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## **APPROVED MINUTES COMMISSION REGULAR MEETING FEBRUARY 11, 2020**

The Port of Seattle Commission met in a regular meeting Tuesday, February 11, 2020, in commission chambers at Port of Seattle offices, 2711 Alaskan Way, Seattle, Washington. Commissioners Bowman, Calkins, Cho, Felleman, and Steinbrueck were present.

### **1. CALL to ORDER**

Pursuant to Article IV, Section 8, of the commission bylaws, the meeting convened at 11:05 a.m. to conduct an executive session.

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

The notice posted during the executive session included two matters related to litigation and legal risk and one matter related to litigation, legal risk, and national security. The time for reconvening was posted as 12:00 noon, in accordance with commission bylaws and the public meeting notice previously published. Following the executive session, which lasted approximately 50 minutes, the public meeting reconvened at 12:05 p.m. Commissioner Steinbrueck led the flag salute.

### **3. APPROVAL of the AGENDA**

Without objection, the preliminary agenda was approved without revisions.

### **4. EXECUTIVE DIRECTOR'S REPORT**

Executive Director Steve Metruck previewed items on the day's agenda and made announcements. He commented on Black History Month, updated the commission on the port's response to the spread of coronavirus Covid-19 and its effects on port operations, and noted progress on the Army Corps of Engineers' efforts related to channel deepening in the West Duwamish Waterway.

### **5. PUBLIC COMMENT**

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

- Van Collins, ACEC member, regarding the port's audit of architects and engineering services contracts.
- Dr. Chris Covert-Bowles, Washington Physicians for Social Responsibility, in opposition to new cruise facilities at Terminal 46.
- Dr. Annemarie Dooley, Washington Physicians for Social Responsibility, in opposition to new cruise facilities at Terminal 46.

- Jordan Van Voast, regarding the effect of pursuing profits on orca population in the Puget Sound. Mr. Van Voast submitted written materials which are attached as minutes [Exhibit A](#)
- Michael Foster, Seattle resident, regarding catastrophic climate change.
- Bernie Dursey, Highline Schools board member, in support of maritime secondary education efforts.
- Bernard Koontz, Highline School District Executive Director, in support of maritime secondary education efforts.
- Jenee Myers-Mitchell, Washington STEM impact director, in support of maritime secondary education efforts.
- Diane Knoll, Cascadia Therapy Services, in support of a sensory and meditation room at the airport.
- Steve Wilhelm, stakeholders' group, in support of a prayer and meditation room at the airport.
- Carey Goldenberg, Seattle Therapy Network, regarding the proposed sensory and meditation room at the airport.
- Chris Krisologo, port jobs program manager, regarding the port's Office of Equity, Diversity, and Inclusion. Mr. Krisologo submitted written materials which are attached as minutes [Exhibit B](#).
- Mitsui Cook, Port Connections, regarding the Office of Equity, Diversity, and Inclusion.
- Ralph Ibarra, Diverse America Network, regarding the Office of Equity, Diversity, and Inclusion.
- Charles Costanzo, American Waterways Operators, regarding the need for maritime workers and in support of maritime education efforts.
- Magdalena Angel, South Park resident, in support of a maritime high school in the Duwamish Valley.
- Adrienne Hampton, Keyston Fellow, in support of a maritime high school and healing racial inequities.
- Sheila Sebron, American Legion, regarding the Office of Equity, Diversity, and Inclusion.
- Alex Tsimerman, Seattle resident, regarding the intelligence of the Seattle and King County Councils.
- In lieu of spoken comment, Stacia Irons, Wings for Autism Program Manager, submitted written materials in support of a sensory and meditation room at the airport, which are attached as minutes [Exhibit C](#).
- In lieu of spoken comment, Jake Beattie, Executive Director, Northwest Maritime Center, submitted written materials in support of a Maritime high school, which are attached as minutes [Exhibit D](#).
- In lieu of spoken comment, Angie Mason-Smith, Core Plus Project Coordinator, submitted written materials in support of a Maritime high school, which are attached as minutes [Exhibit E](#).

## **6. UNANIMOUS CONSENT CALENDAR**

*[Clerk's Note: Items on the Unanimous Consent Calendar are not individually discussed. Commissioners may remove items for separate discussion and vote when approving the agenda.]*

- 6a. Approval of the minutes of the special meeting on December 9 and regular meeting of December 10, 2019.
- 6b. Authorization for the Executive Director to advertise and execute a construction contract for the Terminal 5 Pacific Sound Resources Superfund Cap Maintenance project with a total project cost of \$1,935,000. There is no funding requested; construction will utilize approved environmental remediation and liability funding. (CIP #102722).

