

EVERETT PORT COMMISSION  
REGULAR MEETING MINUTES  
March 12, 2019

|          |                 |                       |
|----------|-----------------|-----------------------|
| PRESENT: | Glen Bachman    | President             |
|          | Bruce Fingarson | Vice President        |
|          | Tom Stiger      | Secretary             |
|          | Les Reardanz    | Executive Director    |
|          | Eric Russell    | Chief Finance Officer |
|          | Brad Cattle     | Port Attorney         |

CALL TO ORDER: Commission President Glen Bachman called the meeting to order at 4:01 pm.

CONSENT AGENDA

- Approval of Special Meeting Minutes of February 1, 2019; and Special Meeting Minutes of February 14, 2019
- Approval of Bills – February 2019

Commissioner Tom Stiger moved to approve the items of the Consent Agenda. Commissioner Bruce Fingarson seconded the motion. A vote was called for:

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

Motion carried.

1. CEO/EXECUTIVE DIRECTOR'S REPORT

Executive Director Les Reardanz announced that Terrie Battuello passed her Broker's License, and is also pursuing her Managing Broker's License which would be a significant milestone for Terrie and the Port. In obtaining the Managing Broker's License, this would allow the Port to list with the Multiple Listing Service (MLS).

Maija Lampinen was the NGIP, National Government Institute of Procurement, Buyer of the Year for Washington State as selected by governments throughout the State of Washington; Maija will represent Washington at the national convention.

In response to Commissioner Stiger's question last week about crane width, the difference between the crane rail and railroad rail is that the railroad rail is shorter and squatter, and the crane rail is thicker and heavier. The crane rail is 175 pounds per yard, and the rail on railroad is approximately 100 pounds per yard.

**Commission Retreat Update**

Executive Director Les Reardanz reported that Staff is proposing holding the Commission Retreat on Wednesday, April 24, and then if needed, adding additional meeting time during the morning of April 25. Staff is also proposing to cancel the April 2, 2019 commission meeting, continue with the regularly scheduled April 9 meeting, and then hold a business meeting as part of the Commission Retreat. Les Reardanz said he would work with the Commission President on agenda items for the Retreat, but the main item will be to update the Strategic Plan.

The Commission concurred.

2. CHIEF FINANCE OFFICER'S REPORT

**Resolution No. 1123 (2019) – Authorizing Investment of Monies in the Local Government Investment Pool**

Chief Finance Officer Eric Russell reported that Resolution No. 1123 reauthorizes the Port's agreement with the Local Government Investment Pool (LGIP) at the State Treasurer's office. The Port of Everett uses the pool to provide liquidity as it

is an inexpensive resource of funding. The LGIP operates this fund using highly rated, short-term investments.

After discussion, Commissioner Bruce Fingarson moved that the Commission adopt Resolution No. 1123 (2019) authorizing the Chief Financial Officer to make all decisions regarding investments by the Port into the Local Government Investment Pool substantially as presented. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

3. INITIATIVE ONE: SEAPORT MODERNIZATION

Project Engineer Steve Hager reported that in December 2017, the Port decided to explore the possibility of moving the Cargo Transit Shed at the South Terminal in lieu of demolishing the facility. After determination, the Port hired Emmert International to move the Cargo Transit Shed located adjacent to the South Terminal Wharf to a new location approximately 1,200 lineal feet northeast adjacent to Railroad Track 113. The move was entirely on Port property, and located outside the shoreline zone. Built in the 1970s, the 39,600 square-foot timber column and shear wall supported structure was the former Weyerhaeuser Cargo Shed Building. Currently, the Shed is used as a maintenance, loading and storage facility and will serve a similar purpose once relocated. The Shed and two ancillary trailers are being relocated to open the wharf area for the South Terminal Wharf & Electrical Upgrade Phase 2 project together with providing covered rail operations at Track 113.

Steve Hager stated that given the rapid decision to move the building in lieu of demolishing it, the Port hired KPFF Engineers to design the building's new concrete foundation, shear walls, structural upgrades and utility relocations and connections to meet code requirements as a separate package from the building move. Also included in the package was the relocation of an 8-inch watermain around the building and connection of potable water and fire sprinkler water. A new sanitary sewer lift station and forcemain was installed for connection to the utility trailers and future wash-down area. Electrical power was connected to the trailers along with the shed building.

The Port received two bids; and McClure & Sons, Inc. was determined to be the lowest responsive, responsible bidder at \$1,353,358.00. The final increased cost of the project was due to waterline relocation because of buried rubble and utilities, structural upgrades meeting Buy American requirements, increased contaminated soils and cross terminal fiber optic conduit.

The project was substantially complete on November 6, 2018.

Upon discussion, Commissioner Tom Stiger moved that the Commission accept the Cargo Transit Shed (Bldg. T-5) Relocation Structural & Utilities project as complete and authorize staff to close out the contract with McClure & Sons, Inc. in the amount of \$1,438,601.64, including Washington State Sales Tax (WSST). Commissioner Bruce Fingarson seconded the motion. A vote was called for:

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

Motion carried.

**South Terminal Wharf Upgrade Phase 2 – Request for Budget Transfer**

Steve Hager reported that Staff is requesting a budget transfer from the CIP Contingency Fund to cover the additional repair costs of an unforeseen condition in the existing pile caps that has been encountered during the renovation of the existing South Terminal Wharf.

