

**Minutes of Everett Port Commission  
Regular Meeting  
March 10, 2020**

<b>PRESENT:</b>	Glen Bachman	President
	Tom Stiger	Vice President
	David Simpson	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 9:00 a.m.

**CEO/EXECUTIVE DIRECTOR'S REPORT**

Executive Director Lisa Lefebber reported that Patrick Pierce, from Economic Alliance Snohomish County (EASC), is leaving the organization in early April. He was hired for a new position at an Economic Development Agency in North Carolina. Lefebber has been assigned as a recruiter for the new CEO position for EASC. As part of that, they will also be looking at the structure of EASC given the Greater Seattle Partnership and how that all works together. They initially were planning on doing an interim CEO position but given the COVID-19 situation, the decision was made to appoint someone familiar with the organization. Other EASC news, Erik Ashlie-Vinke, Government Affairs staff member for EASC, has accepted a job with Sound Transit. The organization will have a lot of re-organization and staff changes in the coming months.

Lefebber mentioned that the Winter 2020 Port Side newsletter was just mailed out. The Port team did an amazing job. One of the things the Port is focused on this year is Mills to Maritime campaign, so people will start to see how the Port moved from a Milltown to a Maritime Community, which the Port has been transitioning to for some time. Going forward, staff will produce the Port Side on a regular schedule going out in January and July.

**State Legislative Report**

Executive Director Lisa Lefebber reported that the Port's capital budget requests were not included in the Capital Budget, which was not unexpected. It was a supplemental budget year, and the Capital Budget was very small. The State Legislature focused on I-976 initiative financial implications, the homeless crisis and now COVID-19 response. There really wasn't a lot of time or budget capacity for much more. However, Adam LeMieux, along with the Port's State Legislative Representatives, received good leads on some options for grant funding, particularly short-sea shipping, as it relates to a CERB grant and/or FIB-SEM grant, the Port will be pursuing both.

Lefebber mentioned the Port had a very good meeting with Funko last week, they are very much interested in the short-sea shipping. They have a new logistic staff member and he is very experienced and knows the value between time and money. The Port will be able to hopefully proceed with that.

The Port has been working aggressively and has reached out to Boeing to offer support on their request to potentially have the state tax incentives either suspended and/or repealed considering the WTO ruling. Boeing was appreciative of that. As of right now, the Port has not had to weigh in formally.

The Port has been supporting Nichol Brothers dba Everett Ship Repair extensively the last week and half. Last year, the state awarded a sole-source contract to Vigor to build four of the hybrid class ferries. Everett Ship Repair agreed to stand down on that competition because they typically get a lot of subcontract work in terms of the super structures. Vigor doesn't typically build the entire ferry, they tend to subcontract some of the smaller work. Everett Ship Repair was notified recently that Vigor had no intent to sub-out any of the work, so the Port has been working with Everett Ship Repair along with the Port's legislative delegation to include language into the budget proviso to encourage Vigor to subcontract a portion of that work.

#### **Coronavirus Disease 19 (COVID-19) Response Update**

Executive Director Lisa Lefebber updated the Commission that every day the Port changes and adapts to new guidance, new closures and new announcements. Lefebber is telling staff not to panic, stay safe, use social distancing, and wash your hands. About 80% of Coronavirus are mild conditions but there are high risk populations for this virus. Operations have taken precautions but are currently operating on a regular schedule. Some of the actions the Port has taken include buying out of the last seven wall-mounted hand-sanitizer stations and have put them around the Port. Staff has been cleaning more aggressively, especially metal surfaces, elevators, bathrooms, etc. The Port does have a policy, if someone is ill, stay home. If an employee or family member of the employee are being tested for Coronavirus, the guidance is to be self-quarantined up to 14 days. The Port is working on a Pandemic and Flu Policy. In terms of response, the Port's operational teams are trying to understand what operational considerations the Port should take into effect and how much critical staff is required to keep operations moving forward in the event the Port is mandated a closure. Some Port employees are affected by school closures. Lefebber has also formed a response team, with members from each department, to figure out how the Port can continue to operate especially if the Port is required to close because of a positive case. There will be some test runs to see what tools and IT equipment staff members will need to be able to work from home. Lefebber gives staff members weekly updates to keep them informed. The Port has also been making accommodations for those over the age of 60 that have compromised immune systems. This virus is uncharted waters and the Port is getting everything in order. As of right now, since no employee or family member of employee has been diagnosed or confirmed with Coronavirus, it is not necessary to declare an emergency. However, there is a declaration prepared in the event the Port will need to use it. Lefebber will keep the Commission posted if the Port will end up having to trigger the declaration of emergency. There is \$8.6 Billion in Federal aid that has been approved. It is not accessible to anybody right now because the President has not declared any area a disaster. However, Lefebber has been told through daily phone calls with health department and economic development agencies, they expect to distribute this money as though it was a natural disaster.

