**From:** Merritt, Mike
**To:** Fick, Ted; Bryant, Bill; Bowman, Stephanie; Creighton, John; Gregoire, Courtney; Albro, Thomas
**Cc:** Wolpa, Lindsay; Beckett, Kurt; Collins, Julie; Watson, Craig; Ehl, Larry; Mateo, Matthew; White, Paul; Bellezza,
DeAnna; Schirato, LeeAnne; Dressler, Amy
**Subject:** Friday Memo September 11, 2015
**Date:** Friday, September 11, 2015 10:26:03 PM
**Attachments:** Friday Memo September 11, 2015.docx
Friday Memo, September 11, 2104
**Proposition 1 and ADR:**
Commission and staff are continuing to work on next steps following the state Supreme
Court’s decision on SeaTac’s Proposition 1. Commission has been briefed on some
preliminary options related to airport dining and retail pricing and rents. Concerning the
Port’s Resolution 3694 (Safety and Security), Craig’s recommendation is to take action at the
earliest opportunity to suspend (but not repeal) the resolution as Prop 1’s scope covers all
but a limited number of airport employees. Such an action could reduce the risk of a
decision by the federal court in the A4A case that might further constrain the port’s
authority.
The Port joined the Alaska Airlines and Filo Foods court filing following the SC decision but in
a limited way to address the need for clarity about port-city jurisdictional questions. Port
messaging is that the port is not challenging the wage increase. Airport unions
demonstrated at Sea-Tac Friday in support of the $15 per hour wage.
On the ADR program, aviation staff continues to work through recommendations for next
steps, including addressing the impacts of the SeaTac Ordinance on the November
Commission motion and options for additional outreach to increase interest in airport
business opportunities. The ADR consultant will have additional financial modeling prepared
for staff to review next week relating the projections of possible street pricing-plus and
shifts in rent levels. In addition, work continues to understand possible financial impacts
from delays on putting out the next round of ADR units to bid. Issues include construction,
leases moving into hold-over status and changes into the package structures.
**IAF program**:
The Commission heard the report on 90-day review of the International Arrivals Facility
program on 9/8, which affirmed key aspects of the planning and design work. The
Commission called out the preliminary financing plan as a subject for future discussion as
the project evolves. Alaska Airlines, which with other domestic airlines had objected to the
scope and preliminary funding plan, appeared to accept the Commission’s commitment to
address those concerns in the future.
The airport mailed out the Majority in Interest (MII) ballot 9/9 to airlines on the IAF project.
The ballot outlines the scope and identifies the funding plan as preliminary. The importance
of timing with the MII and possible fiscal impacts was specifically addressed in the
Commission memo related to Tuesday’s 9/8 presentation. The MII materials are attached.
**Airport Ground Transportation:** Staff briefed the Commission 9/8 on the results of outreach to
ground transportation services and presented a range of options for managing on-demand
providers in the future. Staff recommends delaying any official action until after Internal Audit
completes the Yellow Cab audit, including an extension. If this goes beyond the October 31 contract
expiration for the Yellow Cab agreement, the contract can be extended on a month-to-month basis.
Aviation staff is in communication with the company to ensure there is no break in service. Aviation
staff will be offering an update to Commission staff by the end of next week (including a projected
timeline). Staff recommends that Ted includes an update on this subject during his 9/22 CEO report
at the Commission meeting.
**T-5:** Commissioner Gregoire provided an update to the West Seattle Chamber 9/3 on the general
Port activities as well as the T-5 upgrade. The Port of Seattle and the NWSA position on whether a
full EIS is needed is evolving based on discussions with potential shipping-line tenants. These initial
conversations indicate that for a long term commitment, a new tenant would likely need to seek
authorization for a higher cargo throughput between 1 million to 1.3 million TEU’s, which could
result in the need for additional environmental review. NWSA managing members will hear a report
on permitting on 10/6.
