



**Commissioners**

Bill Bryant  
Chair and President  
John Creighton  
Patricia Davis  
Lloyd Hara  
Gael Tarleton

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Tay Yoshitani  
Chief Executive Officer

*An audio of the meeting proceedings and meeting materials are available on the Port of Seattle web site -*

<http://www.portseattle.org/about/organization/commission/commission.shtml>

*(The approximate point in the audio recording for the specific item is identified by minutes and seconds; example: 01:30.)*

**APPROVED MINUTES  
COMMISSION SPECIAL MEETING NOVEMBER 23, 2009**

The Port of Seattle Commission met in a special meeting at 12:00 p.m., Monday, November 10, 2009 in the International Auditorium, Seattle-Tacoma International Airport, Seattle, WA. Commissioners Bryant, Creighton, Davis, Hara and Tarleton were present.

**1. CALL TO ORDER**

The special meeting was called to order at 12:04 p.m. by Bill Bryant, Chair and President.

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

The special meeting was immediately recessed to an Executive Session to discuss Real Estate (RCW 42.30.110)(b) and Legal Risk (RCW 42.30.110)(i) matters for approximately one hour and reconvened to open public session.

**PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES**

None.

**4. SPECIAL ORDER OF BUSINESS**

None.

5. (00:01:11) UNANIMOUS CONSENT CALENDAR

- a. Port of Seattle Commission [motion](#) authorizing the General Counsel to engage or continue the engagement of legal counsel to represent in current legal matters, those employees that have accepted the terms of the Port's Voluntary Separation Program following their termination from the Port, and subject to the limitations set forth in RCW 53.08.208.

Motion for approval of Item 5a – Tarleton

Second – Creighton

Motion carried by the following vote:

In Favor: Bryant, Creighton, Davis, Hara, Tarleton (5)

6. DIVISION, CORPORATE AND COMMISSION ACTION ITEMS

- a. (00:02:23) Resolution No. 3634, Second Reading and Final Passage. Adopting the final budget of the Port of Seattle for the Year 2010; making, determining, and deciding the amount of taxes to be levied upon the current assessment roll; providing payment of bond redemptions and interest, cost of future capital improvements and acquisitions, and for such general purposes allowed by law which the Port deems necessary; and directing the King County Council as to the specific sums to be levied on all of the assessed property of the Port of Seattle District in the year 2010.

Request documents: Commission agenda [memorandum](#) dated November 12, 2009 from Dan Thomas, Chief Financial Officer; Elizabeth Morrison, Senior Manager, Corporate Finance; and Michael Tong, Corporate Budget Manager. Also provided were a computer slide [presentation](#) and a copy of the [Resolution](#)

Presenters: Mr. Thomas and Boni Buringrud, Manger, Seaport Finance and Budget

Mr. Thomas noted that there were a few minor revisions to the operating budget related to the Aviation Division since the last presentation, which included:

- Expenses increased for rental and demobilization costs of emergency backup generators and addition of International Service Incentive program
- Revenues increased as a result of refining cost recovery formulas

Also reviewed by Mr. Thomas were:

- 2010 Budget change summary
- Operating budget summary, not including Environmental Reserves
- Operating budget summary, including Environmental Reserves

- Non-operating budget summary
- Port-wide FTE summary

Ms. Buringrud reviewed major changes to the Real Estate Division Capital Budget which had been implemented. Prior to addressing those changes, she provided a re-cap of the Real Estate Capital Plan as it was presented at First Reading.

Ms. Buringrud provided both a summary of changes as well as detailed information on the changes to the Capital Plan. Details of change included the areas of:

- Committed Projects:
  - Reduction to Maintenance Shop Solution
  - Reduction to Green Port Initiative
  - Reduction to Tenant Improvements – Capital
- Business Plan Prospective
  - Fishermen’s Terminal Net Shed Solution
  - Terminal 91 – North Bay Utilities
  - Pier 86 Fishing Dock

In summary, Mr. Thomas stated that between First Reading and Second Reading of the Budget Resolution, staff had worked to incorporate suggested revisions received from the Commission in order to help reduce the tax levy compared to what was collected in 2009 to provide some relief for tax payers, while at the same time preserving some flexibility for future potential obligations related to either environmental or transportation initiatives.

Mr. Thomas stated that staff’s tax levy proposal at this time was \$73.5 million, and noted that in the Preliminary Budget the amount was \$75.9 million, and that was changed to \$70 million at First Reading of the Budget Resolution. Mr. Thomas reviewed a summary of the revised tax levy scenario, which would set the amount at \$73.5 million. He noted that in order to set that amount, the current Resolution would need to be amended.

**Motion to amend Resolution No. 3634, incorporating stated changes as presented today – Tarleton**

**Second: Davis**

**Motion carried by the following vote:**

**In Favor: Bryant, Davis, Hara, Tarleton (4)**

**Opposed: Creighton (1)**

**Motion for Resolution No. [3634](#), as amended – Tarleton**

**Second – Davis**

**Motion carried by the following vote:**

**In Favor: Bryant, Davis, Tarleton**

**Opposed: Creighton**

Commissioner Hara abstained from the vote.

- b. (00:44:13) Resolution No. [3632](#), Second Reading and Final Passage. Authorizing an increase in limit factor for maximum levy capacity pursuant to RCW 84.55.0101.**

Request documents: Commission agenda [memorandum](#) dated November 12, 2009 from Dan Thomas, Chief Financial Officer and Elizabeth Morrison, Senior Manager, Corporate Finance

Presenter: Mr. Thomas

**Motion for Resolution No. [3632](#), Second Reading and Final Passage – Creighton**

**Second – Davis**

**Motion carried by the following vote:**

**In Favor: Bryant, Creighton, Davis, Tarleton (4)**

Commissioner Hara abstained from the vote.

