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**RESOLUTION 3770 EXHIBIT B
PORT OF SEATTLE COMMISSION
ENERGY AND SUSTAINABILITY
STANDING COMMITTEE CHARTER**

Proposed February 25, 2020

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I. INTRODUCTION

A. The Energy and Sustainability Committee, herein referred to as “the committee,” is a standing committee created by the Port of Seattle Commission. The committee will provide information, advice, and recommendations about programs and policies as described below.

B. The Port of Seattle’s Century Agenda outlines a strategic objective to become the greenest and most energy efficient port in North America and sets specific greenhouse gas reduction targets. The Energy and Sustainability Committee shall provide information, advice, and recommendations to inform commission policy development in pursuit of the port’s Century Agenda environmental and sustainability goals. The committee shall conduct its work in the context of other Century Agenda goals, and continue the port’s commitment to fiscal responsibility, social equity, and environmental justice.

C. This charter defines the composition, authority, mission, scope, responsibility, and meeting structure of this committee.

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II. COMPOSITION

The committee will consist of two Port of Seattle commissioners appointed by the commission president after consultation with the commission at the beginning of each calendar year in which the committee is active.

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III. SCOPE OF WORK

A. 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:

B. 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.

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

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

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

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53 F. Monitor the development and implementation of the cruise environmental principle as
54 passed in Motion 2019-02 and reads as follows:

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56 “Incorporate leading edge environmental stewardship and sustainability practices and
57 facilities that can exceed existing regulations.

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59 a) Set aggressive goals to minimize greenhouse gas impacts in operation of ships and
60 terminals to support the Port’s goals of reducing carbon by 50 percent by 2030 and
61 the carbon-neutral-by-2050 goal.

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63 b) Lead the region and the industry to minimize air emissions, ensure water quality and
64 protect our ecosystems, focusing on minimizing air and water discharges at dock and
65 underway.

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67 c) Engage with key local stakeholders in support of regional environmental priorities and
68 initiatives, including considering recommendations from the state’s Orca Task Force.

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70 d) Require use of shore power where feasible by equipped ships and include shore
71 power capabilities at the new berth.”

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

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76 **IV. AUTHORITY**

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78 In pursuit of its mission and scope, the committee is not legally authorized to act on behalf of the
79 Port of Seattle Commission, but is authorized to conduct the following activities:

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81 A. Gather information, consider matters within the committee’s scope of work, and provide
82 information, advice, and recommendations to the Port of Seattle Commission.

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84 B. Communicate to the public the priorities of the Port of Seattle Commission.

85 C. Engage in outreach efforts and activities to gather information to provide to the Port of
86 Seattle Commission.

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88 D. If the committee determines that to meet its responsibilities it needs the independent
89 services of an outside advisor or consultant with expertise in areas relevant to the responsibilities
90 of the committee, it may propose the retention of such advisor or consultant to the commission
91 for approval.

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93 **V. DURATION**

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95 The Energy and Sustainability Committee is a standing committee with broad purview over
96 matters related to environmental and sustainability issues and will continue indefinitely until the
97 commission repeals its charter.

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99 **VI. RESPONSIBILITY**

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101 A. The role of the committee chair(s) shall be to:

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103 1. Preside at meetings and serve as committee sponsor(s);
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105 2. Ensure that the committee addresses the purposes described in this charter; and
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107 3. Set committee meeting agendas.

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109 B. The Commission Policy Manager is the committee liaison, and commission specialists will
110 support the work of the committee as assigned. The role of the committee liaison shall be to:

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112 1. Regularly update the commission on the work of the committee in memos, individual
113 briefings, and public session;
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115 2. Support the work of the committee;
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117 3. Help develop, manage, and distribute meeting materials;
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119 4. Provide logistical support including procuring meeting rooms, scheduling, creating
120 meeting records, and providing technical assistance; and
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122 5. Coordinate with the primary executive staff contact to keep the Executive Director
123 informed about committee progress.

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125 C. The Port of Seattle Senior Director, Engineering, Environment and Sustainability will
126 support the committee as the primary executive staff contact. The role of the executive staff
127 contact shall be to:

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- 129 1. Inform the Executive Director about committee progress;
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131 2. Support the committee with timely and responsive information;
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133 3. Coordinate with other executive staff in support of the committee’s work; and
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135 4. Serve as a resource for committee deliberation.
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137 **VII. MEETINGS**
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139 A. The committee will meet at least quarterly and will report to the commission in public
140 session to provide transparency as to progress made in executing its charter.
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142 B. Workgroups composed of non-commissioner advisors and subject matter experts may be
143 formed by the committee to provide in-depth analysis of issues for the committee and are
144 expected to meet as frequently as needed. Workgroup meetings are not considered official
145 committee meetings for purposes of establishing a quorum or management of records by the
146 commission clerk.
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148 C. A quorum of the committee is required to conduct official committee business. A quorum
149 is defined as the presence of both commissioners assigned to the committee.
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151 D. Meetings of the Energy and Sustainability Committee shall be open to the public when
152 required by applicable law or the bylaws of the Port of Seattle Commission.
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154 E. Agendas will be prepared and made available to committee members in advance of
155 meetings.
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157 F. Agendas for updates to the commission to be presented in public session will be published
158 as part of regular or special commission meeting notices.
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160 G. Minutes will be prepared and retained for all meetings of the committee.
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162 H. Records of committee meetings, including any meeting minutes, shall be provided to the
163 commission clerk for appropriate retention in accordance with applicable law and best practices.