**Heavy Haul Corridor:** Commissioner Gregoire testified at the Seattle City Council’s Transportation
Committee on 9/11 in support of proposed legislation creating a Heavy Haul corridor within the
Seattle harbor. Others in favor include a PCC drayage driver, company representatives and Dan
McKisson and John Persac of ILWU. The committee could vote on the measure 9/22. Staff will work
with Commissioners on a potential date for Commission review.
**Pier 66:** Port staff and NCL’s design team continue to work with the City of Seattle on the planned
Pier 66 improvements. The company’s original design involved building modifications that, in the
city’s review, would conflict with the newly adopted Shoreline Master Plan. A revised plan has been
offered that appears to meet the SMP conditions. Other work on permitting is moving forward, and
NCL is narrowing the list of potential contractors.
**SODO Arena:** Despite favorable action advisory committees last year on the project design, we
continue to believe the chances are low that the City Council will take up the vacation of Occidental
Street this year. Meanwhile, the potential costs of the project continue to grow with a pedestrian
bridge spanning Holgate Street track and the likely requirement for a parking structure to the
south. Port staff and other stakeholders are meeting to develop a City Council strategy aimed at
deterring the street vacation and supporting a strong maritime industry.
**Monday**
2-2:30pm **- Courtney** weekly call with Mike
3-3:30pm – Stephanie weekly call with Mike
**Tuesday**
7:30-9am – Bill with Ted at AGCWA Breakfast
2-2:30pm – Courtney with Paul Kundtz & Brady Walkinshaw, Trust for Public Lands re: Jack Block
Park
2:30-3pm – Courtney with Jane re: Visit Seattle /POS Tourism Partnership
**Wednesday**
4-5pm - Courtney with Richard Anderson and Mike Medeiros *(Stephanie TBC)*
**Thursday**
3:45-4:15pm - Stephanie at Port 101 – Cargo @ P69
*4:30-5:30pm – Courtney with Stephanie and Ted – TBC – may be moved to Friday after 2pm*
**Friday**
7:30-9am – Courtney at TDA Board Meeting
**OT TOPICS – September 4, 2015**
**viation – Mark Reis**
**Weekly Recap:**
Meeting on 9/11 with proprietor of Planewear to discuss future concession opportunities.
Meeting with AAG senior management regarding NSAT project phasing on ~ 9/15
Preparing for 9/22 Executive Session ILA update
Preparing for 9/22 Executive Session discussion of strategy related to ADR lease
authorization, Proposition One and related litigation
SAMP briefing for Governor’s staff on ~ 9/28
Aviation senior management meeting with IAF PD/B re its evaluation of possible changes or
refinements to scope and methods of delivery on ~ 9/29
**pital Development – Ralph Graves**
**Weekly Recap:**
16C Runway concrete now getting good strength. Four weather days experienced, so
scheduled finish of 2015 work is now 11/9.
North Satellite Renovation partnering session held among Port, Alaska and Hensel-Phelps
(GC/CM contractor) on Thursday. Discussed scope and 60% estimate progress.
**Looking Ahead:**
Energy conservation rebate application for Parking Garage lighting submitted to BPA and
accepted. Expect Port to receive $302,900 by end of November. More rebates coming.
IAF design-builder presented to Aviation staff and airline reps planning alternatives for
consideration within assigned scope. Alternatives decisions to be made by end of
September.
**hief Executive Officer – Ted Fick**
**Weekly Recap:**
Spoke at AV Division Town Hall and Staff Meeting. Reviewed port developments and
projects.
Breakfast w/ Paul Stevens to discuss maritime issues.
Lunch w/ Howard Lincoln to discuss arena and street vacation proposals.
Bart Brynestad, Panattoni Development w/ Freiboth & McFadden regarding Des Moines
Creek Project.
Labor Issues briefing with Freiboth & Ehl.
