



P.O. Box 1209
Seattle, Washington 98111
www.portseattle.org
206.787.3000

APPROVED MINUTES COMMISSION REGULAR MEETING SEPTEMBER 28, 2021

The Port of Seattle Commission met in a regular meeting Tuesday, September 28, 2021. The meeting was held remotely in accordance with Senate Concurrent Resolution 8402 and in accordance with Governor Inslee's Proclamation 20-28. Commissioners Bowman (*arrived 12:55 p.m., exited 3:30 p.m.*), Calkins, Cho, Felleman, and Steinbrueck were present.

1. CALL to ORDER

The meeting was convened at 10:30 a.m. by Commission President Fred Felleman.

2. EXECUTIVE SESSION pursuant to RCW 42.30.110

The public meeting recessed into executive session to discuss one matter relating to litigation/potential litigation/legal risk (RCW 42.30.110(1)(i)) for approximately 48 minutes, with the intention of reconvening the public session at 12:00 p.m. Following the executive session, the public meeting reconvened at 12:04 p.m. Commission President Felleman led the flag salute.

3. APPROVAL of the AGENDA

Without objection, Item Nos. 8e and 8g were pulled from the consent agenda, to be addressed separately. Commissioner Cho was recused from voting on Item 8e.

4. SPECIAL ORDERS OF THE DAY – None.

5. EXECUTIVE DIRECTOR'S REPORT

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

6. COMMITTEE REPORTS

Mr. Aaron Pritchard, Commission Deputy Chief of Staff, provided a report regarding recently held committee meetings.

7. PUBLIC COMMENT

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

- The following person spoke in support of Agenda Item 8d, approval of the Sea-Tac Municipal Court Interlocal Agreement to allow the Port of Seattle to utilize city of SeaTac Court and prosecutorial services: city of SeaTac Manager Carl Cole.
- The following person spoke in opposition to the cruise industry: Iris Antman, resident.

- The following people spoke in support of Agenda Item 8g, requesting additional bathrooms and seating be installed: Nurayne Fofana; Peter Kuel; Ahmed Mohamed, and Ahmed (last name not provided).
- The following person spoke in support of Agenda Item 11b and providing an alternate option for education: Robin Schwartz, Duwamish River Clean-up Coalition.
- The following person spoke in support of youth opportunities provided by Agenda Item 11b and separately to thank the Port for standing with the community on matters related to the East Waterway: Paulina Lopez, Duwamish River Clean-up Coalition.
- In lieu of spoken comment, Laura Gibbons, resident, submitted written comments regarding Agenda Item 11a, stating that climate disruption will be difficult to stop and urges the Port to be even bolder in its efforts to reduce Scope 3 emissions.
- In lieu of spoken comment, Loren Kosloske, Senior Manager, Uber Technologies, Inc, submitted written comments in support of Agenda Item 8g, stating that these improvements are important components to ensuring driver-partners feel safe, valued, and remain healthy while servicing travelers at SEA.
- In lieu of spoken comment, Robelea Terefe, resident, submitted written comments in support of Agenda Item 8g and expressed gratitude to the Port for the restrooms and lighted rest area.
- In lieu of spoken comment, Michael Bizuayehu, resident, submitted written comments in support of Agenda Item 8g and spoke to the need for additional restrooms at the TNC lot.

[Clerk's Note: All written comments are combined and attached here as [Exhibit A](#).]

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. Approval of the Regular Meeting of September 14, 2021.**
- 8b. Authorization for the Executive Director to Execute an Indefinite Delivery, Indefinite Quantity (IDIQ) Contract for PeopleSoft Consulting Services as Needed to Support Projects and Operations for a Total Amount Not-to-Exceed \$2,000,000, with a Contract Ordering Period Not-to-Exceed Four Years.**

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

8c. (Number not used.)

