

MINUTES OF EVERETT PORT COMMISSION COMBINED MEETING  
February 14, 2012

PRESENT: Troy McClelland President  
Michael Hoffmann Vice President  
Tom Stiger Secretary  
John Mohr Executive Director  
Karen Clements Chief Finance Officer  
Brad Cattle Port Attorney

CALL TO ORDER: The meeting of February 14, 2012 was called to order at 5:00 p.m. by Commission President Troy McClelland.

CONSENT AGENDA:

- Approval of Minutes for January 10, 2012 Combined Commission Meeting
- Approval of Bills for January 2012
- 36<sup>th</sup> Street – Second Amendment to Purchase & Sale Agreement
- Authorization to Approve ESY Consent Decree

Commissioner Michael Hoffmann moved to approve the items of the Consent Agenda for February 14, 2012. Commissioner Tom Stiger seconded the motion. A vote was called for:

Vote: 3-0

Yes: Hoffmann, Stiger, McClelland

No: None

Abstained: None

Motion carried.

1. EXECUTIVE DIRECTOR'S REPORT

**Commission Retreat**

Executive Director John Mohr reported that Staff is proposing a two-day Commission Retreat the week of March 26, 2012 and asked the Commission to consider March 27 and 28. Port staff is also proposing that the Retreat be held in the Blue Heron Conference Room.

Commissioner McClelland said he had a potential conflict which may be able to be resolved. Commissioners Hoffmann and Stiger reported that the dates worked well for their calendars. Commissioner McClelland said to tentatively plan on March 27 and 28 and he would report back to Staff on whether or not the conflict has been resolved.

2. CHIEF ADMINISTRATIVE OFFICER'S REPORT

**Small Works Roster – Resolution No. 969**

Chief Administrative Officer Les Reardanz reported that state law allows the Port to establish the use of a Small Works Roster process for bidding and awarding public works contracts where the estimated cost does not exceed \$300,000. On January 5, 2010 the Commission approved the current Small Works Roster process under Resolution No. 931.

Port Staff has identified a more streamlined way of accomplishing the Small Works Roster through the Municipal Research Service Center (MRSC) which is authorized under state law to run a Small Works Roster process both for public works and consultants. Currently, Port Staff maintains both the Small Works Roster and the Consultant Roster in house and is proposing to contract with the MRSC for the use of their state-wide electronic rosters for greater efficiencies.

The proposed changes do not affect the process of bidding and awarding public works contracts but address the method the Port uses to establish and maintain the Small Works Roster and the Consultant Roster. There are currently over 250 public agencies using the MRSC Rosters, including nine port districts. The Union is in agreement with the efficiencies of this process.

Les Reardanz asked the Commission to adopt Resolution No. 969 allowing the Port to contract with MRSC for the maintenance of the Small Works Roster and the Consultant Roster and authorize the Executive Director to sign the contract with MRSC.

Commissioner Stiger commented that his family business has utilized the MRSC roster process for years and is in favor of it.

Commissioner Tom Stiger moved to adopt Resolution No. 969 as presented. Commissioner Michael Hoffmann seconded the motion. A vote was called for:

Vote: 3-0

Yes: Stiger, Hoffmann, McClelland

No: None

Abstained: None

Motion carried.

**N. Marina Historical Interpretive Program Update**

Public Affairs Administrator Lisa Lefeber provided a brief update on the North Marina Historical Interpretive Program. After a thorough selection process, the Port selected Dykeman Architecture to lead the Interpretive planning process. The Port partnered with Historic Everett, Washington Trust for Historic Preservation and the State Historic Preservation Office on the project. The scope and fee for the project is approximately \$141,000 and includes the completion of a digital element which is an educational tool for the program. The budget for the overall project is \$400,000.

This project stems from the 2005 12<sup>th</sup> Street Marina Memorandum of Agreement that is now governed by an agreement to implement the Interpretive Program that was signed in 2008. The Interpretive Program, as set forth in the Memorandum of Agreement, will document the lumber and shingle, commercial fishing and boat building industries on the Everett Waterfront and will utilize the history that was developed by Larry and Jack O'Donnell in the book that is entitled *An Evolution of a Vibrant Everett Waterfront*. The sites identified for the project will be the digital element in the Waterfront Center Facility, the Fisherman's Tribute Plaza, 10<sup>th</sup> Street Park and the Weyerhaeuser Building which will all be connected via a history walk.

