

MINUTES OF EVERETT PORT COMMISSION REGULAR MEETING
January 6, 2015

PRESENT:	Troy McClelland	In-coming President
	Glen Bachman	In-coming Vice President
	Tom Stiger	In-coming Secretary
	Les Reardanz	Executive Director
	John Carter	Chief Fin. Officer
	Brad Cattle	Port Attorney

CALL TO ORDER: The meeting was called to order at 5:07 p.m.

1. ELECTION OF COMMISSION OFFICERS

Commissioner Glen Bachman moved to elect Troy McClelland as Commission President, Glen Bachman as Commission Vice President, and Tom Stiger as Commission Secretary for the year 2015. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

2. CEO/EXECUTIVE DIRECTOR'S REPORT

Commission Retreat

Chief Executive Officer Les Reardanz reported that Port Staff is proposing that the Commission hold the Commission Retreat on March 17-18, 2015. Additionally, Staff is proposing that the Port continue to have two commission meetings in March – one on March 3 and then combine the second meeting with the Retreat on the 17th and 18th such as the Port did last year. The meeting on March 10 would be cancelled. The other outstanding issue would be the location – whether the Commission wanted the Retreat offsite or onsite. Les Reardanz said that he would be bringing the matter back to the Commission at the next Commission meeting.

After discussion, all three Commissioners said they were available on March 17-18 and asked Staff to plan for the Retreat on the proposed dates. Commissioner McClelland said he agreed with holding one meeting on the 3rd, cancelling the meeting on the 10th, and combining the second meeting on the 17th or 18th of March. All Commissioners concurred.

United Way Campaign

Les Reardanz informed the Commission that the Port received a letter from United Way commending Melissa Mansfield for her efforts in leading this year's United Way Campaign. Port of Everett employees raised \$8,041.41. The letter compliments the leadership and commitment of Melissa Mansfield as the Port's Employee Campaign Manager in making the campaign a success. Congratulations to Melissa!

Personnel Transitions

Les Reardanz welcomed Steve Kirkelie as the new Chief of Administrative and Legal Affairs for the Port. Steve comes to the Port from the City of Puyallup where he has been the Deputy City Attorney.

Dave Madill is retiring in April 2015, and as of January 1, Walter Seidl took over as the Director of Marine Terminals. Congratulations to Dave and Walter.

Brandon Whitaker is going to become the Port's new Waterfront Project Manager. Fred Gordon is becoming the Port's Health, Safety, Security and

Environmental Officer which is a new position. The Port will also be hiring a planner and a dock superintendent.

3. TRANSACTION OF BUSINESS OF THE PORT OF EVERETT

Resolution No. 1019

Commissioner Glen Bachman moved to adopt Resolution No. 1019 establishing procedural rules for the transaction of Port Commission business. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

4. COMMISSION MEETINGS SCHEDULE

Resolution No. 1020

Commissioner Tom Stiger moved to adopt Resolution No. 1020 confirming the schedule and location of Port Commission meetings for 2015. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

5. APPOINTMENT OF LEGAL COUNSEL

Commissioner Tom Stiger moved to appoint Anderson Hunter Law Firm and Bradford N. Cattle as Port legal counsel for 2015. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

6. APPOINTMENT OF PORT AUDITOR/PORT TREASURER

Commissioner Glen Bachman moved to appoint John Carter as the Port Auditor and Port Treasurer for the Port of Everett for 2015. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

7. TRAVEL AUTHORIZATION FOR 2010

Resolution No. 1021

Executive Director Les Reardanz presented Resolution No. 1021, which authorizes the Commission and Port Staff to travel as necessary within the United States and Canada during the year 2015, and which calls for the Executive Director to provide specific approval to Port Staff for travel outside the United States and Canada with a quarterly report to the Commission of the approved international travel. The resolution also calls for travel by the Commissioners or the Executive Director outside the United States and Canada to be authorized by the Commission in advance of the travel.

Commissioner Tom Stiger moved to adopt Resolution No. 1021 authorizing Port travel for the year 2015. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

8. ANNUAL RENEWAL OF DELEGATION OF AUTHORITY

Resolution No. 1022

Executive Director Les Reardanz reported that Resolution No. 1022 provides the Executive Director with the authority to manage the Port and provides the guidelines for the delegation of authority from the Commission to the Executive Director who is then empowered to delegate some of the Executive Director's authority to Staff as the Executive Director deems appropriate.