- c. (00:46:28) Resolution No. 3633, Second Reading and Final Passage. 2010 Salary and Benefit Resolution. Establishing Jobs, Pay Grades, Salaries, Allowances, and Adjustments for Port employees not covered by a collective bargaining agreement and authorizing and establishing various Benefits, including Social Security, Unemployment Compensation, Military Leave, Retirement, Compensated Leave, Holidays, Paid Time Off, Extended Illness Leave, Medical, Dental and Long-Term Disability Insurance and other benefits, effective January 1, 2010.**

Request documents: Commission agenda [memorandum](#) dated November 13, 2009 from Tammy Woodard, Senior Manager, Total Compensation and copy of [Resolution](#)

Presenter: Ms. Woodard

**Motion for Resolution No. [3633](#), Second Reading and Final Passage – Davis**

**Second – Creighton**

**Motion carried by the following vote:**

**In Favor: Bryant, Creighton, Davis, Hara, Tarleton (5)**

- d. (00:47:31) Authorization for the Chief Executive Officer to procure and execute contracts for consultant services to implement an update to Seattle-Tacoma International Airport's Part 150 Noise Compatibility Plan at an overall approximate cost of up to \$2.5 million. This represents an increase of \$1.5 million over the previously authorized amount. 80% of the funding is provided by the Federal Aviation Administration and the remaining 20% by Airport Development Funds.**

Request document: Commission agenda [memorandum](#) dated November 16, 2009 from Stan Shepherd, Manager, Airport Noise Programs

Presenter: Mr. Shepherd

Mr. Shepherd noted that when authorization was received last June to procure a consultant for the Part 150 study, the estimated cost was in the range of \$500,000 - \$1,000,000. Since that time, and following negotiations with the consultant, staff has realized that those estimates were significantly lower than will be necessary to complete the work. Staff is currently requesting that the amount be revised for an approximate cost of up to \$2.5 million. Mr. Shepherd noted that funding has been secured through the FAA at 80% and the remaining 20% through the Airport Development Fund.

**Motion for approval of Item 6d – Davis**

**Second – Creighton**

**Motion carried by the following vote:**

**In Favor: Bryant, Creighton, Davis, Hara, Tarleton (5)**

Commissioners reiterated the importance of public engagement as the Port goes through the Part 150 process.

- e. (00:57:27) Authorization for the Chief Executive Officer to execute a series of Indefinite Delivery Indefinite Quantity (IDIQ) Information and Communication Technology (ICT) Master Service Agreements and associated Service Directives to engage temporary contractors to augment ICT staff as needed in supporting systems, projects and services for an amount not to exceed \$11,000,000 for a maximum duration of three years.**

Request document: Commission agenda [memorandum](#) dated November 5, 2009 from Peter Garlock, Chief Information Officer and Kim Albert, Senior Manager, ICT Business Services.

Presenters: Mr. Garlock and Ms. Albert

Mr. Garlock stated that the request being made was due to a need to augment staff from time to time, primarily to provide expertise for certain specific projects as they arise or when there is an increased workload at the time of implementing a major upgrade. He noted that staff is not asking for any funding, but for approval to renew a process.

Responding to a question from Commissioner Creighton, Mr. Garlock clarified that ICT is working with the Office of Social Responsibility in this endeavor.

**Motion for approval of Item 6e – Davis**

**Second – Creighton**

**Motion carried by the following vote:**

**In Favor: Bryant, Creighton, Davis, Hara, Tarleton (5)**

**7. STAFF BRIEFINGS**

None.

**8. NEW BUSINESS**

As new business, public comment was received regarding Port Jobs from the following individuals:

- Kelly Young, HR Recruiter with HMS Host. Ms. Young spoke in support of Port Jobs, noting that she uses Port Jobs as a source for hiring employees.
- Judith Olson, Wells Fargo Bank and Port Jobs board member. Ms. Olson stated her concern for continued funding of Port Jobs, and spoke in support of the program.
- Christina Buff, Skywest Airlines. Ms. Buff stated that she has used Port Jobs in the past to help in staffing.
- Martha Malath, student. Ms. Malath spoke in support of Port Jobs and commented on how the program has benefitted her personally.
- Jamal Arr, citizen. Mr. Arr spoke in support of Port Jobs, and commented that the program had been of great help to him personally.
- Nancy Mason, Port Jobs Board President. Ms. Mason read into the record a letter dated November 23, 2009 from Paul Lawson, District Manager, Ivar's Seafood Bars and Suzette Graham, General Manager, Ivar's Seafood Bars. The letter was

- supportive of the Port Jobs Program. A copy of the letter is, by reference, made a part of these minutes; is marked Exhibit ‘[A](#)’; and is on file in Port offices.
- Durga Sinh, HMS Host. Mr. Sinh spoke in support of Port Jobs, noting that the program had been of great assistance to him personally and helped him in obtaining his current employment position.

Prior to adjourning, Commissioner Hara extended an invitation to Port staff to attend the ceremony the following day at which he would be sworn in as County Assessor.

Commissioner Davis commented on information about Sea-Tac Airport’s Concessions staff which was included in a recent edition of Airport Revenue News.

Commissioner Bryant noted that the Commission meeting which would normally occur on Tuesday, December 1, would instead be held on Monday, November 30 at 1:00 p.m. at Pier 69.

Commissioner Bryant then offered congratulations and well wishes to Commissioner Hara in his new position with the County. He also wished Commissioner Creighton a happy birthday.

**9. POLICY ROUNDTABLE – BUDGET WORKSHOP**

None.

**10. ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:40 p.m.

(A digital recording of the meeting is available on the Port’s website)

Gael Tarleton  
Vice-chair and Vice-president