

## MINUTES OF EVERETT PORT COMMISSION RETREAT

Vigilant Conference Suites, Everett, Washington

February 10 - 11, 2010

PRESENT: Michael Hoffmann President  
Mark Wolken Vice President  
Troy McClelland Secretary  
John Mohr Executive Director  
Brad Cattle Port Attorney

Port Staff Attendees: Jerry Heller, Carl Wollbek, Larry Crawford, John Klekotka, Graham Anderson, Robert Marion, Dave Madill, Scott Grindy, Susan Brokaw, Lisa Lefeber, Cyndy Olson

### February 10, 2010

Commission Michael Hoffmann called the meeting to order at 8:38 a.m.

#### 1. DEPARTMENTAL REPORTS

##### Operations Report

Chief of Operations Carl Wollbek provided a comprehensive operational overview to the Commissioners related to the Marina and Marine Terminals, including the following:

- Marina Lines of Business: North and South Marina, 12<sup>th</sup> Street Yacht Basin, Craftsmen District / Travelift and Boatyard, Fuel Dock and Marine Park
- Marine Terminal Lines of Business: General Cargo, Bulk Handling Facility and Marine Industrial

##### Properties and Development

Chief of Properties and Development Larry Crawford provided a department overview to the Commissioners, including the following:

- Waterfront Center Construction and Leasing Activity
- Refurbishing and Leasing Opportunities of Weyerhaeuser Building
- North Marina – Puget Sound Initiative Cleanup Activities and Infrastructure Improvements

##### Finance and IT Departments

Senior Accountant Bob Marion provided a department overview to the Commission, including the following:

- 2010 Priorities for Finance
  - Sources of Cash
  - Uses of Cash
  - Investments
- 2010 Priorities for IT
  - Infrastructure Changes
  - Current IT Environment
  - Virtualized Environment

##### Engineering & Planning Department

Chief of Engineering & Planning John Klekotka provided an overview of Engineering and Planning Department projects completed in 2009 and projects scheduled for completion in 2010, including the following:

- Major Marine Terminal Projects
- Marine Terminal Maintenance and Repair Projects
- Marina Projects
- Properties Projects
- Planning Activities
- Transportation
- Public Access
- Environmental Services / Stewardship
- Miscellaneous Project Work

ORIGINAL

**Administration Department**

Chief Administrative Officer Jerry Heller provided a department overview to the Commission, including the following:

- Puget Sound Initiative Cleanup
- Procurement and Contracting Procedures
- Human Resource Department Activities

**Executive Department**

Executive Director John Mohr provided a department overview to the Commission, including the following:

- General Overview of Port's Organizational Structure and Succession Policy Focus for 2010 and beyond
- Public Records Requests
- Communications Department Overview by Lisa Lefebvre, included the following:
  - Scope of Communications Outreach Efforts
  - 2008 Community Assessment Survey
  - Port of Everett Web Site
  - Podcasts of Commission Meetings
  - Marketing - Marine Terminals and Marina
  - School Program
  - Harbor Tours
  - State and Federal Legislative Activities

**2. COMMISSIONS MEETING SCHEDULE**

Commissioner Michael Hoffmann asked the Commission to consider changing the time of the Port Commission meetings to evening meetings. Discussion occurred and 5:00 pm on the first two Tuesdays of each month was determined to be the preferred schedule.

Commissioner Mark Wolken moved to change the time of the Port Commission meetings to 5:00 p.m. the first two Tuesdays of each month. Commissioner Troy McClelland seconded the motion.

Port attorney Brad Cattle said that Staff will need to prepare a resolution for formal adoption at the March meeting. Staff will also need to prepare a notice of special meeting for the March meeting to be held at 5 p.m.

A vote was called for:

Vote:	3-0
Yes:	McClelland, Hoffmann, Wolken
No:	None
Abstained:	None

Motion carried.