Although not encountered on the previous upgrade of the wharf in 2014, it has been discovered that the remaining 27 pile caps have deterioration on the internal shear stirrups. Each pile cap has varying quantities of stirrup deterioration and can only be determined upon removal of concrete when performing the contract work. The most cost-effective resolution is to perform the original contract work and, following curing of the grout, install fiber reinforced polymer (FRP) to the areas of the pile cap that had deteriorated internal stirrups. The FRP replaces the lost shear strength in total. Additional time has also been spent by KPFF and GeoTest which may require modification to their respective agreements with the Port.

After discussion, Commissioner Bruce Fingarson moved that the Commission approve a budget transfer from the Contingency Fund to the South Terminal Wharf & Electrical Upgrade Phase 2 project in the amount of \$1,000,000. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

4. **INITIATIVE TWO: WATERFRONT PLACE CENTRAL**

Terrie Battuello, Chief of Business Development, reported that the PUD has announced its schedule for the substation that will be on the Ameron lot. And, on the housing side, the developer has learned that HUD will be providing an update in the next couple of weeks.

The hotel is continuing to move forward and the opening target date is June 2019. The Port also plans to open the plaza at the same time and Staff is working on some activities for the opening of the splash fountain park this summer. The plan is to open Seiner Drive to the fountain but not the entire Seiner road due to on-going construction.

The major modification process for the road is still in with the City, and Staff expects to see a Planning Commission date in April 2019.

Over two years ago, Staff submitted the binding site plan that was approved by the City for recording by the County, and Staff is expecting to see the County website to now reflect Waterfront Place. Staff is also working on a boundary line adjustment along the retail blocks in the Fisherman's Harbor area to hopefully accommodate one larger 9,000 square-foot retailer for the A7 lot.

Staff has been working for the past five months on resolving parking management. There is a parking management plan incorporated into the development agreement for Waterfront Place and it is the Port's goal for every visitor to the waterfront to have a good experience. Properties Staff are working with Security, Marina, and others on the parking management plan and Staff believes it will take about a year to implement the final and full plan. In order to move forward now, Staff is currently working on the first step, and then the following step will be next May, 2020.

The first step for this year includes a contractor coming on board by May 1 to implement parking management and monitor existing parking permitted areas and time limited permitted areas, as well as parking locations. This monitoring process will take about two weeks and no citations will be issued, but rather, a warning ticket will be issued; thereafter the process includes another warning ticket and then

a graduated ticket. It is not the goal to have parking management as a negative process for visitors that are not familiar with the rules. The Port is starting to work on a one-year contract to manage the existing Marina reserved parking areas to make sure that folks are permitted for the time-limited parking, i.e., two-hour parking, and the permitted areas such as long-term parking, Hat Island parking, employee parking, and the boat yard employee parking, etc.

Parking Management folks will start to collect parking counts of the lots so that the Port can have more confident information about the number of parking stalls that are required. By having the parking management people monitor each lot and count the cars throughout the day, the Port will have a much better robust set of data.

Security, public affairs, procurement, finance, Marina, properties and legal are involved in the parking management committee and are in the process of developing the Request for Proposals (RFP) for the plan that will be implemented in May of next year. The Port will do the RFP and will select a parking management firm in August and then in the fall, the Port will develop policies and rules, and in January will assess signage and policies, and then the plan will start to be implemented the following May.

Terrie Battuello said an outreach and communication plan would be forthcoming soon and invited Commission input. It is a high priority to manage the parking correctly.

#### **Commission President's Report**

Commissioner Bachman congratulated Terrie Battuello for getting her broker's license and Maija Lampinen for the state-wide award recognition.

#### **Commission Discussion**

Commissioner Fingarson thanked Terrie Battuello for the update on the parking management plan as the Commissioners receive numerous questions about the topic.

#### **Citizen Comments**

Jeff Lalone, Bayside Marine, commented that the 12<sup>th</sup> annual Blackmouth Derby will be held Saturday and Sunday, March 16 and 17, 2019 which benefits the Everett Salmon Steelhead Club. This is the club's second largest fund raiser of the year with 125 boats participating. Bayside will host the weigh-in and award ceremony on Sunday.

Also, on Wednesday, there will be a salmon seminar at Bayside featuring local fishermen and they will talk about how to catch the winning fish.

The salmon season setting process is due out soon. Preliminary forecast numbers for Chinook salmon are approximately the same as last year which is down a bit; however, the Coho numbers are looking really good which could be good for the August/September fishery. On May 1, there will be more information as to how the seasons look.


The meeting was recessed into Executive Session at 5:10pm for approximately 15 minutes – to 5:25 pm. The purposes of the Executive were to discuss with legal counsel 1) a potential litigation matter; and 2) the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

At the conclusion of the Executive Session, there was no action taken by the Commission and there were no announcements.

THE REGULAR MEETING WAS ADJOURNED at 5:27 p.m.

APPROVED this 25<sup>th</sup> day of April, 2019.

EVERETT PORT COMMISSION

By:   
Glen Bachman, President

  
Bruce Fingarson, Vice President

  
Tom Stiger, Secretary