As part of the agreement to implement the Interpretive Program, a Memorandum giving the Port the authority to implement and execute the contract must be signed off by the Port's three partners. The Port has received two signatures and the third signature is expected in the near future. The Port expects to be underway with the project in March with project completion in early 2013.

3. **BOATING ACCESS AND PUBLIC FACILITIES PLAN**

**Resolution No. 968**

Environmental & Safety Specialist Brandon Whitaker reported that in order for the Port to be grant eligible for the next six years with the Washington State Recreation and Conservation Office (RCO), the Port must submit the Boating Access and Public Facilities Plan (Plan) to the RCO by March 1, 2012. By failing to meet the March 1 deadline, the Port would have to wait until 2014 to submit the Plan.

The Plan must reflect several aspects specified by the RCO including goals and objectives, an inventory of current facilities, future grant eligible projects and public comment opportunities. Avenues for public comment include surveys, public meetings and mailing distributions. A successful Plan that addresses these requirements must be formally presented at a public meeting and adopted by the Port Commission.

Staff previously presented the Boating Access & Public Facilities Plan and Resolution No. 968 to the Commission for review at the February 7<sup>th</sup> Work Session. Brandon Whitaker asked the Commission to approve the Port's Boating Access & Public Facilities Plan by adopting Resolution No. 968.

Commissioner Michael Hoffmann moved to approve the Boating Access & Public Facilities Plan through the adoption of Resolution No. 968. Commissioner Stiger seconded the motion. A vote was called for:

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

Motion carried.

#### 4. DEPARTMENT REPORTS

##### **Operations Report** **Marine Terminals**

Marine Terminals Director Dave Madill provided an update on 2011 Terminal volumes to the Commission.

For Port calls, 2011 was a very good year in that the statistics for 2011 exceeded the statistics for both the years 2009 and 2010. This was largely due to the fact that the Port not only had its routine carriers calling, but in addition had several calls from carriers such as BBC, Nordana and others. The Port also had a couple of large crane movements in 2011.

For 2011 commodity trends, the Port exceeded the tonnage by a fair amount compared to 2009 and 2010; and in the general cargo area for containers there was also an increase.

On the container side, Boeing went from assembling five 777 per month up to seven 777; FESCO had a very good year in coordination with East West Gold; and Westwood's container service did very well with shipments for a Honda plant in Canada that had been diverted from other Puget Sound ports to go through the Port of Everett because of the quick turn time on trucks to make the rail connection to transit across Canada.

In addition to the categories that are tracked, Port Staff had established a goal of a 10 percent increase in all three areas for 2011, and the Port has certainly met the goal, and exceeded it a bit on the Port calls. For tonnage and containers, the Port exceeded its goal by about 20 percent for each area.

2011 was a very good for the Terminals.

##### **Marina – Seattle Boat Show**

Marina Director Jeff Bearman said that the report on the Seattle Boat Show is preliminary in nature as the statistics that are typically released by this time have not been issued. The NW Marine Trade Association indicated that exhibitors at the 10-day event reported strong sales during both weekends, including record sales by not only accessory exhibitors but also boat dealers. Reports from exhibitors are that the Seattle Boat Show continues to be a strong selling show; there were sales to be made and as always, some exhibitors made more sales than others.

Jeff Bearman said as soon as the boat show statistics are received by the Port, Staff will present them to the Commission. Preliminary results were strong and positive for the Port of Everett. The attendance seemed to be quite strong. Comments from the boating community were excellent. The Port of Everett has a great reputation and people who are either tenants or visitors or have heard about the Port, had good things to say about the Port of Everett.

In response to Commissioner McClelland, Jeff Bearman said new boat sales are trending up and there seems to be a strong interest in boating in general; and by surveying the other Marina booths, the Port of Everett received a lot of attention.

Commissioner Stiger said that he worked the Marina booth on two different occasions and indicated he felt it was a very positive and worthwhile activity.

