



P.O. Box 1209  
Seattle, Washington 98111  
[www.portseattle.org](http://www.portseattle.org)  
206.787.3000

**APPROVED MINUTES  
COMMISSION REGULAR MEETING MAY 23, 2017**

The Port of Seattle Commission met in a regular meeting Tuesday, May 23, 2017, in the International Auditorium at Seattle-Tacoma International Airport, Seattle, Washington. Commissioners Albro, Bowman, Creighton, Felleman, and Gregoire were present.

**1. CALL TO ORDER**

The meeting was called to order at 12:00 noon by Commission President Tom Albro.

**2. EXECUTIVE SESSION pursuant to RCW 42.30.110**

The public meeting was immediately recessed to an executive session estimated to last 60 minutes to discuss one matter relating to litigation and legal risk, sale or lease of real estate, and performance on a publicly bid contract. Following the executive session, which lasted approximately 60 minutes, the public meeting reconvened at 1:10 p.m. Commissioner Albro led the flag salute.

**3. SPECIAL ORDERS OF BUSINESS**

**3a. May 23, 2017, CEO Report.**

Interim Chief Executive Officer Dave Soike previewed several items on the day's agenda and summarized the Port's participation in the Seattle Maritime Festival Family Fun Day. Mr. Soike announced improvements in Wi-Fi service at Concourse D at the Airport, enrollment in Puget Sound Energy's Green Direct renewable electricity program, which will involve using 100 percent wind power for the Port's southern properties (those served by Puget Sound Energy), and the grand re-opening of the Pier 66 cruise terminal. New Chief of Police Rodney Covey was recognized.

Commissioner Albro announced the grand opening for the City of Auburn's business incubator, which is receiving funding from the Port.

*A recording of this part of the meeting has been made available online.*

**4. UNANIMOUS CONSENT CALENDAR**

*[Clerk's Note: Items on the Unanimous Consent Calendar are considered routine and are not individually discussed. Port Commissioners receive the request documents prior to the meeting and may remove items from the Consent Calendar for separate discussion and vote in accordance with Commission bylaws.]*

*At the request of Commissioners Bowman and Felleman, respectively, agenda items 4c and 4d were removed from the Unanimous Consent Calendar for separate discussion and vote.*

- 4a. Approval of the minutes of the special meeting of April 4 and the regular and special meetings of April 25, 2017.**
- 4b. Approval of the Port Auditor's payment of the [salaries and claims](#) of the Port pursuant to RCW 42.24.180 for payments issued during the period of April 1, 2017, through April 30, 2017, as follows: accounts payable checks nos. 916861-917376 in the amount of \$8,056,432.92; accounts payable ACH nos. 048734-049450 in the amount of \$25,373,811.05; accounts payable wire transfers nos. 014609-014639 in the amount of \$7,714,639.26; payroll checks nos. 185596-185853 in the amount of \$274,493.87; and payroll ACH nos. 801422-805078 in the amount of \$8,756,694.69 for a fund total of \$50,176,071.79.**

*As noted above, agenda items 4c and 4d were temporarily postponed.*

- 4e. Authorization for the Chief Executive Officer to (1) execute purchase contracts, (2) advertise and award major public works contract(s); and (3) amend an existing service agreement to add \$500,000 for a new contract total of \$2,500,000 for the Video Systems Improvements project at Seattle-Tacoma International Airport. This authorization is for a total of \$5,896,000 of a total project cost of \$13,000,000 (CIP #C800642).**

Request document(s) included a Commission agenda [memorandum](#).

- 4f. Authorization for the Chief Executive Officer to execute Change Order 23 to Contract MC-0317218, Terminal 117 Upland and Sediment Cleanup, for the amount of \$1,327,842.22 and to extend the contract duration by 540 days. No additional funds are being requested.**

Request document(s) included a Commission agenda [memorandum](#).

- 4g. Motion reappointing Professor Anita Ramasastry to serve a three-year term as a member on the Commission Ethics Board effective June 4, 2017, and ending June 3, 2020.**

Request document(s) included draft [motion](#).

