



Commission Work Session Minutes Monday, May 19, 2025

Commission President Jasmine Vasavada called the Commission Work Session of May 19, 2025, to order at 4:03 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, In Olympia, Washington.

Present

Commissioners: Jasmine Vasavada, President; Maggie Sanders, Vice President; Sarah Montano, Secretary; Amy Harding and Bob Iyall.

Staff: Alex Smith, Executive Director; Warren Hendrickson, Director of Operations; Mike Reid, Director of Community and Economic Development; Shawn Gilbertson, Director of Environmental Planning and Programs; Tina Champion, Executive Assistant to Executive Services; and Missy Goodell, Executive and Commission Coordinator.

Approval of Agenda

Commissioner Montano moved to approve the agenda; seconded by Commissioner Sanders. Motion approved unanimously.

Waterfront Center

Mike Reid, Director of Community and Economic Development, provided an update and background on the history, knowns, unknowns and options to moving forward with this project. The Commission was asked whether they wanted to proceed with an active recruitment for the development of Site D. Amenities and development of Site D were discussed, as was the role that the Port should play in planning this development and are there enough interested tenants to make the project viable? Options were discussed including restrictions, required uses, and the possibility of incentivizing. The Solicitation of Interest (SOI) model was recommended by staff. Next steps were discussed including defining "must haves," "nice-to-haves," and "no-ways;" defining the submittal guidelines, setting a review process, and reviewing the launch document.

The Commission requested staff to develop a recommendation and report back to them at the June 16, 2025, Work Session. The goal is to create policy statements that are clear and concise; with not more than five concepts or policy statements that would be included in the SOI. Value statements will be created; Commissioners Vasavada and Harding staff the Port of Olympia's Waterfront Subcommittee; they will work with Mike to create Value Statements and other Commissioner input will be included.

Commission Meeting Protocols

Alex Smith, Executive Director, provided updated information on some Port of Olympia Commission meeting enhancement suggestions previously proposed.

Public Comment over Zoom: New Process. For those members of the public wishing to provide public comment virtually/over Zoom, they will now need to sign up in advance online by 3:00 p.m. the day of the Commission Meeting in order to provide comments virtually. Anyone who raises their hand during a Commission Meeting who has not previously signed up online will not be permitted to provide comments, only those who signed up in advance would have the opportunity to give 3 minutes of public comment on the subject for which they signed up (a topic must be provided). A sample online registration form was shared. It was asked that the public commenter's address be requested and added to the registration form. This process should be ready to come online at the June 23 Commission Meeting. The Marketing and Communication department will assist with communicating this new process.

Commission Meeting Packet – Adding Hyperlinks for Agenda Attachments. Commission Meeting Packets will now include individual hyperlinks to each agenda item with an attachment to that specific agenda item.

Agenda Setting

Scheduling Retreats. Executive Director Alex Smith distributed handouts depicting Port Commission scheduling needs and an annual calendar of meetings and meeting topics (that included Port of Olympia Commission Meetings, Work Sessions, POCAC meetings, and WPPA events). The goal is to schedule several retreats over the next few months, one to build out a 5-year Action Plan in early July, and another ½ day retreat to walk-through current finances and to have Port business unit leaders speak to their budgets at an in-depth level before officially launching into the 2026 budget process.

Agenda Items. A deeper dive into the Port's Marina and Real Estate divisions was requested, to include assets and depreciation information.

It was reported that Commissioner Vasavada will be unavailable from July 7 – 24.

Commissioner Candidates. A ½ day Q&A Open House for those interested in running for Port Commissioner is being planned. This will be publicly noticed and open to the public. Commissioner Harding agreed to participate for 1 hour during that day to answer questions and provide insight into this exciting role.

Joint POCAC and Port of Olympia Commission Meeting. A joint POCAC and Port of Olympia Commission meeting is scheduled for Tuesday, June 17 at 5:00 p.m.

Upcoming Agenda Items. Items for upcoming agendas: 1) Port staff was requested to provide financials on a regular basis to be included in Commission meeting packets, even if financials are not on the agenda; 2) discuss updating Port environmental policies to include how the Port is addressing climate change; and 3) a Work Session on environmental policies was requested to be held on June 9, 2025.

Town Halls. A Town Hall to address climate change and what the public would like to see was requested.

Executive Session. It was requested that an Executive Session be scheduled in the early part of June 2025 to discuss the performance of an employee.

Adjourn

The meeting adjourned at 5:41 p.m.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Maggie Sanders, Vice President

Sarah Montano, Secretary