

MINUTES
COMMISSION MEETING
March 19, 2020

The Port of Tacoma Commission met for its regular commission meeting, Thursday, March 19, 2020, in the Fabulich Center, Room 104, 3600 Port of Tacoma Road, Tacoma, Washington. Commissioners Ang, Keller, and Marzano were present by telephone. Commissioners McCarthy and Meyer were present in the meeting room.

1. CALL TO ORDER AND FLAG SALUTE:

Commissioner McCarthy called the meeting to order at 12:00 noon and lead the Pledge of Allegiance. He announced that in response to COVID-19, the Port has implemented social distancing practices and has removed any non-essential briefings from the agenda. Further measures taken by the Port to stop the potential spread of the virus were described.

2. CONSENT AGENDA:

It was moved and seconded to approve consent agenda items 2A and 2B

- A. Approval of the minutes from the February 20, 2020 meeting.
- B. Approval of the check/wire certification: Approving the payment of checks 226151 through 226496 and wire transfers in the total amount of \$5,749,685.05 during the period of February 8, 2020 through March 8, 2020, certified by the Port of Tacoma auditor.

The motion carried.

3. ACTIONS:

- A. Resolution 2020-01-PT, The Master Benefits and Salary Resolution.
Presenter: Jean West, Chief Human Resources Officer

It was moved and seconded to adopt Resolution 2020-01-PT, the Master Benefit and Salary Resolution.

The motion carried unanimously 5-0.

Discussion:

- Ms. West confirmed that Resolution 2020-01-PT remains as presented at first reading.
 - Commissioners expressed a desire to revisit the organizational structure to place real estate and governmental affairs under the purview of the executive director for the Port.
 - Cost of Labor range increases do not have a financial impact on the 2020 budget. It is a change to the range of salaries, not a raise to individual salaries.
 - Health savings accounts increased, but those amounts were already included in the 2020 budget (confirmed by Erin Galeno, Chief Financial and Administrative Officer).
- B. Resolution 2020-03-PT, Waiver of Competitive Solicitation Requirement in Response to COVID-19 Threat.
Presenter: Mark Little, Director of Contracts and Purchasing

It was moved and seconded approve Resolution 2020-03-PT waiving the competitive solicitation process(es) for purchase of goods and services where deemed required by the Executive Director, and delegating to the Executive Director, or his designee, authority to make a written finding of the existence of an emergency in response to COVID-19. This Resolution applies only to the purchase of goods and services where the total value is not greater than \$300,000 for any single procurement. This Resolution will remain in effect until December 31, 2020, unless extended by the Port of Tacoma Commission.

The motion carried unanimously 5-0.

Discussion:

- This is a proactive measure that enables the Port to move quickly in securing the goods and services necessary to protect the Port and its employees from the COVID-19 virus.
- RCW 53.19.030(5) grants authority to the Port Commission to exempt specific contracts or groups of contracts from the competitive solicitation process when it has determined that a competitive solicitation process is not appropriate or cost-effective.
- Port Legal Counsel explained that the Public Work Contracting statute is applicable to all state agencies, including ports. Normally, under this statute, the Executive Director has the authority to call the state of emergency, then the Commission affirms that declaration through adopting findings. Under this Resolution, in addition to the authority of the Executive Director to make the declaration of emergency, he would be authorized to make the findings as well.
- Resolution 2020-03-PT is applicable strictly to the process of procurement services, and only for services necessary to respond to the COVID-19 virus.
- If an emergency authorization is utilized, the declaration is to be filed with the Commission and into the Port's record no later than two weeks following the award of such contract.
- The Commission retains the authority to shorten the sunset date of December 31, 2020.
- This would apply to, by way of example, decontamination services buildings or equipment.

C. Resolution 2020-02-PT, Declaration of Personal Property as Surplus

It was moved and seconded to adopt Resolution 2020-02-PT to declare as surplus certain Port-owned personal property consisting of five buildings totaling approximately 16, 320 square feet located at 3604 40th Avenue E. Tacoma, Washington (Pierce County tax parcel 0320132103); authorize the sale of such personal property; and authorize the Executive Director or his designee to take any and all actions and execute any and all documents necessary or required in connection with the sale of such personal property at such prices and or on such terms as approved by the Executive Director or his designee.

It was then moved and seconded to amend Resolution 2020-02-PT, by inserting at section 2 of the Resolution, the words or by donation to a non-profit as may be allowed by law.

The motion to amend the Resolution carried unanimously 5-0.

The motion to adopt to adopt Resolution 2020-02-PT as amended carried unanimously 5-0.

Discussion:

- The structures have no book value. The tax appraisal at the time of the purchase was based on the land value. The land is in a flood plain, its value is as a mitigation site.
- The buildings need to be removed or demolished. Commissioners discussed the ability to donate the structures to a non-profit. The value to the Port would be the reduced demolition costs and the mitigation bank. The existing language of the proposed Resolution confines the disposition of the personal property; in order to have the option to donate it, the Resolution would need to be amended.

4. BRIEFINGS:

A. 2020 Goals and Expectations

The commissioners were provided with the proposed 2020 goals and objectives document. Executive Director, Eric Johnson emphasized that this is a living document and can be revised.

Commissioners went through the categories some comments included:

- Resiliency planning should include pandemic resiliency.
- The year-over-year comparison of financial results should include goals and to improve the budgeting process.
- Attention must be given to the management of funds as relates to the Port's dependency on distributable cash from Northwest Seaport Alliance activity.
- In addition to reducing debt, ensure any debt is consistent with business needs.
- The OxyChem site should be included in the environmental stewardship goals.
- Additional government-to-government relationship training is included.

B. Strategic Plan Update

Port Executive Director introduced consultants Jim Darling and Matt Hoffman of Maul Foster and Alongi. Their firm was selected to assist the Port Commission in developing its strategic plan. Timeline, planning and next steps were discussed.

5. GENERAL BUSINESS

A. Executive Director Announcements, Events, Recognitions.

In response to COVID-19, all Port employees that can work from home are working from home. All non-essential travel has been halted. Meetings are via video or telephone conference. A decontamination contractor has been identified.

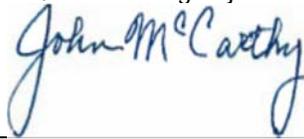
B. PUBLIC COMMENT: None.

C. COMMISSIONER COMMENTS:

Commissioners gave brief comments. They thanked staff, longshore, and labor for their work keeping the Port open for business. They reminded all to be safe. It was noted that People are going back to work in China and the Port is working to be ready for the influx of commerce coming its way.

D. ADJOURNMENT:

There being no further business before the Commission, the meeting adjourned at 2:10 p.m.



John McCarthy, President
Port of Tacoma Commission

Attest:



Don Meyer, Secretary
Port of Tacoma Commission



Juliet Campbell, Clerk of the Port
Port of Tacoma