

Commission Meeting Summary for 2009

Date	Subject	Type of Subject	Content	Division	Budget Impact	Type of Action	Motion Sponsor?	Vote Record	Follow up Status
4/21/2009	Sustainability Month	Sustainability	Report on Earth Day activities related to Sustainability Month, which served to energize staff and raise public awareness of Port environmental activities related to goal of being cleanest, greenest Port. Activities included 1) Sustainability presentation by former Seattle City Councilmember Peter Steinbrueck, 2) Greenbag lunches, 3) Environmental-themed films, 4) Habitat restoration activities around the Duwamish involving Port employees, and an Environmental Fair and Art Exhibit at Sea-Tac Airport.	Seaport		Special Order of Business			
4/21/2009	Enterprise Project Cost Management System	Cost Management Software System	Authorization for the CEO to approve all work and contracts including advertising, awarding, administering, preparing and executing any service agreements for the Enterprise Project Cost Management System Project. This project arose from State Auditor's Office recommendation that the Port needed an enterprise-wide cost management system. Port-wide team worked to develop a system compatible across divisions. Project costs were lowered by using commercially available vendor system, instead of developing a custom software system.	Information, Communication, and Technology	Project not to exceed \$1,975,000. Software license fees at \$110,000 per year for five years.	Authorization	Creighton moved, Hara seconded	Vote: 4-0, Bryant absent	Once a system is chosen, consultation will take place with SAO and outside Auditors, as well as Audit Committee.

4/21/2009	PeopleSoft HRMS 9.0 Project,	Accounting	Authorization for CEO to approve all work and contracts including advertising, awarding, administering, preparing, executing and amending service agreements for the implementation of PeopleSoft HRMS 9.0 Project. This system is a replacement for current payroll and benefits system, which has outdated software and infrastructure. Current operating system, database, servers, all need replacement. Though unexpected complexity delayed completion, project is now nearly done. New system will have full integration with financial PeopleSoft, and other POS software systems.	Information, Communication, and Technology	\$550,000 for a total project amount not to exceed \$4,300,000.	Authorization	Hara moved, Davis seconded	Vote: 4-0, Bryant absent	
4/21/2009	Electrical System Improvements to Sea-Tac Airport.	Capital Improvements at the Airport	Authorization for the CEO to execute three professional services/indefinite delivery indefinite quantity (ID/IQ) contracts for electrical system capital improvement projects at Seattle-Tacoma International Airport Main Terminal. These projects fall into three groups of broadly similar scope: 1) Low voltage systems projects, 2) Medium voltage systems projects, and 3) Emergency systems projects. In order to ensure that these electrical systems will be properly integrated and work well together, as well as ensure an efficient and timely delivery of design services, one design team was utilized for each set of projects.	Airport	\$5,200,000	Authorization	Davis moved, Creighton seconded	Vote: 4-0, Bryant absent	

4/21/2009	Lora Lake Apartments	Demolition and Construction Contract	Authorization for the CEO to advertise and award a construction contract for the Lora Lake Apartment Demolition, Des Moines Nursery Mitigation and Third Runway Permanent Stormwater Detention Facilities Projects at Seattle-Tacoma International Airport. This authorization will allow construction bids to be obtained for the scope of work under the overall Third Runway project. Although the runway is operational, certain projects near the runway must be accomplished as required by permits before the overall project can be completed and closed out.	Airport	No further funds required	Authorization		Vote: 4-0, Bryant absent	
4/21/2009	Angle Lake School	Demolition Contract	Authorization for CEO to authorize complete demolition of the burned portion of Angle Lake School, including foundation and debris removal, ancillary cleanup, grading, and restoration of the site by Port Construction Services. This authorization will allow construction bids to be obtained for the scope of work under the overall Third Runway project. Although the runway is operational, certain projects nearby the runway must be accomplished as required by permits before the overall project can be completed and closed out. This project will not increase the airport's forecasted cost per enplanement.	Airport	No further funds required	Authorization	Creighton moved, Hara seconded	Vote: 4-0, Bryant absent	
4/21/2009	Resolution #3615	Regional Transportation	Authorization for Agreements with the Cities of Seattle and Kent, and for a direct Port contribution to the FAST Corridor Phase 2 Projects in these cities, including the Duwamish Intelligent Transportation Systems Phase 3 Project and the City of Kent's 228th Street Grade Separation project.		Duwamish ITS: \$500,000; Kent: \$1,190,000	Second Reading	Davis moved, Hara seconded	Vote: 4-0, Bryant absent	

4/21/2009	T30/91 Update	Cruise Terminal	Review of construction progress on Terminal 30 and Terminal 91 Project. Briefing focused on the following topics associated with the current progress of the project: 1) On-time completion of T30 Paving, 2) T91 Last minute construction activities, including delivery of mobile passenger boarding systems, and non-cruise building related construction such as the parking facility, shore power and signage installation, and 3) T91 move in and opening day activities. At T91, several informational open houses were scheduled prior to the terminal opening to familiarize ground transportation operators, travel & tourism industry representatives, and neighborhood groups with the facility's operations.	Seaport		Briefing (Update)			An opening celebration is scheduled for May 22nd.
4/21/2009	SAO Briefing	SAO Response	Report on the SAO "Lessons Learned" Briefing. Report included five main topics, including 1) Preparing for the audit, 2) SAO communication during the audit, 3) Responding to the audit, 4) Implementing audit recommendations, and 5) Aspects of the Response that were carried out well.	Corporate		Briefing			
4/21/2009	Resolution #3605	Internal Port Reforms	Review of implementation of Resolution 3605. Briefing on implementation included 1) Presentations to Port of Seattle departmental working groups, 2) The formation of a "Wizards" group to consider ongoing questions and issues involving implementation, 3) The creation of a Frequently Asked Questions (FAQ) web page on the Port's Compass Page, and 4) A list of issues currently under review for clarification.	Corporate (Commission)		Briefing (Update)			Return in late summer for review of specific language changes.