Speaking at King County Regional Policy Committee meeting w/ John Wolfe, at invitation of
Councilmember Von Reichbauer. Port of Seattle update and Seaport Alliance.
Attended and spoke at Executive Leadership Customer, Business & Community reception.
Introduced the POS executive leadership team members.
Meeting with Sen. Kohl-Welles, at her request; Clare Gallagher and Comm. Gregoire
attended.
Tom Byers, Port Jobs Board Chair; further discussion workforce development/port’s
expansion plans.
Briefing on draft Employment at Will for new employees w/ HRD.
Attended Quarterly Marine Industry Dinner hosted by Harley Marine.
Lunch w/ Stein Kruse & McFadden re: cruise issues.
Met with POS Blacks in Government.
**Looking Ahead:**
CDRT luncheon
Speaking at AGCWA Breakfast w/ Comm. Bryant
Speaking at AAG Exec Team meeting w/ Tilden
Status briefing on AV Director Search w/ Michael Bell
EA Washington Tour w/ McFadden & Rosie Courtney
Briefing on draft Employee Total Rewards Statement w/ HRD
**onomic Development – Dave McFadden**
**Weekly Recap:**
McFadden presented the Division’s strategic plan at the 9/7 Commission meeting and got
feedback from the Commission on several goals within the plan.
Tourism conducted five interviews in London with final candidates for UK representation.
Selection process narrowed now to three finalists; conducting reviews of cost analysis this
week.
Making recommendations for an agreement for the use of the Pier 69 North Apron for
afterhours/weekend taxi queuing. After reviewing the data regarding the passenger counts,
taxi usage and fares, and other possible agreement options, we are recommending that the
new agreement would be a non-exclusive license-to-use with Clipper Navigation that will
include revenue-sharing and stronger operating guidelines to improve the management of
the program and reduce liability to the Port. Clipper will then negotiate an agreement with
a provider (Yellow or whomever they choose) and we will have a copy of that to determine
that the agreement mirrors our operating guidelines. We would prefer to not get in the
middle of their relationship or take on any more liability.
Hosted World Affairs Council event in the commission chambers on Sept 9. The event
featured Rear Admiral Jeffrey Ruth, Commander, Navy Region NW.
Burien Northeast Redevelopment Requests for Proposals come in Sept 10.
Mian Rice and Tina Boyd continue to finalize the details of a Small Business Generator
(PortGen) pilot program scheduled for October-November start. Briefings will be schedule
for CEO Fick and Commissioners prior to implementation.
We have received 19 applications for our Senior Real Estate and Economic Development
Manager position. It closes on Monday and we are scheduling interviews for October 1 and
2.
**Looking Ahead**
Marie Kurose and Dave McFadden will present to Commission on 9/22 the following
workforce development action requests: (1) RFP for continuation of employment and
current training services at Sea-Tac through a six month extension to the Port Jobs contract,
and a solicitation for these services starting in July 2016, (2) RFP to advertise for consulting
services to develop a career pathways mapping for aviation related jobs.
Tammy Ashcraft will start working as Dave McFadden’s administrative manager on
September 15th.
100% design review meeting for Pier 69 roof beam rehabilitation project.
Finalizing Visit Seattle tourism promotion agreement.
McFadden and Ted Fick on outreach trip to Eastern Washington next week.
**nance & Budget – Dan Thomas**
**Weekly Recap:**
CEO review of Corporate, Maritime, and Economic Development Preliminary Budgets
Ongoing work on NWSA implementation
**Looking Ahead:**
CEO review of Aviation Preliminary Budget on Monday
WWW Mobile Web site ready to go live pending PA signoff
Commission review of Corporate budget scheduled for 9/22
Working on completing NWSA combined preliminary budget rollup
9/17 recognition lunch for team members involved in pay administration LEAN project
Preparing External Auditor RFP for review by Audit Committee and approval by Port
Commission
**uman Resources – Paula Edelstein**
**Weekly Recap:**
Managing Director, Aviation position posted this week on Compass and Applicant Tracking
System. Internal candidates should submit their interest to Michael Bell by September 30th.
