

1 **2018 ENERGY AND SUSTAINABILITY SPECIAL COMMITTEE CHARTER**

2
3 **As proposed March 27, 2018**

4
5 **I. INTRODUCTION**

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7 The Port of Seattle’s Century Agenda outlines a strategic objective to become the greenest and
8 most energy efficient port in North America and sets specific greenhouse gas reduction targets.

9
10 An Energy and Sustainability Committee was originally chartered by the Port of Seattle
11 Commission on January 26, 2016. On October 24, 2017, the Commission passed a motion
12 supporting the committee’s recommendation to align the Port’s greenhouse gas reduction
13 goals with those of King County and the City of Seattle and instructing Port staff to develop a
14 Sustainability Evaluation Framework to assist the Port in meeting its greenhouse gas reduction
15 and sustainability goals.

16
17 Pursuant to the 2017 motion, the framework was to be developed over the course of 2018
18 through a series of pilot projects to be identified. The pilot projects will help determine how to
19 incorporate environmental and social considerations and create transparency for the
20 Commission’s review of project proposals. Adoption of the 2017 motion concluded the work
21 outlined in the 2016 Energy and Sustainability Committee Charter.

22
23 The purpose of this new committee, which shall be called the 2018 Energy and Sustainability
24 Special Committee, is to develop policy recommendations and provide oversight in pursuit of
25 the Port’s Century Agenda environmental and sustainability goals. The committee shall conduct
26 its work in the context of other Century Agenda goals, the 2017 motion, and continued
27 commitment to fiscal responsibility and social equity and justice.

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29 **II. COMPOSITION**

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31 The 2018 Energy and Sustainability Special Committee will consist of two Port of Seattle
32 Commissioners appointed by the President after consultation with the full Commission at the
33 beginning of each calendar year in which the committee is active. Non-voting members from
34 within and outside the Port may be invited to participate at the discretion of the committee.

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36 **III. SCOPE OF WORK**

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38 The work of the 2018 Energy and Sustainability Special Committee shall include the following:

- 39 A. Oversee the development of a Sustainability Evaluation Framework and pilot projects,
40 including:
- 41 1. Review and recommend to the Commission a Port-wide Sustainability Evaluation
42 Framework to assist the Port in meeting its greenhouse gas reduction and
43 sustainability goals.

- 44 2. Review the selection of four pilot projects, divided between the airport and
45 maritime, beginning with a solar project on Pier 69, to test and validate the
46 framework and determine how to incorporate the following environmental and
47 societal components into the framework to be used to better inform the
48 Commission of project proposals that:
49 a. Reduce greenhouse gas emissions
50 b. Increase energy resilience
51 c. Protect public health and the environment
52 d. Support local economic development
53 e. Advance racial and social equity
54 f. Leverage partnerships
55 g. Advance innovation
56
- 57 B. Sustainable Aviation Fuels (SAF) Strategy Development and Implementation Oversight,
58 including:
59 1. Review and recommend to the Commission the final strategic plan as directed by
60 the Commission’s December 19, 2017, motion and informed by the “Port of
61 Seattle and (Airlines)” memorandum of understanding agreed to in the Airline
62 Signatory Lease and Operating Agreement IV (SAF MOU) and work with the
63 Sustainable Aviation Biofuels Workgroup established by the Office of Clean
64 Technology at Washington State University to share progress.
65
- 66 2. Oversee the development of the strategic plan agreed to in the SAF MOU to
67 reduce carbon emissions and air pollutants, and the community and
68 environmental impacts from existing and forecasted aviation growth at Sea-Tac
69 Airport.
70
- 71 3. Track efforts to establish a regional source of SAF at a commercially competitive
72 rate and ensure a commitment from the airlines that they will use SAF
73 preferentially to meet goals specified in the Commission’s December 19, 2017,
74 motion.
75
- 76 4. Track initiatives to ensure cost-competitiveness for SAF through a variety of
77 methods that are not mutually exclusive, and as stated in the December 19, 2017,
78 motion, to include:
79 a. Work with airlines to support state and federal legislation establishing a cost-
80 effective Low Carbon Fuel Standard (LCFS) consistent with bills, executive
81 orders, policies, and regulations implemented in the States of California and
82 Oregon and the Province of British Columbia; or similar provision that
83 includes options for aviation tax credits as well as tax credits for use of
84 marine and on-road renewable diesel.
85