- 8d. Authorization for the Executive Director to Approve the Sea-Tac Municipal Court Interlocal Agreement 2021-2024 to Allow the Port of Seattle to Utilize City of Sea-Tac Court and Prosecutorial Services.**

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

~~18e. Authorization for the Executive Director to Execute a Contract for Police Body Camera Equipment, Digital Storage, and Evidence Management for a Period Not-to-Exceed Five Years in an Amount Not-to-Exceed \$1,200,000 over the Five-year Period.~~

~~Request document(s) included an agenda memorandum.~~

8f. Authorization for the Executive Director to Increase Funding for the Interim Westside Fire Station Project at Seattle-Tacoma International Airport by \$300,000, for a New Total of \$10,088,000 to Complete Construction, and to Execute a Change Order in Excess of 60 Days as Necessary to Reconcile the Contract Time. (CIP #C800876)

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

~~28g. Authorization for the Executive Director to Complete Design and Execute Utility Agreements for the South 160th Street Lot Transportation Network Company Improvements Project at Seattle-Tacoma International Airport in the Amount of \$1,417,000 for a Total Estimated Project Cost in the Amount of \$7,300,000. (CIP # C801186)~~

~~Request document(s) included an agenda memorandum and presentation.~~

The motion for approval of consent agenda items 8a, 8b, 8c, 8d, and 8f carried by the following vote: In favor: Calkins, Cho, Felleman, Steinbrueck (4)
Opposed: (0)

ITEMS REMOVED FROM THE CONSENT AGENDA

8e. Authorization for the Executive Director to Execute a Contract for Police Body Camera Equipment, Digital Storage, and Evidence Management for a Period Not-to-Exceed Five Years in an Amount Not-to-Exceed \$1,200,000 over the Five-year Period.

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

Presenter(s):

Michael Villa, Acting Chief of Police, Police Department

Commission Clerk Michelle Hart read Item 8e into the record.

Executive Director Metruck introduced the item and presenters.

Chief Villa provided an overview of the authorization request, advising that SHB1223, adopted into law in 2021 requires the digital recording of certain custodial interrogations by January 1, 2022. Policy body-worn cameras have been identified as the most feasible way to meet this requirement.

¹ Agenda Item 8e was removed from the Consent Agenda and addressed separately.

² Agenda Item 8g was removed from the Consent Agenda and addressed separately.

Commissioner Steinbrueck stated his support for the accountability and transparency of the recommendation of the police task force. Commissioner Calkins spoke to making sure good policies are implemented and are the best practices to ensuring the preservation of life/safety.

The motion, made by Commissioner Steinbrueck, carried by the following vote: In favor: Calkins, Cho, Felleman, and Steinbrueck (4)

Opposed: (0)

- 8g. Authorization for the Executive Director to Complete Design and Execute Utility Agreements for the South 160th Street Lot Transportation Network Company Improvements Project at Seattle-Tacoma International Airport in the Amount of \$1,417,000 for a Total Estimated Project Cost in the Amount of \$7,300,000. (CIP # C801186)**

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

Presenter(s):

Peter Lindsay, Airport Operations Development Manager, Landside Operations
Heather Bornhorst, Capital Project Manager V, AV Project Management Group

Commission Clerk Michelle Hart read Item 8g into the record.

Executive Director Metruck introduced the item and presenters.

Discussion ensued regarding the number of restrooms planned for installation and investigating the capacity during design for the potential of additional facilities.