**3. FIVE MEMBER COMMISSION DISCUSSION**

As previously directed by the Commission, Jerry Heller, Chief Administrative Officer, provided an overview of the Port's current Governance Structure and proposed a schedule for which the Port would hold public meetings to consider revising the current governance structure by increasing the number of commissioners from three to five, reducing the term length from six to four years, and creating two at-large districts or five dedicated districts for inclusion on the ballot in the next general election.

After considerable discussion, the proposed key dates for the public meetings were determined to be April 15 and May 13, 2010 with a Commission decision by June 8, 2010.

THE COMMISSION RETREAT WAS RECESSED at 4:00 p.m.

**EVERETT PORT COMMISSION  
COMMISSION RETREAT  
Vigilant Conference Suites  
Everett, Washington**

**February 11, 2010**

Commissioner Michael Hoffmann reconvened the Commission Retreat at 8:35 a.m.

1. **COMMISSIONER ECONOMIC PERSPECTIVES – Relative to Mission Statement**  
The Port Commission held a discussion, led by Commission President Michael Hoffmann, regarding their respective economic perspectives related to the Port's Mission Statement, and how the Port's economic development activities are measured. It was determined that the Port Commission would revisit the Port's Mission statement over the next several months to review and include a broader vision, mission and strategic plan.
2. **EVERETT MARITIME, LLC**  
Chief Administrative Officer Jerry Heller provided the Commission with an overview of the background and current activity for the Everett Maritime Chapter 11 Bankruptcy proceeding relative to the Port's North Marina Redevelopment property.
3. **CRAFTSMAN DISTRICT**  
Chief of Properties Larry Crawford provided an overview to the Commission of project work performed at the Craftsman District, and proposed improvements related to the boatyard expansion.
4. **COLLINS BUILDING REVIEW PROCESS**  
The Port Commission discussed a format for initiating a process for community discussion of information regarding the Collins Building. After public discussion, it was determined that a comprehensive review of the Collins Building would include:
  1. Engineering / Economic Review and Analysis
  2. Community Resource Discussion
  3. Community Values Discussion
  4. Public InputThe Commission determined that June 5, 2010 would be the day scheduled for an all-day public meeting to discuss the Collins Building Review process. It was also discussed that a procurement process be initiated for the engineering analysis for possible inclusion of a Farmer's Market on the first floor, a maritime museum on the second floor, and offices or retail space, hobby space or a possible restaurant on the third floor.

Executive Director John Mohr suggested that the Commission consider utilizing the services of Reid Shockey as the facilitator for the Collins Building Review process. The Commission had no objection to utilizing the services of Reid Shockey as the facilitator.

Commissioner Mark Wolken moved to authorize Port staff to engage in a procurement process for an engineering analysis of the Collins Building. Commissioner Troy McClelland seconded the motion. A vote was called for:

Vote:	3-0
Yes:	McClelland, Hoffmann, Wolken
No:	None
Abstained:	None

Motion carried.

5. COMMISSIONER OPEN DISCUSSION / COMMENTS

The Port Commission had no further comments.

6. CITIZEN COMMENTS

Richard Sullivan, Everett, asked the Commission to provide direction for Larry Crawford to work with Sullivan on his Collins Building proposal. Commissioner Mark Wolken clarified that there is not a contractual relationship at this time between the Port and the Collins Building Redevelopment Group. It is up to staff to decide how they want to have conversations with interested parties on different issues.

Port attorney Brad Cattle stated that at this point in time, no one has a contractual right, or represent that they have a right to use the Collins Building.

Chief Administrative Officer Jerry Heller commented that the Commission just adopted an approach that will be developed for the meeting in June. The focus should be on the process established for the Collins Building as outlined.

NO EXECUTIVE SESSION WAS HELD.

THE COMMISSION RETREAT WAS ADJOURNED AT 1:58 P.M.

APPROVED: this \_\_\_ day of April, 2010.

EVERETT PORT COMMISSION

By:



Michael Hoffmann, President



Mark Wolken, Vice President



Troy McClelland, Secretary