



P.O. Box 1209
Seattle, Washington 98111
www.portseattle.org
206.787.3000

**MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF DIRECTORS
OF THE INDUSTRIAL DEVELOPMENT CORPORATION
OF THE PORT OF SEATTLE**

April 1, 2014

The annual meeting of the Board of Directors of the Industrial Development Corporation (IDC) of the Port of Seattle, Washington, was held on April 1, 2014, during a recess of the Port Commission regular meeting on the same date, which convened at 12:05 p.m. at Port of Seattle Headquarters, Commission Chambers, 2711 Alaskan Way, Seattle, Washington. The annual meeting of the Board of Directors of the IDC convened at 1:48 p.m. Directors present included Tom Albro, Stephanie Bowman, Bill Bryant, John Creighton, and Courtney Gregoire.

1. Approval of Minutes

Minutes of the IDC meeting of April 9, 2013.

Motion for approval of the IDC meeting minutes of April 9, 2013 – Gregoire

Second – Creighton

Motion carried:

In Favor: Albro, Bowman, Bryant, Creighton, Gregoire (5)

2. Election of Board of Directors Officers

ACTION REQUESTED: Request Board approval of the IDC Board of Directors and Officers for 2014.

Request documents: IDC memorandum dated March 7, 2014, provided by Diane Campbell, Senior Corporate Financial Analyst, Finance and Budget.

Pursuant to the IDC Bylaws, Article 5, Section A, the following is a list of proposed Board of Directors and Officers for 2014:

Stephanie Bowman, Co-President
Courtney Gregoire, Co-President
Tom Albro, Secretary
John Creighton, Assistant Secretary
Bill Bryant, Director

Motion for approval of proposed slate of Directors/Officers – Creighton

Second – Albro

Motion carried:

In Favor: Albro, Bowman, Bryant, Creighton, Gregoire (5)

3. Industrial Development Corporation 2013 Annual Report

Presentation documents: IDC memorandum dated March 7, 2014, provided by Diane Campbell, Senior Corporate Financial Analyst, Finance and Budget.

Presenter(s): Ms. Campbell.

Ms. Campbell presented the 2013 Annual Report, noting the following relevant information:

- The IDC is a special-purpose government with limited powers which was established for the purpose of facilitating industrial expansion through tax-exempt financing.
- Debt issued by a company through the IDC is the sole responsibility of the company.
- Total assets are \$273,000, which is a \$12,000 increase over the previous year-end.
- The increase is primarily due to customer fees from Cisco related to a pay-down of outstanding bonds.
- Income for the year was approximately \$18,000, largely composed of customer fees and investment income.
- Expenses were approximately \$4,300, primarily in audit and administrative expenses.
- The State Auditor's Office audits the IDC every three years, reviewing internal controls, policies and procedures, and compliance with state laws and regulations.
- The most recent audit was dated December 3, 2013, covering 2010-2012. It indicated no findings.
- Two companies, Crowley Marine Services, and Delta Airlines, have outstanding bonds totaling just under \$75 million.

- The shortest bond, with Crowley Marine Services, for \$8.7 million, will mature in 2021.
- The longest bond, with Delta Airlines Inc. for approximately \$66 million, will mature in 2030.
- The scholarship program was established in 2001 and ran for 11 years. A \$5,000 fellowship was awarded to Port employees to use for educational or other expenses furthering economic development and their careers.

Ms. Campbell recommended to the board that the IDC maintain the current fund balance as the required minimum in order to cover operating expenses through interest income.

Commissioner Albro suggested that the assumption that this is the best course should be revisited regularly, indicating that the IDC is a vehicle that could be leveraged to further Port objectives.

4. Adjournment

There being no further business, the annual meeting of the Board of Directors of the Industrial Development Corporation of the Port of Seattle was adjourned at 1:58 p.m.



Approved April 7, 2015.

TOM ALBRO

SECRETARY

