

DATE: September 19, 2025

TO: Port of Tacoma Commissioners

FROM: Sponsor: Sean Eagan, Director, Government & Community Affairs
Project Manager: Leslie Barstow, Manager, Community Relations & Workforce Development

CC: Eric Johnson, Executive Director

SUBJECT: Workforce Training and Internship Pathways Adding of Additional Scope and Funding Increase – Personal Services Amendment (PSA) 071958

A. NOTIFICATION

Staff is notifying the Port of Tacoma Commission of the intent to increase the value of PSA 071958, by **\$150,000.00**. This increase, together with prior amendments, is greater than fifty percent (50%) of the original contract amount of \$175,000.00. The Commission authorized the total contract of \$525,000.00 over 3 years including extension at the Commission Meeting on December 19, 2023, Item No. 6B. Per Port Master Policy Resolution No. 2024-03-PT, Section E.3, when an amendment to a personal services contract, individually or cumulatively, will exceed fifty percent (50%) of the original authorized amount, the amendment must be sent to the Commission and made available for public inspection seven days prior to the proposed starting date of services under the amendments.

B. JUSTIFICATION

Since 1992, the Youth Marine Foundation (YMF) has provided hands-on training to introduce and prepare young people for careers in the maritime industry. This includes an intensive four-week training program that provides participants with practical shipboard experience, formal instruction, and essential maritime skills. YMF utilizes the MV Doolin-Rogers, a 100-foot, 100-ton aluminum training vessel, uniquely designed to deliver hands-on maritime education and marine science experiences to students in Tacoma and beyond. It serves as a floating classroom, capable of accommodating up to 100 students along with a licensed captain and crew, and is used for activities such as sea floor sampling, underwater camera exploration, and navigation training.

The proposed additional funding would allow Workforce Central to contract with the Youth Marine Foundation in support of their Seamanship Readiness Program, a workforce development initiative preparing Pierce County workers for careers in the maritime industry. This program delivers job training, pre-apprenticeship preparation, credentialing, and placement support for careers with Port tenants and regional employers. The program would:

1. Provide U.S. Coast Guard-recognized credentials (MMC) and 40+ hours of vessel-based training
2. Prepare participants for employment with Port tenants and other Port-related employers

This additional work would support the Port of Tacoma's Workforce Development Strategy and Strategic Plan Goal EV-4. This is authorized under RCW 53.08.245, which empowers port districts to contract with nonprofit corporations and private and public entities that provide training systems to provide occupational job training and placement, job

advancement and job retention, pre-apprenticeship training, or occupational education programs associated with port tenants, customers, and local economic development.

C. ADDITIONAL SCOPE

In return for Port funding, Workforce Central and YMF would deliver measurable, reportable outcomes in full compliance with RCW 53.08.245(2)(c):

1. 60 participants enrolled annually in Seamanship Readiness
2. 30 participants credentialed with their Merchant Mariner Credential (MMC)
3. 30 participants trained with at least 40 hours of vessel-based, hands-on experience
4. 20 participants placed in Port-related internships, apprenticeships, or entry-level jobs with Port tenants or other regional Port-related employers, and/or related post-secondary education.
5. 3 employer engagement events (hiring fairs, site visits, networking sessions) connecting participants to Port-related businesses or other regional employers.
6. Workforce Central will provide annual quantitative reports for the Port detailing the work provided by YMF under the scope of this contract, including:
 - Number of workers trained, credentialed, placed, and retained
 - Job types and wage ranges
 - Businesses served (including Port tenants)
 - Tangible public benefits

D. FINANCIAL SUMMARY

On December 19, 2024, the Commission approved a one-year contract with the option of two (2) one (1) year renewals at the sole discretion of the Port, for a possible total of three (3) years. The contract featured an annual amount of \$175,000, for a total authorized amount of \$525,000, assuming the two one-year options were exercised, and the full three years are used.

To date, the Port has exercised the first one-year option, extending the contract to two years. The current balance of the contract is \$54,395.62. Staff anticipates the balance of the funding will be used before the end of 2025.

Because of the continued positive performance of Workforce Central, the Workforce Development Committee recommends the Port exercise the second and final one-year option with the final \$175,000.00. This will expend the full \$525,000 authorized by Commission.

The additional contracted work between Workforce Central and the Youth Marine Foundation will require an additional \$150,000.

Staff intends to increase PSA 071958 - Workforce Training and Internship Pathways – as follows:

| Contract Summary | |
|---|---------------------|
| Description | Amount |
| Original Contract Amount | \$175,000.00 |
| Previously Authorized Amendment 01 (Increase Funding and Time Extension associated with the first one-year option.) | \$175,000.00 |
| This Amendment (Increase Funding and Time Extension associated with the second one-year option plus Increase Funding and Additional Scope for YMF.) | \$325,000.00 |
| Total Not to Exceed Contract Amount | \$675,000.00 |

E. ADMINISTRATION

Per RCW 53.19.060(2), this memorandum will be filed on September 19, 2025, with the Commission and made available for public inspection on the Port of Tacoma public website for seven calendar days.