##### **Projects Update**

##### **Marina District Master Plan Update**

Chief Administrative Officer Les Reardanz provided the monthly update on the status of the Marina District Master Plan to the Commission. Staff has various lines of effort moving forward to establish the conditions and foundation for the successful development of the concept development stage. The Dykeman team is proceeding with

the market research, surveying and talking to others to develop the market aspect of the project. Stakeholder interviews are going on with developers, brokers, boaters, commercial fishermen, yacht clubs, port tenants, marine service and repair industry, tourism, the City of Everett, various educational institutions, Port Staff and the Port Commission to gather opinions. In addition, there is a brand strategy effort moving forward and the initial kickoff meeting has occurred. Over the next month, personal interviews will occur and surveys will be conducted to collect information, and then that data will set the baseline of the conditions. A signage program is underway with the consultants who will develop a three-layer approach, primary, secondary, and tertiary signage. Primary would be the gateway to the project – from the water and the road. Secondary would be business signs, and tertiary would be pedestrian and auto wayfinding such as parking lots, docks, etc.

Staff is putting the finishing touches on the public involvement component and will present that to the Commission in March, 2012. Staff is tentatively aiming for March 15 as the first public meeting and logistics are still being arranged. On the website there is a public input page that is up and running and receiving comments.

Staff believes the level of effort moving forward will establish the conditions and foundation for successful development of a concept development.

Commissioner Stiger asked if the list of stakeholders included Naval Station Everett. Commissioner McClelland commented that in the continued spirit of partnership, it would be good to include the Navy as a stakeholder. Les Reardanz reported that Staff will include Naval Station Everett in the stakeholder meetings.

#### **COMMISSION PRESIDENT'S REPORT**

Commissioner McClelland said he had the opportunity to be with Port Staff in Olympia last month and had favorable meetings with legislators. The Port continues to be strategically aligned with the legislators in terms of the goals of the Port of Everett for the regional economy.

Commissioner McClelland said he appreciated the Terminals update. The Terminals had a great year last year, and he looks forward to another good year in 2012. Recently, he has received very favorable input for the continued success of the whole Terminals team.

#### **COMMISSION DISCUSSION**

Commissioner Stiger commented that after the boat show he attended the Greater Seattle Trade Development Alliance reception where there were other ports and trade officials represented. There are two county officials traveling with that group, one to Chile and one to China, and suggested that the Port put together some marketing materials to send to the county representatives that are participating in the travel.

Executive Director John Mohr said Port staff will provide materials to the county representatives, and that he had been invited to both of the events but chose not to at this time. The Port does not have strong ties with Chile in terms of trade, although Staff is looking at what opportunities might exist. John Mohr commented that his fellow port directors from Seattle and Tacoma will both be there and that was one of the drivers for the Port of Everett to have representation. In talking with the Port's Chief of Operations, in the short run, Staff did not see that the trade development opportunity was there. As far as China goes, Port Staff continues to work with China and Staff will continue to grow that trade, but did not feel that this particular trip was something that would promote the Port's interest.

#### **CITIZEN COMMENTS**

There were no citizen comments.

No Executive Session was held.

THE REGULAR COMMISSION MEETING WAS ADJOURNED at 5:34 p.m.

APPROVED: this 13<sup>th</sup> day of March, 2012.

EVERETT PORT COMMISSION

By:

  
\_\_\_\_\_  
Troy McClelland, President

  
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Michael Hoffmann, Vice President

  
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Tom Stiger, Secretary



ORIGINAL

**Port of Everett**  
**Voucher Approval List**  
**for the month of**  
**JANUARY**  
**2012**

We, the undersigned Commissioners of the Port of Everett, Snohomish County, Washington, do hereby certify the following vouchers/warrants have been certified and approved for payment this the 14th day of February, 2012:

	<b>Total</b>
Claims Voucher Nos 61411 - 61676	\$2,626,716.48
Claims Wire Transfers: 1/17 Wire Transfer - IRS	\$ 61,878.95
1/11, 1/27 Wire Transfer - Union Bank	\$ 67,462.30
1/25 Wire Transfer - Wa St Dept of Rev	\$ 30,152.69
<b>Total Claims</b>	<b>\$2,786,210.42</b>
Payroll Voucher Nos. 37508 - 37688	\$ 339,704.99
Payroll Wire Transfers: 1/4, 1/10, 1/18, 1/24, 1/31 PMA Payroll (Longshore Labor)	\$ 109,080.02
<b>Total Payroll</b>	<b>\$ 448,785.01</b>

**Total Expenditures**

**\$ 3,234,995.43**

*[Signature]* President  
*[Signature]* Vice President  
*[Signature]* Secretary

Attest: *Karen R A Clements* Port Auditor

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