

SPECIAL COMMISSION MEETING MINUTES

February 3, 2022

The Port of Tacoma Commission met for a special meeting on February 3, 2022 at the Marriott Tacoma Downtown, 1538 Commerce Street, Tacoma, WA. Commissioners Meyer, Keller, Ang, McCarthy and Marzano were all present.

Staff present included Eric Johnson, Judi Doremus, Heather Burgess, Erin Galeno, Scott Francis, Britt Doughtie, Jean West, Jason Jordan, Thais Howard and Sean Eagan.

CALL TO ORDER

The meeting was called to order at 9:01 am. Commissioner Meyer then recessed the meeting into Executive Session for approximately 90 minutes to discuss:

1. (1) One item of real estate acquisition, RCW 42.30.110(1)(b) and potential litigation, RCW 42.30.110(1)(i)
2. (1) One item of real estate selling/leasing, RCW 42.30.110(1)(c)

RETURN TO ORDER

Commissioner Meyer returned the meeting to order at 10:39 am and led the Pledge of Allegiance.

STUDY SESSION

A. Maritime Center Strategy

1. We have been awarded a \$300,000 brownfield planning grant which can be used for design, planning and public outreach. The grant cannot be used to buy the land or clean-up the land.
2. The location was discussed.
3. We have been in discussions with the Puyallup Tribe of Indians, as the land is culturally sensitive to the tribe. Commissioner Keller suggests we adopt a formal resolution to demonstrate our commitment to doing a cultural resources assessment and being sensitive to the tribe's concerns.
4. Commissioner Meyer and Ang will write a resolution and bring it to the whole commission for approval. He feels all commissioners need to be involved in this project.
5. A preliminary geotech review has been done on this parcel, but more investigation will need to be done.
6. Next steps were reviewed.

B. Staffing Strategy

1. Three priorities have been identified by the executive director: (1) Increase capacity to oversee and deliver on priority projects; (2) increase capacity for community engagement; and (3) increase staffing for Commission support.
2. The executive director also would like to create a new position: Chief, Strategic Initiatives and External Relations. This staffer would oversee Real Estate, Communications and Government Affairs.
3. Open positions in multiple departments were reviewed and discussed, including our intention to hire a municipal clerk for public meetings.
4. We've done a market analysis and made some adjustments as a result.
5. Commissioner Keller would like to see cost of living adjustments. The Chief of Human Resources stated that in 2012 the Port changed from a cost-of-living adjustment to a job performance adjustment.
6. Commissioners requested seeing job descriptions for the two commission support positions discussed.

C. 11th Street Viaduct Demolition Update

1. The City of Tacoma requested the Port invest \$3 million. We put this amount into the 2022 budget; however, the city is now requesting \$3.5 million. This increase will have to be approved by the Commission.
2. The history of this viaduct and bridge were discussed.
3. This project only addresses the viaduct and not the over-water bridge due to funding constraints.
4. The timeline was reviewed. The demolition is scheduled to be complete by Q4 2023.
5. Port staff will develop an ILA for Commission consideration later this year.

D. Resolution 2022-05-PT: Commission Code of Conduct

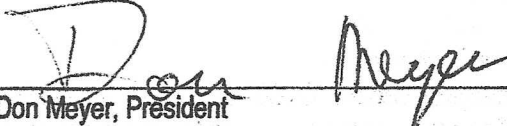
1. Commissioner Keller stated that the Port of Tacoma has not had an official Commission Code of Conduct, but other area ports do have one.
2. Commissioner McCarthy stated that most codes of conduct are organization wide and not particular to the governing body. The Port of Tacoma already has this for its employees. Outside Counsel is reviewing the Port's current policies. Commissioner McCarthy would like to see one comprehensive plan for both the Commission and staff.
3. Commissioner Keller stated that this code of conduct should address things such as if there is a conflict between commissioners or between a commissioner and a staff member. The Port of Bellingham and the Port of Olympia have codes of conduct for their commissions. This is not statutorily required.
4. Heather Burgess, Port Legal Counsel, will write a draft resolution for the commissioners to edit. With this feedback, the commission can review and discuss the revised draft at the February 17th Commission meeting under New Business.
5. Commissioner Ang suggested that after a final code of conduct is adopted there should be some training as to what kinds of actions are deemed unacceptable.

PUBLIC TESTIMONY

None.

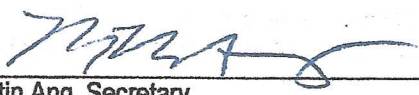
ADJOURNMENT

With no further business, Commissioner Meyer adjourned the meeting at 12:08 pm.




Don Meyer, President
Port of Tacoma Commission

Attest:



Kristin Ang, Secretary
Port of Tacoma Commission



Judi Doremus, Clerk of the Port
Port of Tacoma