The motion, carried by the following vote: In favor: Calkins, Felleman, and Steinbrueck (3)

Opposed: (0)

Recused from Voting: Cho (1)

- 9. UNFINISHED BUSINESS – None.**

- 10. NEW BUSINESS**

- 10a. Authorization for the Executive Director to Execute a Memorandum of Understanding (MOU) for \$9 Million in Partnership with the City of Seattle on the West Seattle Bridges Repair Program.**

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

Presenter(s):

Geraldine Poor, Senior Regional Transportation Manager, External Relations
Sabrina Bolieu, Regional Government Relations Manager, External Relations
Lindsay Wolpa, Senior Manager of Strategic Projects, NW Seaport Alliance (External)
David Moseley, Deputy Mayor, City of Seattle (External)
Sam Zimbabwe, Seattle Transportation Director, City of Seattle (External)
Tom Tanaka, Deputy General Counsel, Attorney Services
Elizabeth Morrison, Director Corporate Finance, Finance & Budget

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- background and timeline associated with the scoping of the bridge failure;
- reasons associated with the bridge failure;
- prioritizing freight for low bridge access;
- reconnecting West Seattle;
- current bridge repair status;
- regional mobility provided by the bridges;
- regional and statewide importance of the transportation network;
- West Seattle Bridge vicinity map and Terminal 5;
- Port of Seattle and Northwest Seaport Alliance principles for the West Seattle Bridges improvements program;
- Port freight mobility investments;
- low and high bridge structural rehabilitation construction schedules;
- total program costs and funding strategy;
- Memorandum of understanding components; and
- progress payments.

Commission President Felleman recognized the city of Seattle Mayor, Deputy Mayor, Directors, and Staff who have been working towards a solution and repair to the bridges.

Commission and staff discussion ensued regarding:

- continuing to work with the city to minimize impacts as repairs are done;
- appreciation and support of the repair program, as the bridges are of statewide significance and we are trying to resolve regional issues associated with the repairs;
- whether or not any funding will be provided by the state;
- how partner contributions would be affected provided there was state funding for the project;
- the binding nature of the agreement;
- the need to address underfunded critical bridge infrastructure;
- prioritizing freight mobility through the repair project;
- how diversity in contracting goals will be incorporated into the program; and
- whether or not the project will qualify for federal funding.

The motion, made by Commissioner Steinbrueck, carried by the following vote: In favor: Bowman, Calkins, Cho, Felleman, Steinbrueck (5)

Opposed: (0)

10b. Authorization for the Executive Director to Advertise and Award a Major Public Works Contract for the Early Demolition of the Fourth-floor Bridge to the Main Parking Garage, to Amend Existing Service Agreement for Airport Roadway Design Support Services with HNTB, in the Amount of \$3,100,000, with a New Contract Total of \$8,700,000, to Enter into a Reimbursable Agreement with the Federal Aviation Administration, and to Authorize an Additional \$6,900,000, for a Total Project Authorization of \$15,500,000 for the Widen Arrivals Roadways Project at Seattle-Tacoma International Airport. (CIP # C800866)

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

Presenter(s):

Peter Lindsay, Airport Operations Development Manager, Landside Operations
Heather Bornhorst, Capital Project Manager V, AV Project Management Group
Lance Lyttle, Deputy Chief of Police, Police Department
Michael Villa, Acting Chief of Police, Police Department
Steve Rybolt, Senior Environmental Program Manager, AV Environmental Programs Group

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- project scope and location;
- justification for the project;
- current project status;
- resolution of previous risks;
- necessary scope changes;
- project schedule and where the project is at in the project cone of certainty phase; and
- project risks.

Members of the Commission and staff discussed:

- moving capacity up from SEA in the planned expansion of Sound Transit 3;
- inclusion of baggage racks on light rail;
- diversity in contracting goals included in the project;
- focusing on lessening single-occupancy trips to SEA by providing other modes of transportation;
- overlap of this project with the Sustainable Airport Master Plan;
- mitigating the hazard of road-side parking;
- the desire of the Commission for integration of mode share and a dedicated lane for multiple occupancy modes of transportation;
- worsening impacts on traffic that a dedicated lane would cause; and
- the Commission's desire to obtain additional information and understanding of the project prior to moving forward with a decision.

