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**APPROVED MINUTES
COMMISSION REGULAR MEETING NOVEMBER 17, 2020**

The Port of Seattle Commission met in a regular meeting Tuesday, November 17, 2020. The meeting was held remotely in accordance with the Governor's 'Safe Start' 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 10:30 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 litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)), with the intention of reconvening the public session at 12:00 p.m. Following the executive session, which lasted approximately 60 minutes, the public meeting reconvened at 12:02 p.m. Commission President Steinbrueck led the flag salute.

3. APPROVAL of the AGENDA

Without objection, the preliminary agenda was approved without revisions.

4. SPECIAL ORDERS OF THE DAY - None.

4a. Juneteenth Proclamation

Request document(s) included a draft proclamation, the final proclamation is attached.

Presenter(s):

LeeAnne Schirato, Commission Specialist;
Patricia Ly, Assist to Managing Director, Aviation; and
Ron Sims, Secretary of Housing and Urban Development and Former King County
Executive

Commission Clerk Michelle Hart read Item 4a into the record.

Executive Director Metruck introduced the item and presenters.

Patricia Ly, Regional Director of Blacks in Government, spoke regarding the history and cultural significance of the Juneteenth holiday; and spoke in support of Juneteenth as a recognized official Port holiday. She stated that the Port continues to be a beacon in the region modeling equity, diversity, and inclusion in its policies and practices.

Commissioner Steinbrueck thanked Ms. Ly for her inspirational words and her representation of Blacks in Government (B.I.G.) at the Port of Seattle.

Commissioner Steinbrueck spoke regarding the significance of the Juneteenth holiday, recognizing the many contributions the African-American community has made to Washington State and the United States of America, and the importance of combating historical and systemic inequities.

Mr. Ron Sims, Secretary of Housing and Urban Development and Former King County Executive, joined the Port of Seattle Commission in this recognition of Juneteenth as an official Port of Seattle holiday. He spoke regarding the diversity of the Port, its operations, and the nature of its global community. He reflected upon Juneteenth celebrations with his family during his youth and the continuing need to aspire for equity, noting, "There is still much to do."

Co-sponsor of the proclamation, Commissioner Sam Cho, thanked Commissioner Steinbrueck, Secretary Sims, Executive Director Metruck, and Blacks in Government for their support of making Juneteenth an official Port recognized holiday. He spoke regarding the efforts of the Port regarding Police policy reform and the Racial Bias and Equity motion recently adopted to tackle systemic racism. He echoed the sentiments that there is still a lot of work to be done.

Commissioner Steinbrueck also recognized Commission Specialist, LeeAnne Schirato, for her work on the proclamation and her continuing work with diversity, equity, and inclusion at the Port.

Members of the Commission spoke in support of the proclamation and in support of the Port of Seattle staff.

The motion, made by Commissioner Steinbrueck, for approval of Item 4a carried by the following vote:

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

Opposed: (0)

4b. Continued Public Hearing on Resolution 3779. (*This Resolution will be discussed under new business item 10b*).

4c. Continued Public Hearing on Resolution 3780. (*This Resolution will be discussed under new business item 10c*).

Commissioner Steinbrueck resumed the public hearings previously opened on November 10, 2020, advising that the continued public hearings on Resolution Nos. 3779 and 3780 would be combined at this time.

The following people provided testimony regarding Resolution Nos. 3779 and 3780: Stacy Oaks and Jeff West.

The following people submitted written testimony for Resolution No. 3779 and 3780: Sharla Dodd, Laura Gibbons, and Aer Parris. Written materials received are attached as minutes Exhibits [A](#), [B](#), and [C](#) respectively.

There being no additional public testimony, the public hearing closed and discussion continued to the Executive Director's report.

5. EXECUTIVE DIRECTOR'S REPORT

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

6. COMMITTEE REPORTS

Aaron Pritchard, Commission Policy Manager, provided a report regarding items discussed during the Energy and Sustainability Committee held on Thursday, November 12, 2020. The committee discussed sustainable aviation fuel (SAF) possibilities and municipal solid waste (MSW) as a feedstock. They also discussed the MSW study, the close out of the Energy and Sustainability Fund; and developing the SAF fund. Final committee meetings of the year are in the process of being scheduled.