Recruiter contract is being negotiated for Managing Director, Maritime position. Target for
completion 9/11.
Regional Government Affairs Manager interviews are underway.
Sr. Manager, Real Estate & Economic Development position is posted until 9/13.
Kelly Zupan has accepted the Maritime Director of Finance & Budget position and he will
begin 9/23.
Continue to work implementation issues, like medical coverage eligibility, to ensure
compliance with the Affordable Care Act compliance.
**Looking Ahead:**
Spencer Stuart has received an encouraging response for Managing Director, Aviation.
Finalizing wording for the streamlined 206 Salary and Benefits Resolution as well as
recommended non-represented salary structure.
On track to meet September 30, 2015 deadline for EEOC compliance reporting, EEO-4 and
VETS-4212.
**bor Relations – Dave Freiboth**
**Weekly Recap:**
Operating Engineers - The CBA expired June 1, 2014. The parties have met 24 times. The
union received our best and final August 27. The union is now agreeing to PERC mediation -
the dates proposed are Sept. 16, 23, 24 but we are waiting for the PERC mediator to
confirm. It is reasonable to surmise that a work disruption is not imminent. Regardless we
are prepared to continue operations should some sort of “wildcat” disruption occur.
Proposition 1 (SeaTac Min. Wage) – Briefed Commissioners, 9/1 about internal impacts of
ruling. POS is exempt from initiative so compliance with the spirit of the initiative would be
a policy consideration. Reported to Commissioners contact LR received from external labor
organizations who intend to assist AV tenant employees regarding back pay and other
benefit issues pending as a result of the ruling. Labor community is looking to the Port to
facilitate a uniformed reimbursement of wages and conditions.
Unite HERE - Meeting with Unite HERE on 9/4 to discuss recent events at airport. No “ask”
just a general check in.
TSA Security – Meeting with Wendy Reiter and others in AV Security to discuss the new TSA
Security Circular on 9/8. This circular will further affect ILWU Local 9 members in terms of
their job and schedule assignments.
ILWU 19 - Briefed about proposed safety alarm modifications required to satisfy SEPA
regarding the T-5 rehab 9/29. A follow-up briefing with Paul Meyer from Environmental
Planning is being scheduled.
Parental Leave – Leave provision, if approved by commission is envisioned to be extended
to non-rep groups. Represented employees would only be considered for coverage as a
part of a bargaining strategy that could be used to better align port bargaining units to a
unified, “one port”, employment standard.
BUS/PSRR - Bargaining session held 9/4 and 9/9 - Explored 1-year extension in exchange for
bid process changes and jurisdiction language. Union also looking for financial incentive.
Union insisted on work jurisdiction language inconsistent with our current practice.
Exchanges initial proposals. Union's availability has been a significant challenge. One of the
shop stewards is a relief driver and her schedule has impacted the Union's availability.
Officers - CBA approved by Commission on 9/8 - New collective bargaining agreement (CBA)
between the Port of Seattle and the International Brotherhood of Teamsters, Local 117,
covering the period from January 1, 2015, through December 31, 2017, and affecting 72
Police Officer positions. Total Port Cost Increase for the Duration of the Agreement:
$429,788. Source of Funds: Port of Seattle Police Department.
Sergeants - CBA approved by Commission on 9/8 - New collective bargaining agreement
(CBA) between the Port of Seattle and the International Brotherhood of Teamsters, Local
117, covering the period from January 1, 2015, through December 31, 2017, and affecting
16 Police Sergeant Positions. Total Port Cost Increase for the Duration of the Agreement:
$264,385. Source of Funds: Port of Seattle Police Department.
Fire Department - Labor/Management meeting held on 9/9. Items discussed included the
Kent Regional Authority proposal, jurisdiction regarding the Mobile Command Van, and
temporary west side emergency response location.