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

- 6c. Authorization for the Executive Director to amend the service contract for Seattle-Tacoma International Airport Janitorial Service in the existing Zone 1, consisting of Concourse A, Concourse B, and South Satellite, increasing the contract value by \$341,740.

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

- 6d. Adoption of Resolution No. 3769: A resolution of the Port of Seattle Commission authorizing the Executive Director to sell and convey Port personal property in 2020 in accordance with RCW 53.08.090 with a value not greater than \$19,000 and repealing Resolution No. 3756, dealing with the same subject.

Request document(s) included an agenda [memorandum](#) and draft resolution. An adopted version of [Resolution 3769](#) is attached.

- 6e. Authorization for the Executive Director to (1) advertise and execute a major public works contract for the relocation of the Airport Lost and Found as an enabling project for the Employee Services Center Project at Seattle-Tacoma International Airport; and (2) use Port crews to complete the work. The amount requested under this authorization is \$2,630,000 out of a total estimated enabling project cost of \$3,100,000. The total estimated CIP cost is \$10,400,000 for the overall Employee Services Center Project. (CIP #C800934).

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

- 6f. Authorization for the Executive Director to (1) prepare design and bid documents and (2) purchase a portion of time-sensitive seating now for the Seating Replacement and Electrical Infrastructure project at Seattle-Tacoma International Airport in an amount not to exceed \$1,700,000 out of a total estimated project cost of \$10,300,000. (CIP #C800959).

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

- 6g. Authorization for the Executive Director to proceed with (1) design and construction of the Meditation and Sensory Rooms project at Seattle-Tacoma International Airport and (2) use Port crews to complete the work. The amount requested under this authorization is \$1,000,000. (CIP #C801148).

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

- 6h. Authorization for the Executive Director to (1) prepare design and construction bid documents for the Rental Car Facility Security Improvements project at Seattle-Tacoma International Airport and (2) advertise and execute a major public works contract for the construction of the project, all for an estimated project cost of \$6,000,000. (CIP #C801110).**

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

- 6i. Approval of the Claims and Obligations for the period January 1, 2020, through January 31, 2020, including accounts payable check nos. 933641-934235 in the amount of \$8,783,602.58; accounts payable ACH nos. 023343-024293 in the amount of \$76,034,381.74; accounts payable wire transfer nos. 015294-015309 in the amount of \$11,218,092.95, payroll check nos. 195505-195712 in the amount of \$263,553.15; and payroll ACH nos. 949273-953599 in the amount of \$11,948,754.58 for a fund total of \$108,248,385.00..**

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

- 6j. Motion 2020-03: A Motion of the Port of Seattle Commission appointing and confirming a public member of the commission's Audit Committee for 2020-2022.**

Request document(s) included a draft motion. A copy of the adopted version of [Motion 2020-03](#) is attached.

**The motion for approval of consent items 6a, 6b, 6c, 6d, 6e, 6f, 6g, 6h, 6i, and 6j carried by the following vote:**

**In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)**

## **7. SPECIAL ORDERS of BUSINESS**

### **7a. Maritime Secondary Education.**

Presentation document(s) included an agenda [memorandum](#), [presentation slides](#), [case statement](#), [advisory letter](#), and a [draft motion](#) .

Presenter(s): LeeAnne Schirato, Commission Specialist; Victoria Bergsagel, Architects of Achievement and John Welch, Superintendent, Puget Sound Educational Services District.

The presentation summarized efforts since July 2019 to develop a strategic action plan, generate stakeholder engagement, and produce a final case statement on feasibility of a public secondary education and related programs focused on maritime education. Activities included convening a Maritime Summit September 25, 2019, study tours of model programs in October and November 2019, and work with advisory groups between November 2019 and February 2020.

The importance of incorporating equity considerations, especially as these apply to the communities of the Duwamish Valley, and the port's role as a convener to address the needs for career-connected education and career pathways in the maritime sector were discussed.

Commissioners asked for additional details concerning the port's role, the concrete feasibility of a maritime school including costs, curriculum, and measurable outcomes, and the role of maritime industry in determining the need and focus of education programs.

