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APPROVED MINUTES COMMISSION REGULAR MEETING JULY 14, 2020

The Port of Seattle Commission met in a regular meeting Tuesday, July 14, 2020. The meeting was held remotely in accordance with the governor's 'Stay at Home' order and Proclamation 20-28. 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 11:00 a.m. to conduct an executive session.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting was immediately recessed to an executive session to discuss one matter relating to the performance of a public employee (RCW 42.30.110(1)(G)) with the intention of reconvening the public session at 12:00 p.m. Following the executive session, which lasted approximately 50 minutes, the public meeting reconvened at 12:04 p.m. Commission President Steinbrueck led the flag salute.

3. APPROVAL of the AGENDA

Without objection, the preliminary agenda was approved as revised to reorder Item 9a after Item 9b.

4. EXECUTIVE DIRECTOR'S REPORT

Executive Director Steve Metruck previewed items on the day's agenda and made announcements.

5. PUBLIC COMMENT

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

- Heather Worthley, Executive Director, Port Jobs, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023.
- Emily Yim, Executive Director, Washington Alliance for Better Schools, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023.
- Veronica Wade, Executive Dean, Professional Technical Workforce Education, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023.
- Michelle Merriweather, President, Urban League, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023.
- Abdullahi Jama, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023.

- Shereen Henry, Deputy Director, Washington Alliance for Better Schools, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023;
- Nyambura Ruhu-Mboggo, Vice President, African Chamber of Commerce.
- Marie Kurose, CEO, Workforce Development Council of Seattle King County, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023;
- Sarah Sherer, Director, Economic Development for City of Seattle, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023;
- Danith Ensinger, apprentice, spoke in support of Item 7b, Workforce Development Strategic Plan 2021-2023;
- Ms. Laura Gibbons, Volunteer Member of the Aviation Team of 350 Seattle, spoke regarding Port budget development. Ms Gibbons also submitted written materials which are attached as [Exhibit A](#);
- Sarah Shifley, Volunteer Member of the Aviation Team of 350 Seattle, spoke regarding Port budget development.
- Ms. Cynthia Spiess, Seattle resident, regarding banning the use of biometrics at SeaTac and rescinding approval for use of biometrics technology. Ms. Spiess also submitted written comments which are attached as [Exhibit B](#);
- Sujatha Ramni, City of Bellevue, resident, regarding the use of biometrics by Port police and at SeaTac Airport;
- Uma Raghavan, Sammamish Resident, regarding the use of biometrics at SeaTac Airport;
- Jordan Van Voast, member, Seattle Cruise Control, regarding Port environmental impacts and Terminal 46;
- Ms. Bernedine Lund, Member of Quiet Skies of Puget Sound and the Aviation 350 Team, submitted written materials regarding the budget guiding principles which are attached as [Exhibit C](#).
- Mr. Daniel Wise, Citizen, submitted written comment regarding his opposition to face-recognition technology at SeaTac which are attached as [Exhibit D](#).

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 regular meeting of May 26, 2020, and the special meetings of June 1 and 9, 2020.**
- 6b. Approval of [claims and obligations](#) for the period of June 1, 2020, through June 30, 2020, including accounts payable check nos. 935743-936030 in the amount of \$4,039,103.39; accounts payable ACH nos. 027147-027738 in the amount of \$72,668,325.85; accounts payable wire transfer nos. 15388-15402 in the amount of \$10,547,611,45, payroll check nos. 196558-1966840 in the amount of \$116,506.85; and payroll ACH nos. 973079-977380 in the amount of \$11,643,785.22 for a fund total of \$99,015,332.76.**

Request document(s) included an agenda memorandum.