The motion, made by Commissioner Steinbrueck, to postpone Agenda Item 10b to a time certain of November 9, 2021, carried by the following vote:

In favor: Bowman, Calkins, Felleman, Steinbrueck (4)

Opposed: Cho (1)

10c. Authorization for the Executive Director to 1) Proceed with the Checkpoint Virtual Queue Project at Seattle-Tacoma International Airport; to Execute Contract(s) for Equipment, Vendor Implementation Services, and up to Five Years of Software License, Service, and Maintenance Fees; and to Advertise and Execute Small Works Contracts and Utilize Port Crews to Perform Construction Work for Self-service Gate Installation. The Amount Requested for Project Implementation is \$1,200,000 and the Estimated Five-year Software, Service, and Maintenance Fee is \$1,500,000. (CIP #C801272)

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

Presenter(s):

Laurel Dunphy, Director, Airport Operations (Lead)
Krista Sadler, Director ICT, Technology Delivery

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the requested action to proceed with a virtual queue project for Spot Saver at SEA;
- program goals;
- pilot phase results; and
- project definition – scope and schedule.

Members of the Commission and staff discussed:

- managing TSA security checkpoint queues and reducing passenger wait-times during peak hours;
- improving security checkpoint queue efficiency through passenger load balancing;
- enhancing passenger experience by providing a predictable travel journey;
- providing an equitable option to CLEAR and TSA Pre-Check;
- virtual queues for all airlines and checkpoints;
- automated interfaces;
- SEA mobile app integration; and
- self-service queue entry gates.

The motion, made by Commissioner Cho, carried by the following vote:

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

Opposed: (0)

11. PRESENTATIONS AND STAFF REPORTS

11a. 2022 Central Services Preliminary Budget and Portwide Rollup Briefing

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

Presenter(s):

Dan Thomas, Chief Financial Officer, Finance & Budget
Michael Tong, Director, Corporate Budget
Krista Sadler, Director ICT, Technology Delivery

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

Executive Director Metruck introduced the item and presenters.

The presentation addressed:

- the Strategy to Budget process;
- 2022 budget guiding principles and strategy;
- 2022 budget targets and approach;
- 2022 new budget requests;
- the 2022 proposed operating budget;
- the five-year CIP (2022 – 2026);
- the 2022 Preliminary Portwide Budget; and
- the remaining 2022 budget schedule.

Members of the Commission and staff discussed:

- use of levy funds for FTEs;
- ensuring that FTEs are counted against division budgets in central services;
- contract administrators' positions;
- positions frozen during the pandemic and how they tie directly to a realistic evaluation of liabilities; and
- the percentage of community programs funded by levy dollars.

Discussion ensued regarding the upcoming levy and draft plan of finance discussion currently scheduled for October 26, 2021. Commissioner Felleman questioned the appropriateness of the Orca program being funded by levy dollars. Commissioner Bowman spoke regarding it being a policy shift to use levy funds to provide for FTEs and stated that she would like to see an alternative.

(Commissioner Bowman exited the meeting at 3:30 p.m.)

11b. Maritime High School Update

Presentation document(s) included an [agenda memorandum](#), [Motion 2020-05](#), [‘Changing Tide’ strategic plan](#), and [presentation slides](#).

Presenter(s):

Bookda Gheisar, Senior Director, Equity Diversity & Inclusion
Delmas Whittaker, Director, Marine Maintenance
Marin Burnett, Chief Strategy Officer, Port of Seattle
Brian Maxey, Associate Consultant, 21CP Solutions (External)
Kathryn Olson, Associate Consultant, 21 CP Solutions (External)
Eric Schinfeld, Sr. Mgr., Federal Government Relations, Port of Seattle
Michael Villa, Acting Chief of Police, Police Department

(This item was postponed to a time certain of October 12, 2021, per motion of the Commission.)

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS – None.

13. ADJOURNMENT

There was no further business and the meeting adjourned at 4:22 p.m.

Prepared:

Attest:

Michelle M. Hart, Commission Clerk

Sam H. Cho, Commission Secretary

Minutes approved: October 12, 2021