**7b. Youth Internship Programs Update.**

Presentation document(s) included an agenda [memorandum](#), and revised [presentation slides](#).

Presenter(s): Amberine Wilson, Program Manager, HR Outreach.

The growth of the port's internship program, including high-school, high-school summer, and college internships since 2015 was illustrated. From fewer than 40 in 2015, the number of internships has grown to more than 150. A summary of the 2019 internship program was provided. Goals in 2019 included raising awareness of the port and port-related careers, building a diverse talent pipeline for the port and related industries, lessening the opportunity gap among King County youth, and offering paid internships for at least 90 high-school and 30 college students. Equity considerations are a high priority for this program.

The impressions and comments of interns were shared and the results of before and after surveys indicate significant increases in awareness of the port and careers in port-related industries. Lessons learned about transportation barriers to interns and the need for training and support for internship supervisors are contributing to improvement of the program.

**7c. 2020 Strategic Plan for the Office of Equity, Diversity and Inclusion.**

Presentation document(s) included an agenda [memorandum](#), [presentation slides](#), and [strategic plan](#).

Presenter(s): Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion.

The new Office of Equity, Diversity, and Inclusion is a response to port goals in 2020 to expand equity, diversity, and inclusion across the region, to strengthen and expand community engagement, and to infuse equity principles and practices into all aspects of the port's organizational structure, programs, policies, and processes. While no working definition of equity was provided, engagement with community groups and employees has included the discussion of how they define equity and whether equity is reflected within the culture of the Port of Seattle.

Early efforts in developing a strategic plan for the office were summarized. Equity considerations as described by port employees can be organized into five categories: organizational culture; job mobility, promotions, and compensation; structural and systems change; diversity, including women- and minority-owned businesses; and community outreach, communications, and outreach.

Major strategies and objectives for the plan in its first year include, among other things, normalizing and infusing equity principles into the port's organizational culture; providing tangible benefits to impacted communities; ensuring equity in community engagement and port communications; and building the port's Office of Equity, Diversity, and Inclusion as an internal resource and center of expertise within the Port of Seattle.

**8. AUTHORIZATIONS and FINAL ACTIONS**

- 8a. Introduction of Resolution 3770 a Resolution of the Port of Seattle Commission adopting the charters of the following standing committees: the Aviation Committee, Equity Committee, Waterfront and Industrial Lands Committee, and Energy and Sustainability Committee; and amending the charter of the Audit Committee as adopted in Resolution No. 3613 and subsequently amended on June 28, 2016, and July 11, 2017.**

Request document(s) included a draft resolution, draft committee charters for [aviation](#), [equity and workforce development](#), [waterfront and industrial lands](#), [energy and sustainability](#) and [audit committee](#). A copy of the final draft of [Resolution No. 3770](#) will be made available upon adoption.

Presenter(s): Aaron Pritchard .

Resolution 3770 includes provisions for amending the existing charter of Audit Committee and for adopting charters of four new standing committees, all of which are strictly advisory bodies, with each committee's scope described as follows:

**Aviation Committee:**

Develop and provide recommendations to the Commission on policies, programs and strategies that advance the Port of Seattle's Century Agenda Strategy 2: Advance this region as a leading tourism destination and business gateway.

Monitor the development of airport infrastructure projects and related planning and design.

Review and provide recommendations to the Port of Seattle Commission on the implementation of the Ground Transportation Policy Directive.

Review and provide recommendations to the Port of Seattle Commission on airport customer service, sound insulation acceleration, the commercial aviation coordinating commission and airport dining and retail.

Review and recommend to the Port of Seattle Commission pilot projects/research opportunities to develop commission policy directives.

Review and recommend to the Port of Seattle Commission policies to support the operation of the airport.

**Equity Committee:**

Equity:

Review and provide recommendations to the Commission on the development and implementation of the Duwamish Valley Community Benefits Policy Directive and the South King County Fund.

Review and monitor internal and external equity programs, policies, systems and practices including but not limited to workforce development policy, community partnerships with an emphasis on environmental, racial, and economic justice, and effective channels of communication with port leaders in all port impacted communities.

Workforce Development: Review and provide policy recommendations to the commission to develop port workforce development programs that support equitable access to port related jobs and opportunities.

Career Connected Learning: Review and provide recommendations to the commission to guide the port's career connected learning strategies. The strategies are intended to ensure that those participating in workforce development programs have access to real-world learning experiences in port-related industries and that connect students to meaningful and well-paying jobs at the Port of Seattle.