4/21/2009	Engineer's Estimate	Construction Management	<p>Report on the new Port Procedure for Engineer's Estimates. The Engineer's Estimate is prepared when a construction contract is advertised for bids to assist accomplishing the project within budget and to assess the contractors' bids. Recent audits and investigations of Port contracting procedures have pointed out inconsistent and incomplete policy for the development and use of the Engineer's Estimate. The new procedure is based on State law, Resolution 3605, and best practices of other government agencies. It allows the Estimate to be changed, subject to review and approval, if plans or market conditions change, and provides for updating the published Range of Estimated Cost.</p>	Capital Development Division		Briefing			
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4/21/2009	CPO-1	Procedures for Service Agreements	<p>Report on Procedures for Procurement of Personal and Professional Consulting Services (CPO-1). CPO-1 replaces PUR-2 Procedure. CPO-1 is a comprehensive document establishing the ground rules for both contract formation and contract administration. Major changes include: 1) Details acquisition planning for all projects and contracts over \$200,000, 2) Establishes a communication protocol, 3) Defines Project Manager's responsibility and accountability, 4) Implements a process that involves the Office of Social Responsibility (OSR) in the evaluation of small business participation incentives in consultant procurements over \$50,000, 5) Discourages the use of Category I procurements for recurring needs and awarding Category I contracts to the same consultant on a repetitive basis, 6) Requires certain actions be approved by Legal, CPO, and Executive Staff, 7) Improves document management accountability and establishes separate files for procurement and contract administration, and 8) Improves transparency of scope of services in the solicitation documents.</p>	Capital Development Division		Briefing			
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4/21/2009	Resolution #3616	Procedures for Small Works Project Roster	<p>Report on the new proposed Small Works Roster Resolution. Concerns about the Port's practices were identified in recent audits. With the centralization of procurement activities into the Central Procurement Office (CPO), a close look at the audit findings, and an internal review of practices and state law requirements, Port staff determined a resolution was needed to ratify its small works roster program and authorize continued use of the program. The purpose of the small works roster program is to establish a quick and less costly process to award contracts for construction, building, renovation, remodeling, alteration, repair or improvement of real property where the estimated cost is \$200,000 or less. Recent State Legislation, if passed, may increase the \$200,000 limit in the future.</p>	Capital Development Division		Briefing			<p>Resolution brought back for First Reading on April 28, 2009, and passed unanimously. Second Reading will take place on May 5, 2009.</p>
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4/21/2009	McKay Report Response	Ethics Reform	<p>Review of the implementation of the McKay Report Recommendations, involving procurement and ethics issues. Areas either being implemented or already operational include: 1) Implement a robust ethics program that will institute a comprehensive workplace responsibility awareness and training program utilizing the principles expressed in six existing policies, including: the Ethics Policy for Employees, Ethics Policy for Consultants, Fraud Awareness and Prevention, Anti-Harassment Policy, ICT Appropriate Use Policy and Whistleblower Policy, 2) Ensure all procurement processes comport with Port policy and state and federal law, 3) Increase Legal Department involvement in procurement processes, 4) Ensure Legal department involvement is appropriately documented, 5) Centralize Procurement Document Management System, 6) Standardize Project Manual Provisions, and 7) Include an enforceable audit provision in all contracts.</p>	Corporate and Capital Development Division		Briefing (Update)			
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4/21/2009	Port of Seattle Police Department	Ethics Reform	Review of changes at the Port of Seattle Police Department, in response to several recommendations on "best practices," by different Review Committees. Implementation of recommendations are 72% complete. Those Recommendations include: 1) A new state of the art policy manual and training module, introduced by June 1, 2) Improvement in internal affairs processes, 2) New early-warning system for recruits, 3) Problem-based learning system for new recruits, 4) Performance based reviews procedures updated based on POS templates, and 5) Weeklong Leadership Academy for Department Command Team. Results of implementing recommendations show formal investigations on Department personnel dropped significantly. New promotions and hiring have also taken place, including a new Deputy Chief.	Corporate		Briefing (Update)			
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4/21/2009	Trip Reports	Commission trips	<p>Report on recent trips by POS Commissioners to outside conferences, including: 1) Commissioners Hara at the Clean Air and Noise Conference for Airports. Despite downturn, airports recognize noise control and air emissions and are experimenting with measures, including engines that produce less harmful air emissions. 2) Davis and Hara on the ACI-NA conference, discussion of how airline industry is oversupplied of seats, though Seattle doing relatively well by comparison, 3) Commissioners Creighton and Davis at the Transpacific Maritime Conference in LA. Davis spoke of assessment of economic and trade worldwide in seaport. Global trade has plummeted. Structural trade necessary, downsize capacity necessary, and lowering costs through better choices. Dissapointment over lack of stimulus funding for infrastructure. Also worries about protectionism. Creighton noted size of conference, more focus on structural changes, shippers upset over decisions at Ports of LA and Long Beach. Price of oil likely to rise again. Also spoke on 4) Trade Development Conference in Abu Dhabi.</p>	Corporate (Commission)		Briefing (Update)			
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