**The motion for approval of consent items 4a, 4b, 4e, 4f, and 4g carried by the following vote:  
In favor: Albro, Bowman, Creighton, Felleman, Gregoire (5)**

*A recording of this part of the meeting has been made available online.*

**5. PUBLIC TESTIMONY**

Public comment was received from the following individual(s):

- Kurt F. Zumdieck, regarding ground transportation at the Airport. Mr. Zumdieck submitted written materials, which are included here as minutes [Exhibit A](#).
- In lieu of spoken comment, Eddie Rye, Washington State Civil Rights Coalition, submitted written materials, which are included here as minutes [Exhibit B](#) and are available for public review.

*A recording of this part of the meeting has been made available online.*

*The Commission advanced to consideration of –*

**ITEMS REMOVED FROM CONSENT**

- 4c. Authorization for the Chief Executive Officer to execute four professional services indefinite delivery, indefinite quantity contracts for architect services in the amount of \$4,000,000 per contract for three contracts, and \$500,000 for one small business set-aside contract, for a total of \$12,500,000. There is no budget request associated with this authorization. [subsequently laid on the table]**

Request document(s) included a Commission agenda [memorandum](#).

Presenter(s): Sean Anderson, Capital Program Leader, Aviation Project Management Group, and Ralph Graves, Senior Director, Capital Development.

Commissioner Bowman asked about delaying the item in order to incorporate suggestions from a recently held small business roundtable discussion. Mr. Anderson indicated that it would be possible to bring the item back at the next meeting.

*Without objection, further consideration of agenda item 4c was laid on the table.*

*A recording of this part of the meeting has been made available online.*

- 4d. Authorization for the Chief Executive Officer to (1) prepare design and construction bid documents for the Variable Frequency Drive Renewal and Replacement project at Seattle-Tacoma International Airport; and (2) utilize Port of Seattle crews and small works contracts for preliminary work if required. The amount of this request is \$1,975,000. The total estimated project cost is \$6,834,000 (CIP #C800801).**

Request document(s) included a Commission agenda [memorandum](#) and [presentation slides](#).

Presenter(s): Mike Tasker, Senior Manager, Aviation Facilities and Infrastructure, and Bradley Benson, Capital Project Manager, Aviation Project Management.

In response to a comment from Commissioner Felleman indicating that improvements in energy efficiency should be quantified if they are mentioned in the memo, Mr. Tasker indicated that the

energy savings for this project will be just one to two percent because the drives being replaced were already fairly efficient.

**The motion for approval of agenda item 4d carried by the following vote:**

**In favor: Albro, Bowman, Creighton, Felleman, Gregoire (5)**

*A recording of this part of the meeting has been made available online.*

**6. DIVISION, CORPORATE, AND COMMISSION ACTION ITEMS**

- 6a. Authorization for the Chief Executive Officer to execute an agreement with the City of Kent, substantially as drafted, obligating the Port to contribute \$595,000 plus Port staff time to the South 228<sup>th</sup> Street Overpass Project, Phase 3.**

Request document(s) included a Commission agenda [memorandum](#), [presentation slides](#), and [draft agreement](#).

Presenter(s): Geraldine Poor, Manager, Regional Transportation, Public Affairs, and Mayor Suzette Cooke, City of Kent.

The Port agreed to provide funding for this project as part of the FAST (Freight Action Strategy) Corridor Partnership. This is one of the final projects to be completed. The overpass will open in 2018, and will be fully operational by the second quarter of 2019. Kent has a particular need for grade separation, as they currently have 14 at-grade railroad crossings, resulting in a combined three hours per day of traffic delays.