Diversity in Contracting: Monitor the implementation of the Diversity in Contracting policy. Review and recommend to the commission policies that provide economic development opportunities to women- and minority-owned business enterprises based on equity principles.

Communicate the port's approved legislative agenda to the public as it relates to the scope of work for the committee.

Review and recommend to the Port of Seattle Commission updates to the Century Agenda and policies to support the work of the Office of Equity, Diversity, and Inclusion.

**Waterfront and Industrial Lands Committee:**

Waterfront: Review and provide recommendations to the commission on the development and implementation of internal and external advocacy efforts, policies, systems, and practices including but not limited to the development of maritime and industrial properties, cruise, waterfront development, and initiatives including Terminal 46.

Industrial Lands: Review and provide policy recommendations to the commission regarding the protection and growth of industrial lands. Monitor and support the Port of Seattle's role at the state level and in the City of Seattle's decision-making process regarding zoning and industrial lands.

Review and recommend to the Port of Seattle Commission pilot projects/research opportunities to develop commission policy directives.

Review and recommend to the Port of Seattle Commission updates to the Century Agenda and policies to support the waterfront development and industrial lands policies.

**Energy and Sustainability:**

The work of the Energy and Sustainability Standing Committee primary responsibility is to develop policy recommendations and monitor implementation of the Century Agenda's environmental and sustainability goals including "be the greenest and most energy-efficient port in North America" and "meet all increased energy needs through conservation and renewable sources." The work of the committee will include the following:

Develop and provide recommendations to the commission on policies, programs and strategies that advance the Port of Seattle's reduction and mitigation goals for port Century Agenda greenhouse gas emissions reduction goals.

Monitor the implementation of the Sustainable Evaluation Framework Policy Directive and review Sustainable Design Strategies as designated in the Sustainable Evaluation Framework Policy Directive.

Monitor the development and implementation of the Sustainable Aviation Fuels strategy and implementation, including the statewide implementation of a Clean Fuel Standard to support regional market development for Sustainable Aviation Fuels.

Monitor the development and implementation of the Port of Seattle Waterfront Clean Energy Strategic Plan.

Monitor the development and implementation of the cruise environmental principle as passed in Motion 2019-02: "Incorporate leading edge environmental stewardship and sustainability practices and facilities that can exceed existing regulations.

- (a) Set aggressive goals to minimize greenhouse gas impacts in operation of ships and terminals to support the port's goals of reducing carbon by 50 percent by 2030 and the carbon-neutral-by-2050 goal.
- (b) Lead the region and the industry to minimize air emissions, ensure water quality and protect our ecosystems, focusing on minimizing air and water discharges at dock and underway.
- (c) Engage with key local stakeholders in support of regional environmental priorities and initiatives, including considering recommendations from the state's Orca Task Force.
- (d) Require use of shore power where feasible by equipped ships and include shore power capabilities at the new berth."

Review and recommend to the Port of Seattle Commission pilot projects and research opportunities to develop commission policy directives.

Amendment of the Audit Committee charter is intended to make provision for discussion of security-sensitive audit reports.



The motion for introduction of Resolution No. 3770 (agenda item 8a) carried by the following vote:

In favor: Bowman, Calkins, Felleman, Gregoire, Steinbrueck (5)

**9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS**

**9a. Briefing on 2020 Local and Regional Policy Priorities.**

Presentation document(s) included an agenda [memorandum](#) and [presentation slides](#).

Presenter(s): Nate Caminos, Director, Government Relations; Keri Pravitz, East King County Community and Government Relations Manager and Dave Kaplan, Local Government Relations Manager.

The Port of Seattle local and regional policy priorities for 2020 will be presented for approval on February 25. The draft priorities were presented and include, among other matters, advocacy for measures and programs related to climate change, clean fuels, industrial lands, regional mobility, workforce development, economic opportunity, equity and inclusion, and engagement with King County communities. Specific project priorities are listed in the presentation materials.

**10. QUESTIONS on REFERRAL to COMMITTEE – None.**

**11. ADJOURNMENT**

There was no further business, and the meeting adjourned at 3:50 p.m.

Prepared:

Lauren Smith, Deputy Commission Clerk

Attest:

Sam H. Cho, Commission Secretary

Minutes approved: April 14, 2020.