and presented Resolution No. 1135 (2019) – 2020 Property Tax Levy; Resolution No. 1136 (2019) – 2020 Substantial Need for Property Tax Levy; and Resolution No. 1137 (2019) – 2020 Operating Budget and Capital Budget.

The draft budget was posted on the Port's website on October 24 and advertised for a public hearing in the Herald on October 27 and November 3. The Port also issued their Citizen Budget Guide

After discussion, Commission President Glen Bachman opened the public meeting at 4:21p.m. and asked for public comments on the 2020 Property Tax Levy and Preliminary Budget.

There were no public comments.

Commissioner Bachman continued the public hearing until November 12, 2019 for additional public comments.

3. SEAPORT MODERNIZATION

CEO/Executive Director Lisa Lefeber updated the Commission on Seaport Modernization. Lefeber explained the difference between the two initiatives, Seaport Modernization and the new Maritime Industrial Expansion, Seaport Modernization is about expanded berths, deeper draft, and ability to serve the larger container lines. The Maritime Industrial Expansion is to expand upland holdings in terms of terminal operations but no plans in the near future given the dilapidated infrastructure to modernize the docks and in-water infrastructure on the property. The Port's priority is to get the site back into productive use quickly to support maritime commerce.

The Port's plan with Mill-A is to focus on the final cleanup action which will include dredging. The Port completed the terminal rail in 2017, adding 4,000 lineal feet of rail.

4. WATERFRONT PLACE CENTRAL

Chief of Business Development Terrie Battuello reported that the Port is wrapping up the Granite Construction work and the punch list items for Central Marina Improvements Phase 3. American Classic Homes started construction on the apartments last week, which consists of drilling holes and pilings and pumping concrete into the ground through an injection system and mixing that with soil to make hardened piles underground. This is the same system used by Hotel Indigo for their piles. Unfortunately, during the construction, a sewer line was nicked. The Port is working with everyone to get a solution as quickly as possible. The sewer pipes will need to be dug up and replaced.

The Port is working on a new parking contract. Diamond was hired for the first year on a trial basis to understand the scope of a parking Request for Proposals (RFPs). The Port solicited RFPs in October and three companies responded but Diamond did not submit.

Terrie had a meeting with the engineering group to go over the esplanade and parking lot design for future phases. They have started discussions on the architect's work for retail and/or other buildings the Port would be building.

5. DEPARTMENT REPORTS

Marine Terminals

Marine Terminals Director Walter Seidl reported on Breakbulk Americas 2019, which was held in Houston, TX on October 7 through October 10. Walter was accompanied by Carl Wollebek, Chief Operations Officer and Paul Hagglund, Customer Service Manager. In attendance were customers and cargo owners, both that the Port has worked with in the past and/or trying to recruit to Everett. Numerous freight forwarders and steamship lines that the Port has and/or does business with. They had a few key meetings with potential customers and continued to focus on breakbulk and project cargoes.

Marina

Chief of Marina Operations Jeff Lindhout reported that the Port recently hosted Pacific Coast Congress of Harbormasters 45th Semi-Annual Fall Conference at Hotel Indigo and it was very successful. OceanGate gave an informative presentation and then the conference ended with a harbor tour sponsored by PND Engineering.

The Port's online boat auction was held October 16 – 23, 12 vessels were in the auction, five were sold and two were possible post auction sales. Four of the vessels were salvaged and the rest of the vessels are being prepared for demolition and disposal. The net sales were about \$1,100.

There have been a few staffing changes in the Marina. They are in the process of hiring two more office personnel to backfill those that have transitioned to other areas in the Port. Marina Maintenance is also in the process of hiring one more Maintenance Helper, in addition to the three Helpers hired to refill vacancies. They also hired a new part-time weekend mid-shift Security guard.

The Marina held a Crime Prevention Tenant Outreach on September 19. One take away from that meeting was tenants want dock patrols during all security shifts making sure all security personnel are walking the docks, especially during evening hours. There was a mid-nights shift added to security between the swing and grave. Also, Everett Police Department has been added to budget for added patrols during select times of the seasons. The Marina has expedited the trespass process and restarted the dock watch program in the North and South marina which requires tenant and EPD participation. Jeff hopes to start a monthly Security Advisory Committee after the first of the year. The Marina is looking at increasing the live-a-board minimum vessel size to 36 ft from 32 ft. In 2020, the Marina will go out for an Request for Information to look for a new security gate access system. Before the end of this year, the Marina will eliminate cash options at all the laundry and shower facilities which will help deter crime.

CEO Lisa Lefeber added that the new security gate access systems have the capability to have cameras to improve security. In 2020, the Marina will try to focus their programmatic dollars in the South Marina.

The Marina office will be closed on Sundays, November – February to match the Travelift operations. A Harbor Representative will be working in the office and security will still be available.

Projects

Chief of Engineering & Planning John Klekotka gave a construction update on Central Marina Improvements Phase 4. There were two bid schedules on this project; Schedule A was to demolish and reconstruct G-dock and relocate private boathouses from various areas throughout the marina; and Schedule B is to do dredging and open water disposal, about 23,000 cubic yards in three areas in the Marina. Construction is underway by American Construction. G-dock demolition was complete in mid-October. Dredging is underway and expected to be complete in December. Bellingham Marine is working on float fabrication. The floats will be transported down from Bellingham and be put into the water and assembled. Once they start this work, they will also start with utility installation and then boathouse relocation will follow. The goal is for all docks and utilities to be in place so when the boathouses move. Substantially completion is expected in March 2020.

Lisa Lefeber wanted to note that the staff set a goal for two projects to be designed in house last year. The first project was Commodore Plaza, which opened in Spring 2019 and the second was G-Dock.

Commission President's Report

Commissioner Glen Bachman reported that on October 24 he attended the Washington State China Relations Council (WSCRC) Annual Gala. Bob Anderson, a past City of Everett Mayor, was one of the founding members of the WSCRC organization which reaches to Beijing and Shanghai. Bachman noted April 1979 was the date the first ship from China came to Seattle for trade.

The Port of Everett is also a member of the Regional Apprenticeship Program (RAP), which provides skills for local students, which is led by Snohomish County Council Member Nate Nehring. The Port is working to get a local maritime school and related trade training.

Commission Discussion

Commissioner Bruce Fingarson wanted to point out that at the beginning of the year, one of the Port's priorities was to acquire the Kimberly-Clark property. Closing on that property this year in an expedited manner was very positive, and he appreciates all the hard work from Port staff to get that done.

Citizen Comments

There were no citizen comments.

No Executive Session was held.


THE REGULAR MEETING WAS ADJOURNED at 5:17p.m.

APPROVED this 10th day of December 2019.

EVERETT PORT COMMISSION

By: 
Glen Bachman, President

By:  (Abstained)
David Simpson, Commissioner

By: 
Tom Stiger, Secretary