**Looking Ahead:**
POS PLA – Ralph Graves and Janice Zahn from Engineering have initiated discussions about
how to backfill the vacant PLA negotiator position. The initial request was for LR to take
back responsibility for negotiating PLAs but LR is down two positions and has limited
capacity to assist. One open LRM position is currently being filled at which time further
reorganization of LR could free up capacity to negotiate PLAs. It is agreed to schedule a
work session to determine the most efficient way to cover these tasks without a
corresponding increase in costs. Meeting set for 8:30 am 9/14.
Executive Order on Sick Leave – OFCCP considers us a federal contractor so we will need to
fall in line with this. Evaluation of CBAs regarding coverage is pending.
Port of Tacoma – Meeting with Port of Tacoma on 9/16 to discuss coordinated marine
terminal/labor relations communication.
Police Specialists – Initial bargaining proposals exchanged. Next bargaining scheduled for
9/18.
Non-Sworn Supervisors – Preparing for negotiations with department on 9/15.
ATO Supervisors – Next bargaining session scheduled for 9/18.
Av/Ops and Security – Bargaining be handled by outside counsel. Meeting to discuss
strategy and meet/greet with department and counsel scheduled for 9/15.
PTO – Dave will be out of the office from 9/17 – 9/23 returning on 9/24. Larry Ehl will have
contact information in case of urgent matter. Otherwise, please contact Labor Relations
Manager, Mikel O’Brien.
**gal – Craig Watson**
**Weekly Recap:**
Susan Ridgley has announced her retirement effective end of December.
Finalizing recommendations regarding Prop 1/Quality Jobs resolution next steps.
Submitting letter to AG regarding DNR request for AG opinion re T-5 issues.
**aritime – Mike McLaughlin for Lindsay Pulsifer**
**Weekly Recap:**
Maritime Operations/ Security
POS Staff working with NWSA staff on tariff issues aligning POS tariff with the new NWSA
tariff to be published. The new and revised tariff will reflect the distribution of properties
between the two organizations providing a useful tool for staff and customers in
determining tariff rates applicable for both POS and NWSA.
T91 – ICT project just finished installation of new automated gate access control system
which was partially paid for with security grant funds. Final testing is complete. We will be
phasing this new system in between now and the end of the year which provides our
tenants/employees and regular customers to be registered in the system and can then can
use their WA State driver’s license to access the primary gate at Galer Street. This new
system will greatly improve our ability to monitor movements in and out of the terminal, is
expected to reduce contracted guard service once fully in place and provide our tenants
with access to accurate truck trip times through the facility and better management of their
employee’s access to the facility.
FEMA Visit 10/9/15 – Alex Mraazic, National Head of Port Security Grant Program,
Department of Homeland Security and his team along with Local FEMA region 10 staff
visited Seattle this week. They initially contacted the port requesting an opportunity to
meet with Security Staff and see the various facility improvements and equipment that the
port has purchased through security grants over the last few years. In preparing for this
event it was decided and confirmed with the FEMA team planning the visit it would be good
to include any and all agencies and other WA ports that have benefited from use of Security
Grant funds. The agreed upon agenda was focused on information sharing Sept 9 & 10 with
a large gathering to be held at USCG Pier 36 of which most WA ports west of the mountains
were invited to attend along with Port Police, City of Seattle Police and Fire Department. All
of which have received some form of Federal Security Grant funding.
Muckleshoot tribal fishing activity in full swing Sunday 9/13 thru Friday 9/18.
Received draft proposal from Suquamish Indian Tribe to establish formal agreement
regarding Vessel coordination and Treaty fishing activity. Draft under review by Legal. Next
Government to Government meeting to be scheduled with Suquamish, POS and NWSA.
Government-to government meeting scheduled in early October 7/8 with Muckleshoot Fish
Commission, POS and NWSA regarding future vessel coordination agreement and pending
projects planned at POS/NWSA Facilities.