Les Reardanz noted that Resolution No. 1022 contains some revisions, including a Staff recommendation that the Executive Director be authorized to approve change orders up to 60 days instead of the current 45 days; that the Executive Director has authority on cargo marketing efforts to clarify that Staff can go and search new cargoes; and that Employee Handbook changes be brought to the Commission for information within the first 60 days of the following year as opposed to an approval process. Everything else remains the same as was adopted last year.

Commissioner Tom Stiger moved that the Commission adopt Resolution No. 1022 establishing the policy directive on the administrative authority of the Executive Director and his designees for the year 2015. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

9. ANNUAL RENEWAL OF AUTHORITY TO SELL SURPLUS PROPERTY

Resolution No. 1023

Executive Director Les Reardanz reported that Resolution No. 1023 authorizes the Executive Director to sell and convey Port District surplus property as provided in RCW 53.08.090 and adjusted annually by the governmental price index established by the Department of Revenue. For surplus property valued in excess of \$15,000, the Commission must approve the sale of the property by separate resolution.

Commissioner Glen Bachman moved to adopt Resolution No. 1023 authorizing the managing official to sell and convey surplus property as provided in RCW 53.08.090. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

10. DEPARTMENT REPORTS

Projects – DHS Rd 13 – Alternate Power & Surveillance Gaps – Reject Bids & Rebid

Background:

Chief of Engineering & Planning John Klekotka reported that the Port received a DHS Round 13 Grant to keep necessary security and operational assets functioning. Alternate power in the form of generators and automatic transfer switches will be supplied at the Waterfront Center, TWIC Security Building, Chill Facility, Truck Scale Shack, Radiation Portal Monitor and the Maintenance Building. Battery backup or generator connections will be provided for the cameras at Anthony’s, Conference Center, Cement Dome, Pier 1 and Pier 3. In addition, installation of a new PTZ camera and relocation of an existing camera, together with backup power will provide the necessary additional security at the Marine Terminals as well as three new PTZ cameras will be installed in the Marina along with backup power at the existing cameras at Anthony’s and the Waterfront Center.

Due to the close relationship between these two projects and the need of backup power for cameras, they are being treated as a single bid package. To save costs, Port Staff will be utilizing a Purchasing Cooperative to acquire generators for installation by the contractor

Summary:

In December 2014, the Port received bids for the DHS Rd 13 Alternate Power & Surveillance Gaps projects. The bids received were well over the Engineer’s estimate. After Port Staff evaluated the bids, it was determined that it would be in the Port’s interest to reject all bids, make some changes to the scope of work and re-bid the project.

John Klekotka said it was Staff’s recommendation that the Commission reject all of the bids and re-bid the projects.

Upon discussion, Commissioner Tom Stiger moved that the Commission reject all bids for the DHS Round 13 Alternate Power & Surveillance Gaps projects. Commissioner Glen Bachman seconded the motion. A vote was called for:

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

Motion carried.

Commissioner Glen Bachman moved that the Commission authorize Staff to republish the Advertisement for Bids DHS Round 13 Alternate Power & Surveillance Gaps. Commissioner Tom Stiger seconded the motion. A vote was called for:

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

Motion carried.

Commission President’s Report

Commissioner McClelland reported that a group of legislators attended a forum in Snohomish County recently to learn what the legislative priorities were for Snohomish County. It was a well attended session. There are a number of challenges facing our legislators this session and we are going to have to be succinct as it relates to our county’s priorities.

Commission Discussion

Commissioner Tom Stiger mentioned that 2014 was a record year in many respects for the Port. The Marine Terminals exceeded their tonnage goal by 10 percent. Commissioner Stiger asked John Carter to estimate what 10 percent in tonnage would look like in terms of gross revenue, and asked him to respond in a future meeting.

Citizen Comments

There were no Citizen comments.

THE REGULAR MEETING WAS RECESSED into Executive Session at 5:46 p.m. – to conclude by 6:15pm - to discuss with legal counsel the acquisition of real estate for which public discussion could disadvantage the Port’s negotiations.

At the conclusion of the Executive Session, no action was taken by the Commission, and there were not any announcements.

APPROVED: THIS 10th day of February 2015. EVERETT PORT COMMISSION

By: 
Troy McClelland, President


Glen Bachman, Vice President


Tom Stiger, Secretary