- 6c. Authorization for the Executive Director to procure and execute indefinite delivery, indefinite quantity (IDIQ) contracts for consultant support for environmental services in support of potential future environmental investigations and remediation activities. Two IDIQ contracts will be issued for the not-to-exceed amount of \$2,000,000 each with a five-year contract ordering period for a total maximum value of \$4,000,000. No funding is associated with this authorization.**

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

- 6d. Authorization for the Executive Director to execute an Interlocal Agreement with Highline College – Small Business Development Center to provide small business trainings and one-on-one assistance to existing and aspiring small business owners from different cultural backgrounds within South King County that are interested in doing business with the Port of Seattle. The agreement will be for three years for a total of \$160,000. This is part of the South King County Fund recovery efforts.**

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

- 6e. Authorization for the Executive Director to execute a contract for Airport Operations Consolidated Customer Support Services at the Seattle-Tacoma International Airport. The estimated amount is \$7,600,000 for a two-year period.**

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

- 6f. Authorization for the Executive Director to execute an Airport Term Lease Agreement with Alaska Airlines, Inc. for cargo building and related facilities at Seattle-Tacoma International Airport. The proposed lease term is for ten (10) years, with an option to extend the term for an additional five (5) years.**

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

- 6g. Authorization for the Executive Director to execute a new collective bargaining agreement between the Port of Seattle and the International Brotherhood of Electrical Workers, Local 46, representing six (6) Utility Workers assigned to the Port of Seattle Aviation Maintenance department, covering the period from June 1, 2020, through May 31, 2023.**

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

- 6h. Authorization for the Executive Director to direct staff to develop, advertise, and execute a Public Works Building Engineering Systems Contract to replace the World Trade Center West building heating, ventilation, and air conditioning (HVAC) system. This high efficiency HVAC system Replacement project has an estimated total project cost of \$3,526,000. The amount requested under this authorization is \$3,276,000 (the remaining \$250,000 was previously authorized by the Economic Development Division).**

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

- 6i. **Authorization for the Executive Director to (1) execute a contract for design, as well as automated people mover consulting services, (2) complete design, and prepare construction and purchasing bid documents, and (3) use Port crews, in support of the STS Controls Renewal and Upgrade project at the Seattle-Tacoma International Airport (SEA). The amount of this request is \$8,775,000 for a total estimated project cost of \$65,000,000 to \$95,000,000. (CIP #801043).**

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

- 6j. **Authorization for the Executive Director to execute one project specific consulting agreement for services related to special testing and inspection on the Baggage Optimization Project Phase 2. The estimated amount is \$450,000 over a 4-year period or the life of the project.**

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

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, Cho, Felleman, Steinbrueck (5)

7. SPECIAL ORDERS of BUSINESS

- 7a. **Motion 2020-15 A motion of the Port of Seattle Commission to direct a comprehensive assessment of the Port of Seattle Police Department to ensure alignment with the highest national standards and best practices related to policing; and to establish a Task Force on Port Policing and Civil Rights to lead the assessment and develop recommendations for action.**

Request document(s) included a draft motion. A copy of the adopted version of [Motion 2020-15](#) is attached.

Presenter(s): Mr. Eric Schinfeld, Interim Commission Chief of Staff and Veronica Valdez, Commission Specialist. Mr. Delmas Whittaker, Ms. Marin Burnett, Ms. Amira Chowyuk of Blacks in Government and Acting Police Chief Michael Villa were available to answer questions.

Commission Clerk Michelle Hart read the item into the record.

Executive Director Metruck introduced the item.

Mr. Delmas Whittaker, representing the Blacks in Government Port employees' resource group, thanked the Commission and staff for their work on the motion, stating that it is a foundation document for the work ahead.

Mr. Eric Schinfeld and Ms. Veronica Valdez reported, overviewing the process, sections of the motion, and timelines associated with the task force's work.

Members of the Commission thanked Commissioners Steinbrueck and Calkins for their leadership on the motion, as well as staff and all employees who have come forward to assist in the process.

Commission discussion ensued regarding:

- responding to a critical call from the community;
- informing the Commission of the task force's work and progress;
- creation of a process that will review policies and procedures; and
- possibly contributing to a pool of mental health officers for the region.

Amendments Passed:

Commissioner Felleman: Amend Motion 2020-15, Section 5(e) of the Motion text, page 3, line 139, to strike the word 'whether' from the third sentence and to insert the word 'when' in its place to read as follows:

"In addition, the assessment should review ~~whether~~ **when** additional Commission, Port leadership and/or external oversight is needed to facilitate accountability and transparency to the community, including any recommendations for ongoing reporting of progress toward approved metrics and notifications to Commission and Executive leadership of relevant complaints and reports."