7. PUBLIC COMMENT

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

- Jalissa Horton, Owner, Jalissa Culinary, spoke in support of Agenda Item 10e, airport food and beverage kiosk program.
- Kara Martin, Food Innovation Network, spoke in support of Agenda Item 10e, airport food and beverage kiosk program. Ms. Martin also submitted written comment attached as minutes [Exhibit D](#).
- Adama Jammeh, co-owner, Afella Jollof catering, spoke in support of Agenda Item 10e, airport food and beverage kiosk program.
- Nat Stratton Clarke, Café Flora, spoke regarding the impacts of the new Covid-19 restrictions on small airport businesses.
- David Montanaro, Pallino, spoke regarding the impacts of the new Covid-19 restrictions on small airport businesses.
- Jean Thompson, Seattle Chocolate Company, spoke regarding the impacts of the new Covid-19 restrictions on small airport businesses.
- In lieu of spoken comment, Tyrell Hedlund, resident, submitted written comments speaking in opposition of Agenda Item 10d regarding SEA parking garage upgrades. Written materials received are attached as minutes [Exhibit E](#).
- In lieu of spoken comment, Sarah Shifley, Volunteer Member of 350 Seattle's Aviation Team, submitted written comments speaking in opposition of Agenda Item 10d regarding SEA parking garage upgrades. Written materials received are attached as minutes [Exhibit E](#).

- In lieu of spoken comment, Sharla Dodd, resident, submitted written comments speaking in opposition of Agenda Item 10d regarding SEA parking garage upgrades. Written materials received are attached as minutes Exhibit A which is also included comment under the budget public hearing.
- In lieu of spoken comment, Bernedine Lund, Volunteer Member of 350 Seattle's Aviation Team, submitted written comments regarding her concerns using biomass for biofuels. Written materials received are attached as minutes [Exhibit G](#).
- In lieu of spoken comment, Aisha Sial, resident, submitted written comments speaking in support of climate recovery and reduction of airline traffic at SEA. Written materials received are attached as minutes [Exhibit H](#).
- In lieu of spoken comment, Rusty West, Climate Action Families, submitted written comments speaking in support of climate recovery and reduction of airline traffic at SEA. Written materials received are attached as minutes [Exhibit i](#).
- In lieu of spoken comment, Cheryl Carter, Alaska Airlines employee, submitted written comments speaking in support of port jobs and airport university. Written materials received are attached as minutes [Exhibit J](#).
- In lieu of spoken comment, Rod O'Neal, airport food and beverage business owner, submitted written comments speaking in support of Agenda Item 10e regarding airport food and beverage kiosks. Written materials received are attached as minutes [Exhibit K](#).
- In lieu of spoken comment, Varin Keokitvon, instructor at Seattle Central College, submitted written comments in support of item 10e regarding airport food and beverage kiosks. Written materials received are attached as minutes [Exhibit L](#).
- In lieu of spoken comment, Kathy Casey, owner of Lucky Louie Fish Shack, submitted written comments regarding impacts of the new Covid-19 restrictions on small airport businesses. Written materials received are attached as minutes [Exhibit M](#).

8. CONSENT AGENDA

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

8a. *[Removed from agenda prior to publication.]*

8b. Authorization for the Executive Director to authorize \$950,000 in design funding for the proposed Harbor Island Marina Dock-E Floats and North Pier Improvements project. This design funding will increase the total project authorization to date to \$1,045,000, out of a preliminarily estimated total project cost of \$4,500,000.

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

8c. Authorization for the Executive Director to (1) proceed with construction of the Harbor Island Marina (HIM) restroom replacement project and (2) use Port crews to construct the project. The amount of this request is \$155,000 for a total estimated project cost of \$430,000.

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

- 8d. Authorization for the Executive Director to execute a settlement agreement to resolve litigation.**

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

- 8e. Authorization for the Executive Director to execute a settlement agreement to resolve litigation.**

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

- 8f. Authorization for the Executive Director to execute (1) up to six indefinite delivery, indefinite quantity consulting agreements for services related to Construction Management Services, with a cumulative total amount not to exceed \$20 million; (2) up to three indefinite delivery, indefinite quantity consulting agreements for Construction Special Testing and Inspection Services with a cumulative total amount not to exceed \$2 million. Each contract will have a five-year ordering period. No funding is associated with this request; funding to utilize these contracts will come separately from individual project authorizations.**

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

- 8g. Authorization for the Executive Director to execute an agreement with Smarte Carte to provide luggage carts and massage chair passenger services at Seattle Tacoma International Airport (SEA). This agreement includes a Port paid fee of Six Hundred Fifty Thousand (\$650,000) Dollars adjusted annually for Smarte Carte to provide and maintain two thousand (2,000) carts including carts new International Arrivals Facility (IAF).**

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

- 8h. Adoption of Resolution 3781: A resolution of the Port of Seattle Commission establishing pay ranges for non-represented jobs and authorizing benefits that comprise the overall benefits package offered to non-represented Port employees and amending the Salary and Benefits Policy Directive established by Resolution No. 3739.**

Request document(s) included an agenda [memorandum](#), draft resolution, [Exhibit A](#), [2020 pay ranges](#), and [presentation slides](#). The final version of [Resolution No. 3781](#) is attached.