Cruise
NCLH Design Team held pre-application meeting with City of Seattle Building Permit
Department Thursday 9/10 regarding the P66 cruise terminal renovation project. This
preliminary first step discussion with City staff provides sharing of details related to the
project scope, early review of design plans for proposed tenant improvements and
opportunity to clarify what all is need at the formal building permit intake, Step 2. Discussions
continue between Port staff, City staff NCL project team regarding new Shoreline
Management Code related to Urban Harbor Front environments and how it applies to the
proposed P66 Cruise Terminal building renovations.
2015 Cruise Season coming to a close in the next three weeks. A very strong year in passenger
volumes expected to be over 900,000 revenue passengers.
Fishermen’s Terminal / Shilshole Bay Marina
Lease negotiations complete on three new agreements for building/office/retail space at FT
– Documents out for signature. Agreements effective Oct 1, 2015. This brings occupancy
level to 97% at FT. All three are commercial fishing tenants.
o Wild Salmon Seafood Market – 5 year lease in C15 Bldg. Existing tenant.
o Sullivan & Richards (law firm representing commercial fishing companies) – 3 year
lease in West Wall Bldg. Existing tenant.
o Alaska Bering Sea Crabbers – 2 year lease in West Wall Bldg. – New tenant.
The Alaska Salmon Fleet has returned to FT this past week.
***Fishermen’s Fall Festival***, Saturday, October 3rd. 11:00 A.M. – 6:00 P.M. A great community
event!
Shilshole SBM Staff working with finance and legal department regarding potential new revenue sources from the marina. As summer fades Seasonal Dry Boat Moorage comes on line – fencing in place to secure this area for customer’s boats. Already one boat in storage.
Marine Maintenance:
Maintenance management team working with Labor Relations on several issues – Local 30
(Millwrights)/ Local 289 (Auto Machinist) unit clarification, Local 30 EH – FTE conversion PTO
accruals, Local 174 (Teamsters) jurisdiction.
Aligning work order system (Maximo) with new Shop organizational chart. Roll out 10/1.
Storm Water Utility camera truck evaluations. Vendor demo last week.
DOT Supervisor training this week (biannual).
**ort of Seattle Police – Chief Wilson**
**Weekly Recap:**
ON 9/8 we coordinated and handled the overflow crowd at the commission meeting. We
controlled the number of people allowed into the room and there were no disturbances,
arrests or injuries.
**Looking Ahead:**
The annual 9/11 ceremony will be conducted in partnership with the Fire Department
beginning at 6:45 AM to honor the 2,753 people killed that day including 60 officers and 343
fire fighters.
On 9/10 several high-ranking officials from the Department of Homeland Security – FEMA will
meet Police Department employees as well as representatives of the Washington State
Ferries, Ports of Tacoma, Everett, the City of Seattle Fire Department and Police Department,
and the Marine Exchange of Puget Sound as they have all been major recipients of Port
Security Grant funds over the years; this will take place at the Coast Guard facility so the
agencies can bring their FEMA funded equipment for review.
**ublic Affairs – Julie Collins**
**Weekly Recap:**
SAMP presentation to Bellevue Chamber Public Affairs Committee (Leavitt) on 9/10
Port working with North Seattle Industrial Association to strategize on appropriate response
to the City of Seattle’s announcement that they will limit Ballard Bridge openings to
accommodate rush hour traffic.
Ongoing work with The NWSA and the City of Seattle to advance the Heavy Haul Corridor.
City of Seattle Transportation Committee briefing on Sept. 11.
Joint Presentation (Fick and John Wolfe) at the King County Regional Policy Committee on
Sept. 9 with an overview of POS economic activity and formation of The NWSA.
Coordinating the itinerary and logistics for POS appointments in Eastern Washington next
week with business/civic leaders and editorial board meetings (Fick and McFadden).