The vote was:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5 – 0)

Commissioner Felleman: Amend Motion 2020-15, last paragraph of the Motion Text, page 5, line 195, to insert the word "and/" before the word "or" in the last sentence to read as follows:

"The Port shall use the recommendations of the Task Force to create binding, long-term improvements – through Executive Director implementation, Commission action, **and/or** the collective bargaining process."

The vote was:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5 – 0)

The main motion, as amended, for approval of agenda Item 7a, carried by the following vote:

The vote was:

In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5 – 0)

7b. Workforce Development Strategic Plan, 2021-2023

Presentation document(s) included an agenda [memorandum](#), [presentation slides](#), [plan documents](#), a [community feedback report](#), and a [policy directive](#).

Presenter(s): Mr. Luis Navarro, Director, Workforce Development, Office of Equity, Diversity, and Inclusion; and Mr. Bob Watrus, Robert Watrus Consulting.

Commission Clerk Michelle Hart read the item into the record.

Executive Director Metruck introduced the item.

Mr. Luis Navarro and Mr. Bob Watrus provided a presentation to the Commission regarding the Workforce Development Strategic Plan principles; an overview of the strategic plan; results of investments; community feedback received; COVID-19 considerations; partners and stakeholders; and 2021 – 2023 plan elements.

Members of the Commission thanked staff for the extensive work done to create good living wage jobs in our region and a skilled workforce.

8. AUTHORIZATIONS and FINAL ACTIONS – None.

9. PRESENTATIONS, REPORTS, and STAFF BRIEFINGS

9b. 2021 Budget Development Briefing

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

Presenter(s): Mr. Dan Thomas, Chief Financial Officer.

Commission Clerk Michelle Hart read the item into the record.

Executive Director Steve Metruck introduced the 2021 budget development briefing.

Mr. Dan Thomas, Chief Financial Officer provided a report addressing:

- budgeting in times of uncertainty;
- 2021 budget objectives and strategies;
- budget guiding principles;
- general operating budget guidelines;
- general capital budgeting guidelines;
- an overview of the 2021 budget process; and
- the 2021 budget calendar.

Members of the Commission discussed:

- levels of reserves;
- impacts to the budget related to COVID-19 and relations with China;
- assistance available through the Cares Act;
- having a dedicated tribal liaison;
- reflecting the Port's Century Agenda goals in the budget guiding principles;

- flexibility needed in the budget if there is a recession with no rebound; and
- cutting discretionary funding and the need to know what a strategic reserve will look like.

Adoption of the 2021 budget is currently scheduled for November 17, 2020.

9a. Washington Maritime Blue Progress Report and Partnership Plans for 2021.

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

Presenter(s): Mr. Dave McFadden, Managing Director of Economic Development; Mr. Joshua Berger, Governor's Maritime Sector Lead; Ms. Elizabeth Scallon, Weworks Innovation Labs; and Veasna Hoy, Youth Maritime Collaborative.

Commission Clerk Michelle Hart read the item into the record.

Executive Director Steve Metruck introduced the Washington Maritime Blue Progress Report and Partnership Plans for 2021 briefing.

The briefing addressed:

- building a blue economy and advancing maritime economic development initiatives;
- partnership initial goals;
- the Maritime Blue innovation accelerator program and its metrics;
- a capital landscape study;
- a searchable database portal that lists funding sources and opportunities for maritime companies;
- the Youth Maritime Collaborative – a partnership between service providers, educational institutions, and employers to make maritime an accessible option for low-income youth and youths of color;
- low carbon industry initiatives;
- research and development pathways for maritime energy solutions;
- organizational development and sustainability; and
- funding facts and figures.

Members of the Commission spoke regarding the program and Commission President Steinbrueck expressed his appreciation to Governor Inslee for Mr. Berger's assistance on the program.

Executive Director Metruck spoke regarding economic recovery and looking for continuing investments for the Port. He thanked staff and stakeholders for their work on the Maritime Blue initiative.

10. QUESTIONS on REFERRAL to COMMITTEE – None.

11. ADJOURNMENT

There being no further business, the meeting adjourned at 4:20 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: August 11, 2020.