- 8i. Adoption of the 2021 State Legislative Agenda as described in this memorandum.**

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

- 8j. Authorization (1) for the Executive Director to enter into agreement with the City of Seattle to support the regional effort to improve apprenticeship retention and provide workforce development and Priority Hire programs for an amount not to exceed \$500,000 during a contract period not to exceed five years; and (2) that Commission exercise its authority under RCW 53.19.020(5) to determine a competitive solicitation process is not appropriate or cost effective.

Request document(s) included an agenda [memorandum](#) and [request for proposals document](#).

The motion for approval of consent agenda items 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, and 8j carried by the following vote:

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

Opposed: (0)

9. UNFINISHED BUSINESS – None.

10. NEW BUSINESS

10a. *Reordered on the agenda prior to publication.]*

- 10b. Adoption of Resolution No. 3779: A resolution of the Port Commission of the Port of Seattle adopting the final budget of the Port of Seattle for the year 2021; making, determining, and deciding the amount of taxes to be levied upon the current assessment roll; providing payment of bond redemptions and interest, cost of future capital improvements and acquisitions, and for such general purposes allowed by law which the Port deems necessary; and directing the King County Council as to the specific sums to be levied on all of the assessed properties of the Port of Seattle District in the Year 2021.

Request document(s) included an agenda [memorandum](#), draft resolution, [presentation slides](#), and [proposed amendments](#). The final version of [Resolution No. 3779](#) is attached.

Presenter(s):

Dan Thomas, Chief Financial Officer;
Borgan Anderson, Director, Aviation Finance and Budget;
Dave McFadden, Managing Director, Economic Development;
Stephanie Jones Stebbins, Managing Director, Maritime;
Michael Tong, Director, Corporate Budget; and
Kelly Zupan, Director, Seaport Finance and Budget

Commission Clerk Michelle Hart read Item 10b into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- 2021 key business activity forecasts and key initiatives;
- key budget drivers;
- 2021 community initiatives;
- the addition of \$415,000 to the NWSA distributable revenue and distributable cash based on the 2021 final NWSA budget;
- budget highlights;
- 2021 operating budget for Aviation;
- 2021 operating budget for non-aviation;
- community programs summary;
- 2021 comprehensive budget;
- Capital plan summary;
- 2021 sources and uses of funds;
- 2021 FTE summary;
- tax levy strategy;
- taxpayer impact; and
- remaining budget schedule.

Commission President Steinbrueck thanked the entire budget team and Executive Director Metruck regarding their work on the 2021 Port Budget.

The main motion, made by Commissioner Calkins, for adoption of Resolution No. 3779 was seconded. Commission discussion of amendments ensued.

Mr. Aaron Pritchard, Commission Policy Manager, reviewed the package of amendments brought forward by Members of the Commission; sponsors of the amendments spoke to their reasons for bringing their amendments, respectively; and Executive Director Metruck provided a response to the amendments.

Amendment No. 1

Text of the Amendment:

Allocate an additional \$500,000 in the 2021 budget from the Tax Levy Fund to support direct investment in small business development and to support programs that provide economic stimulus in partnership with local communities in South King County.

The primary amendment, made by Commissioner Steinbrueck, carried by the following vote:

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

Opposed: (0)

Amendment No. 2

Text of the Amendment:

Allocate up to \$250,000 in 2021 from the Sustainable Aviation Fuels and Air Emissions Reduction Fund, contingent on the county's contribution, to evaluate the technical, logistical and financial

feasibility of partnering with King County and other potential regional partners on converting regional MSW to sustainable liquid fuels, including on-road, maritime, and aviation.

The primary amendment, made by Commissioner Felleman, carried by the following vote:

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

Opposed: (0)

Amendment No. 3 - Withdrawn

Amendment No. 4

Text of the Amendment:

The Executive Director shall set-aside \$7 million of the 2021 General Fund balance to be designated as a "Emergency Reserve" for unforeseen or adverse economic impacts, in particular for impacts on Port operations related to the COVID-19 pandemic. The Executive Director shall consult with the Commission on the use of the Emergency Reserve and shall provide the amount, timeline and reason for use of the Emergency Reserve to the Commission. The Emergency Reserve shall be limited to supporting operational needs.