- 86 b. Work with airlines to advocate to the Federal Aviation Administration (FAA),
87 federal and state legislators, regulatory agencies, industry groups, and other
88 partners for use of airport revenues to offset costs of SAF through their co-
89 benefits to human health and the environment.
90
91 c. Work with airlines to advocate to the FAA for new grant programs, or to
92 adjust existing Voluntary Airport Low Emissions (VALE) grant programs to
93 support SAF through their co-benefits.
94
95 d. Seek mutual financial investments with the Port and its partners.
96
97 5. Work with Port staff, local, state, and federal decision-makers to develop a
98 comprehensive, coordinated series of events to engage interested stakeholders
99 along the value chain including but not limited to: farmers, financiers, bio-refiners,
100 logistics operators, as well as end-users such as Washington State Ferries, cruise
101 lines, tug boat operators, other harbor craft, truck operators, fishing boats, the
102 United States Coast Guard, and the Department of Defense.
103
104 6. Work with Public Affairs to develop a strategic communications plan tailored to
105 the Commission's SAF goals that positions the Port of Seattle as a leader in the SAF
106 industry locally, nationally, and internationally.
107
108 7. Review and recommend sustainability certification standards for SAF.
109
110 C. Blue Carbon Policy Development
111 1. Develop a Blue Carbon policy in collaboration with the University of Washington
112 for incorporation into the Port's aquatic habitat restoration work. Blue Carbon is
113 the carbon stored and sequestered in coastal ecosystems such as wetlands,
114 seagrass meadows, or intertidal saltmarshes. These valuable ecosystems hold vast
115 carbon reservoirs; they sequester atmospheric CO₂ through primary production
116 and then deposit it in sediments.
117
118 a. Oversee and support the Port's progress on its pilot project that includes
119 planting eelgrass, kelp, and potentially developing clam beds near Terminal
120 91 to capture carbon and improve water quality. The results to assess the
121 efficacy of the carbon sequestration pilot program will take several years,
122 after which potential applications for Port of Seattle mitigation efforts and
123 innovative uses of mitigation will be the focus of the committee's work.
124 b. Work with the University of Washington to engage graduate students in the
125 studies and review of the scientific literature to inform future policy
126 development.
127
128 D. Environmental Awards Update

- 129 1. Review and recommend to the Commission an updated approach to the Port of
130 Seattle’s environmental awards to:
- 131 a. Create a rigorously vetted environmental award in collaboration with Port
132 stakeholders in the maritime, aviation, labor, and environmental justice
133 sectors; and
 - 134 b. Elevate the public’s awareness of the Port’s support for environmental
135 innovation by generating media attention to the awards.
- 136

137 **IV. AUTHORITY**

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139 In pursuit of its purposes and scope, the committee is authorized to conduct the following
140 activities:

- 141 A. Review and recommend a Sustainable Framework Policy Directive and
 - 142 B. Conduct oversight of framework pilot projects.
 - 143 C. Review and recommend to the Commission the SAF strategy as required by the
144 Commission motion of December 19, 2017.
 - 145 D. Review and recommend a Blue Carbon strategy to the Port of Seattle Commission and
146 oversee the marine habitat creation pilot project near Terminal 91.
 - 147 E. Review and recommend an environmental awards program for the Port of Seattle.
- 148

149 The committee is authorized to seek public engagement by way of community meetings,
150 workgroups, and testimony as part of regular or special Port of Seattle Commission meetings as
151 deemed necessary.

152

153 The committee may seek Commission approval to retain a consultant if it determines one is
154 needed to meet aforementioned responsibilities.

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156 The committee is not authorized to take final action on adoption of policy directives, approval
157 of project authorizations, or other matters for which final action is reserved to the Port of
158 Seattle Commission.

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160 **V. DURATION**

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162 The committee shall meet as necessary until completion of the outcomes described in its
163 purposes and scope and the conclusion of pilot projects for which the committee is responsible
164 for oversight.

165

166 **VI. RESPONSIBILITY**

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- 167 A. The role of committee chair(s) shall be to:
 - 168 1. Preside at meetings and serve as committee sponsor
 - 169 2. Ensure that the committee is addressing the purposes described in this charter
 - 170 3. Set committee meeting agendas
- 171

- 172 B. The Commission Policy Manager is the Committee Liaison, and Commission Specialists
173 will support the work of the committee as assigned. The role of the Committee Liaison
174 shall be to:
- 175 1. Regularly update the Commission in memos, individual briefings, and public
176 session.
 - 177 2. Support the work of the committee.
 - 178 3. Help develop, manage, and distribute meeting materials.
 - 179 4. Provide logistical support including procuring meeting rooms, scheduling, creating
180 meeting records, and providing technical assistance.
- 181
- 182 C. The Port of Seattle Environment and Sustainability Center of Expertise Director will
183 support the committee as the primary Executive Staff contact. The role of the Executive
184 Staff contact shall be to:
- 185 1. Support the committee with timely and responsive information.
 - 186 2. Serve as a resource for committee deliberations.
- 187

188 VII. MEETINGS

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- 190 A. The committee will meet at least quarterly and will subsequently report out to the full
191 Commission in public session to provide transparency and update on progress in
192 meeting the charter.
 - 193 B. Workgroups may be formed by the committee and are expected to meet more
194 frequently as needed.
 - 195 C. A quorum of the committee is required to conduct official committee business. A
196 quorum is defined as the presence of both Commissioners assigned to the committee.
197 Committee members are welcome to attend workgroup meetings but a quorum is not
198 needed to conduct the business of a workgroup.
 - 199 D. Meetings of the 2018 Energy and Sustainability Special Committee shall be open to the
200 public when required by applicable law or the bylaws of the Port of Seattle Commission.
 - 201 E. Agendas will be prepared and made available to the committee and workgroup
202 members in advance of meetings.
 - 203 F. Agendas for updates to the full Commission will be presented in public session and will
204 be published as part of regular or special Commission meeting notices.
 - 205 G. Minutes will be prepared and retained for all meetings associated with the work of the
206 2018 Energy and Sustainability Special Committee.
 - 207 H. Records of committee meetings, including any meeting minutes, shall be provided to
208 the Commission Clerk for appropriate retention in accordance with applicable law.