Commissioner Gregoire delivered a well-received "State of the Port" presentation to the West
Seattle Chamber of Commerce on Sept. 3.
Nearly 200 people attended a reception on Sept. 9 for the Port Executive Team. Many
attendees were from local labor organizations, local government, and local businesses.
**Looking ahead:**
The US House, working to follow Senate’s lead in advancing a long-term surface
transportation bill has tentatively scheduled committee action as early as next Thursday.
Several groups are holding fly-ins to emphasize importance of freight
AAPA’s Legislative Policy Council Members Flying In for an advocacy day on Oct 8 (as past
Chair, Tay Yoshitani is an LPC member)
CAGTC fly-in Oct 21-22 (Creighton is a Board member, checking w/ Commission staff to see if
participating)
FAA reauthorization is unlikely to pass before the Sept 30 deadline, leaving Congress in need
of passing a 6 + month extension. More time will help the port’s effort to push Congress to
update the PFC.
As continued effort to support fishing industry and industrial users of the Lake Washington
Ship Canal (Ballard Locks), port plans to engage stakeholders on a coalition effort needed to
support federal funds for Ballard Locks repairs. Large amounts of funds re needed to prevent
failures that could result in months-long closures.
On Monday, City Council will hear updates on the Viaduct Replacement (tunnel opening now
projected for mid-2018), Seawall replacement (delay one year to complete 2017), and the
Waterfront/Alaskan Way waterfront delay in design by one year (now anticipating
construction start in 2019).
The Seattle Times reported that the Port has partially joined the motion for reconsideration
filed by the respondents to the City of SeaTac Proposition 1 State Supreme Court decision.
The reporter was told that the Port is seeking clarification about its jurisdiction over airport
operations.
KOMO-TV has requested an on-camera interview the week of Sept. 14 to discuss the longterm moorage of The Lurline at Terminal 30. Kurt Beckett is planning to be interviewed.
**rategic Initiatives – Dave Caplan**
**Long Range Plan (LRP) Weekly Recap:**
Kickoff meeting for Century Agenda growth initiatives was held on Sept. 11th.
Operations Excellence held their 3rd team meeting on Sept 10th.
**Long Range Plan (LRP) Looking Ahead:**
Workforce Development will hold their team meeting on Sept. 15th
**CPO Weekly Recap:**
Change Order Process: CPO, Engineering and OSI Lean Specialist kicked off the project to
review change order process to identify areas of concern, and analyze, evaluate and
recommend the process improvements.
**CPO Looking Ahead:**
CPO-1 Review: First draft of new policy was distributed to the review team. Comments are
due September 24th and our first review meeting is scheduled October 1st. Plan it to have
new policy in effect January 2016.
Office Supply: CPO is working with ASAP and Property Managers to develop a more effective
and efficient office supply program. We are looking to establish an office supply catalogue
with central distribution area for common items. Meetings with ASAP through midSeptember to finalize office supply list.
**CPI Weekly Recap:**
Operational Assessment**:** AVM created a working draft of a comprehensive communication
plan for the organization, reviewing with HRD and Public Affairs this week. The focus of our
draft starts to address questions of management and front line employees.
Inventory Improvement**:** Created a list of improvements to pull based on priority.
Improvements will be added to the inventory as they surface.
**CPI Looking Ahead:**
Japan Study Mission: Five Port employees: Laura Hall (AFR), Manette Moses (Health &
Safety), Skip Himes (Maritime), Stuart Mathews (AVM) and Wes Henrie (CPI) will depart
Seattle Oct 9 to learn from Toyota and other mature Lean organizations in Japan.
Operational Assessment: Honsha consultant will return for additional assessment in Capital
Design value stream on Sept 14-15.
AV Landside Improvements: Scheduling support for improvements in Landside Operations.
This area of the organization currently uses data to understand and respond to fluctuations in
demand. They are interested in learning from external experts (our Lean consultants) to test
some ideas on improvements in bus operations.