



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.**

8c

**ACTION ITEM**

**Date of Meeting**

January 28, 2020

**DATE:** January 22, 2020

**TO:** Port of Seattle Commission

**FROM:** Aaron Pritchard, Commission Policy Manager

**SUBJECT:** Sustainable Evaluation Framework Policy Directive, Adoption

**ACTION REQUESTED**

Request adoption of Resolution No. 3768, as amended: A resolution of the Port of Seattle Commission establishing a Sustainable Evaluation Framework Policy Directive.

**EXECUTIVE SUMMARY**

The primary purpose of this policy is to require the application of the Sustainable Evaluation Framework to all capital projects and key operational decisions to advance the Port's sustainability goals and other social objectives.

A secondary outcome of the policy will be to ensure that the decisions associated with the application of the framework are documented in a manner that is transparent for the public, the commission, and staff.

"Sustainable Evaluation Framework" refers to a set of criteria recommended and adopted by the Commission on December 19, 2017, to assist the port in achieving its sustainability goals. The criteria are in addition to other project evaluation criteria such as return on investment or total cost of ownership. Resilience and equity have been added to the criteria to reflect current commission direction.

The Framework criteria are:

- Reduce GHG emissions
- Increase resilience
- Protect health and the environment
- Support local economic development
- Advance innovation
- Leverage partnerships
- Advance equity

Meeting Date: January 28, 2020

The Framework will be applied using the following approach:

- Develop and implement a tiered approach to identify the level of project scrutiny.
- Establish a Sustainable Project Assessment and Review Committee to:
  - Apply the sustainable evaluation framework criteria to capital projects and key sustainability decisions.
  - Review the tiered capital projects and develop a sustainable design strategy that will be incorporated into the projects.
  - Review key operational decisions and recommend sustainability options.

The Policy builds in flexibility for the Executive to test, revise and report back over two years on the following subjects:

- |   |                        |
|---|------------------------|
| • Embodied Carbon   | Within 90 days         |
| • Sustainable Evaluation Framework Guidance Document      | March 31, 2020         |
| • Annual Sustainable Evaluation Framework Progress Report | June 30, 2020 (annual) |
| • Key Operational Decisions process recommendations       | June 30, 2021          |
| • Equity and Resiliency recommendations                   | June 30, 2021          |
| • Update Port construction specifications and standards   | December 30, 2021      |
| • Long-term lease agreement recommendation                | December 30, 2021      |

**ATTACHMENTS TO THIS REQUEST**

- (1) Draft Resolution No. 3768
- (2) Draft Resolution No. 3768, Exhibit A: Draft Sustainable Evaluation Framework Policy Directive
- (3) Full Capital Process and Sustainable Framework Roadmap
- (4) Sustainable Project Framework Procedures Diagram

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

November 19, 2019 – Introduction and amendment of the Sustainable Project Evaluation Framework

September 24, 2019 – Commission briefing on the Sustainable Project Evaluation Framework

December 17, 2017 – Commission Motion 2017-14, directing staff to develop an evaluation framework, the Sustainability Evaluation Framework, (framework) which will inform commission decision-making to advance the port’s energy and sustainability initiatives by transparently documenting environmental and societal considerations associated with commission actions.