**The motion for approval of agenda item 6a carried by the following vote:**

**In favor: Albro, Bowman, Creighton, Felleman, Gregoire (5)**

*A recording of this part of the meeting has been made available online.*

*Agenda item 6b was removed from the agenda prior to publication.*

- 6c. First Reading of Resolution No. 3734, a Resolution of the Port Commission of the Port of Seattle, amending Resolution No. 3727, deleting the position title of Chief Executive Officer and replacing it with the position title of Executive Director; deleting the position title of Chief Executive Officer and replacing it with the position title of Executive Director in all Port of Seattle resolutions and motions currently in effect; and establishing a dual direct reporting relationship of the General Counsel to the Executive Director and the Port Commission.**

Request document(s) included a Commission agenda [memorandum](#) and draft resolution. A copy of the final draft of [Resolution No. 3734](#) will be made available upon adoption.

Presenter(s): Paul White, Commission Clerk.

RCW 53.12 grants the Port of Seattle Commission permission to delegate operational responsibilities to a managing official. The title of this position has changed over the years, from General Manager, to Managing Director, to Chief Executive Officer. No changes in job duty are proposed in this resolution.

Changing the General Counsel's reporting relationship will better reflect the Counsel's obligation to freely advise Commissioners and the Managing Director on legal matters. This arrangement is similar to the reporting structure for the Senior Director of Public Affairs.

Commissioners sought clarification regarding some of the language used in the resolution, and remarked upon how the title and reporting structure change will better reflect best practices and the Port's status as a public agency.

**The motion for approval of First Reading of Resolution No. 3734 carried by the following vote:**

**In favor: Albro, Bowman, Creighton, Felleman, Gregoire (5)**

*A recording of this part of the meeting has been made available online.*

**6d. First Reading of Resolution No. 3733, a Resolution of the Port Commission of the Port of Seattle amending Resolution No. 3611, as amended by Resolution Nos. 3672, 3673, 3689, and 3690, the Seattle Port Commission Bylaws, regarding titles and duties of officers and schedule of regular meetings.**

Request document(s) included a Commission agenda [memorandum](#), draft resolution, and [redline](#) document. A copy of the final draft of [Resolution No. 3733](#) will be made available upon adoption.

Presenter(s): Paul White, Commission Clerk.

Since the Northwest Seaport Alliance (NWSA) was founded in 2015, the Port of Seattle's meeting schedule has changed from three meetings a month to two. The meeting typically held on the first Tuesday of the month has effectively been replaced by the NWSA's monthly meeting. Changing the meeting schedule in the bylaws will reflect current practices.

Defining the role of Vice President as president-elect will ensure continuity of leadership and will make it easier for Commissioners and Port staff to plan for the beginning of each year. This is a structure commonly used by other boards, and provisions have been made for the election of a President if the Vice President is unable to serve. The Vice President will also serve as chair of the Audit Committee. Familiarity with the Port's internal audit process provides knowledge and experience that is useful in fulfilling the role of Commission President.

Clarification was sought regarding the Port of Seattle's role in noticing NWSA meetings, and Commissioners discussed the benefits of redefining the Vice President's role.

The motion for approval of First Reading of Resolution No. 3733 carried by the following vote:

**In favor: Albro, Bowman, Creighton, Felleman, Gregoire (5)**

*A recording of this part of the meeting has been made available online.*

**7. STAFF BRIEFINGS**

**7a. 2017 First Quarter Capital Improvement Projects Report.**

Presentation document(s) included a Commission agenda [memorandum](#), [presentation slides](#), and [report](#).

Presenter(s): Ralph Graves, Senior Director, Capital Development Division.

Mr. Graves summarized the schedule and budget status of 91 current capital projects.

The Commission requested that the Audit Committee be informed regarding controls for timely payment of subcontractors.

*A recording of this part of the meeting has been made available online.*

**8. ADDITIONAL NEW BUSINESS – None.**

**9. ADJOURNMENT**

The meeting was recessed at 2:43 p.m. to an executive session estimated to last 60 minutes to discuss one matter related to litigation and legal risk, and one matter related to qualifications for public employment. Following the executive session, which lasted approximately two hours, the public meeting was adjourned without conducting further business at 5:05 p.m.

Stephanie Bowman  
Secretary

Minutes approved: June 13, 2017.