The primary amendment, made by Commissioner Bowman, carried by the following vote:

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

Opposed: (0)

Amendment No. 5 - Withdrawn

(The regular meeting recessed at 3:09 p.m. and reconvened at 3:17 p.m.)

Amendment No. 6

Text of the Amendment:

Add \$145K to the NWSA Distributable Revenue and Distributable Cash based on the 2021 final NWSA budget.

The primary amendment, made by Commissioner Bowman, carried by the following vote:

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

Opposed: (0)

The main motion, as amended, carried by the following vote:

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

Opposed: (0)

10c. Introduction of, and hold a public hearing regarding, Resolution No. 3780: A resolution of the Port Commission of the Port of Seattle specifying the dollar and percentage

change in the regular property levy from the previous year per RCW 84.55.120; providing for a 3 percent increase of the levy from \$76,384,800 to \$78,676,344.

Requested document(s) included an agenda [memorandum](#) and draft resolution. The final version of [Resolution No. 3780](#) is attached.

Presenter(s):

Dan Thomas, Chief Financial Officer;
Borgan Anderson, Director, Aviation Finance and Budget;
Dave McFadden, Managing Director, Economic Development;
Stephanie Jones Stebbins, Managing Director, Maritime;
Michael Tong, Director, Corporate Budget; and
Kelly Zupan, Director, Seaport Finance and Budget
Elizabeth Morrison, Director, Corporate Finance (*available to answer questions.*)

Commission Clerk Michelle Hart read Item 10c into the record.

Executive Director Metruck introduced the item and presenters.

Members of the Commission discussed the pre-pandemic planned levy increase.

The motion, made by Commissioner Steinbrueck, for adoption of Resolution No. 3780 carried by the following vote:

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

Opposed: (0)

10d. Authorization for the Executive Director to advertise and award a major works construction contract for the Parking Revenue Infrastructure Project at Seattle-Tacoma International Airport (Airport). The amount of this request is \$11,654,000 for a total estimated project cost of \$22,898,000. (CIP #C800870)

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

Presenter(s):

Dawn Hunter, Director, Aviation Commercial Management; and
Scott Bergstrom, Project Manager

Commission Clerk Michelle Hart read Item 10d into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the parking business strategy;
- current garage issues;
- scope of work solution;

- the automated parking guidance system (APGS);
- APGS benefits;
- EV charging stations;
- project budget; and
- remaining project schedule and funding.

The motion, made by Commissioner Bowman, for approval of Item 10d, carried by the following vote:

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

Opposed: (0)

10e. Authorization for the Executive Director to: (1) execute a professional services contract for design; (2) utilize Port Construction Services (PCS) and other related Port crews for preliminary work; (3) and complete the design for the Airport Food and Beverage Introductory Kiosk Project at Seattle-Tacoma International Airport for an estimated cost of \$1,150,000. The total estimated project cost to the Port is \$5,500,000. (CIP #C801111)

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

Presenter(s):

Dawn Hunter, Director, Aviation Commercial Management; and
JJ Jordan, Capital Project Manager

Commission Clerk Michelle Hart read Item 10e into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the project overview;
- the commitment to small and minority businesses;
- kiosk locations;
- project schedule and budget; and
- project risks.

The motion, made by Commissioner Bowman, for approval of Item 10e carried by the following vote:

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

Opposed: (0)

11. PRESENTATIONS AND STAFF REPORTS

11a. Port Policing Assessment Progress Report

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

Presenter(s):

Bookda Gheisar, Senior Director, Office of Equity, Diversity and Inclusion;
Delmas Whittaker, Senior Manager, Fishing and Commercial Vessels;
Brian Maxey, Consultant, 21CP Solutions;
Kathryn Watson, consultant, 21CP Solutions; and
Sam Pailca, Associate General Counsel, Microsoft Corporation

Commission Clerk Michelle Hart read Item 11a into the record.

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- Commission Motion 2020-15;
- areas for assessment;
- key dates;
- task force leadership and members;
- task force structure;
- use of a consultant to conduct an analysis of police department policies, practices, and programs; to facilitate subcommittee meetings; and to prepare reports, minutes, and recommendations;
- subcommittee meeting structure;
- policing assessment – initial areas of focus;
- use of force and initial impressions;
- oversight, accountability, equity, and civil rights and initial impressions; and
- mutual aid and initial impressions.

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

The motion, made by Commissioner Steinbrueck, to refer to the Waterfront and Industrial Lands Committee a statement from the Commission on cruise at T46, carried by the following vote:

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

Opposed: (0)

13. ADJOURNMENT

There was no further business, and the meeting adjourned at 5:20 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: December 8, 2020.