#### **MARITIME INDUSTRIAL EXPANSION**

##### **Kimberly-Clark Site Cleanup Update**

Executive Director Lisa Lefebber updated the Commission that the equipment is on the Kimberly-Clark site to begin clean-up. For the first time, in almost eight years, there is activity on the site. The first step is going to be underground utilities in partnership with the City of Everett. Next, they will move into the environmental interim actions. From there they will move into crushed material removal. This process is expected to take anywhere between 8-12 months, depending on how far they must scrape the contaminates. They are on schedule to hit the December 2020 date which will allow the Port to come in from behind to construct the cargo terminal.

**DEPARTMENT REPORTS**

**PROJECTS**

**Marine Terminals Paving 2020 Project – Authorization to Bid**

Project Manager Steve Hager reported that historically, the Port has repaired pavement at the Terminals on a biennial basis due to damage caused by heavily loaded equipment and cargo combined with areas of settling. As far as the scope, budget and schedule, the Port plans to demo and repave the areas at the Terminals. The estimated cost range is between \$500,000 - \$550,000. The Port would look to bid in April, award the project in June and construct in July and August. The benefits to doing the pavement repair will include the reduced wear and tear on the equipment and will also provide level areas for container storage. These upgrades will be funded out of the Terminals Asset Preservation CIP Budget.

Upon discussion, Commissioner David Simpson moved that the Commission authorize Staff to solicit Public Works Bids for the Terminal Pavement Upgrades 2020. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

**MARINA**

**Resolution No. 1149 (2020) – Surplus of 35 Ton Travelift**

Chief of Marina Operations Jeff Lindhout reported that the Port currently owns a 1984, 35-ton Travelift. This lift requires some major maintenance investments to remain operable, estimated at \$40,000. In addition, the lift is undersized and not able to haul vessels from our Travelift pier; therefore, it has been limited to moving vessels around the work yard.

Staff recommends trading in the Port's current 35-ton Travelift for a used, larger capacity, 50-ton Travelift, which would better meet the operational needs and provide operational redundancy. Kendrick Equipment has offered the Port \$27,000 in trade-in value on the 35-ton Travelift in exchange for the Port's purchase of a used 50-ton Travelift. Used marine Travelifts are uncommon, so this presents a unique opportunity for the Port.

Staff performed an industry assessment to ensure that both the acquisition of the used 50-ton Travelift and the trade-in of the 35-ton Travelift were competitive. Typically, a trade-in value for a 35-ton mid 1980s Travelift is in the range of \$25,000-\$30,000. Based on the assessment the price the Port is receiving is competitive.

After discussion, Commissioner Tom Stiger moved that the Commission approve Resolution No. 1149 (2020) to surplus a 1984, 35-ton Travelift (POE #39) and authorize the Executive Director to sell and convey the property. Commissioner David Simpson seconded the motion.

A vote was called for:

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

Motion carried.

Regular Commission Meeting Minutes  
March 10, 2020

**Commission President's Report**

Commissioner Glen Bachman reported that last week he sat in with a representative from Nichol Brothers/Everett Boat Repaid, LLC and they met with Everett Community College (EvCC). Nichol Brothers have been looking forward to working on a partnership with EvCC. The school has around 36 welding training stations.

**Commission Discussion**

Commissioner David Simpson reported that he toured the Paine Field Airport. He said it was nice to see the inner workings of the airport. He also toured the Imagine Children's Museum (ICM). Nancy Johnson is very appreciative for what the Port has done in the past for ICM and looking forward to the future. Commissioner Simpson also recognized International Women's Day and liked the picture that was captured of the current women who work for the Port today along with the women who worked in the Weyerhaeuser Building in the past. He thanked the Port CEO Lisa Lefebber on her leadership moving the Port through this Coronavirus situation and hopes everyone stays healthy.

Commissioner Tom Stiger asked about Vigor and where they are operating since they have the job to build four ferries. Lefebber said Vigor has three locations in the Pacific Northwest. They have an operation in Seattle, Vancouver, WA and Portland, OR. The expectation and intent were that a lot of the work on these super structures could potentially be done at their Vancouver location. There are questions circulating as to whether they were going to be pulling Portland workforce into Vancouver to do Washington State work so that is another part of the discussion. This is a big topic of conversation, because Washington State Ferries are required to be built in Washington State. Commissioner Stiger hopes that Everett Ship Repair will be able to get some of the subcontracting work for the ferries.

**Citizen Comments**

There were no citizen comments.

No Executive Session was held.

**THE REGULAR MEETING WAS ADJOURNED at 9:43 a.m.**

**APPROVED** this 14<sup>th</sup> day of April 2020.

**EVERETT PORT COMMISSION**

DocuSigned by:  
*Glen Bachman*  
By: \_\_\_\_\_  
Glen Bachman, President

*Tom Stiger*  
By: \_\_\_\_\_  
Tom Stiger, Vice President

DocuSigned by:  
*David Simpson*  
By: \_\_\_\_\_  
David Simpson, Secretary