



Serving All of Thurston County

Commission Work Session
Monday, May 15, 2023
2:30 PM

Percival Plaza - Olympics Room
626 Columbia Street NW
Olympia, WA 98501

The meeting agenda is available on the Port's website as of May 11, 2023.

<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:

<https://us02web.zoom.us/j/86446585887?pwd=TmlKUGJwMlE1RDBoGaWM2dzFybVM2UT09>

or Telephone: 1 253 215 8782

Webinar ID: 864 4658 5887

Passcode: 907160

Please note that the Zoom link changes for each meeting.

NOTE: *No public comment or commission action will be taken at this Work Session.*

AGENDA

- A. Call to Order
- B. Approval of Agenda
- C. Working Agreements – Retreat Follow-up – Nancy Campbell, Consultant
- D. Allied Universal Security Services – Purchased Services Agreement Amendment – Afsin Yilmaz, Marine Terminal Senior Manager
- E. Matson Layberth Agreement – Afsin Yilmaz, Marine Terminal Senior Manager
- F. Budd Inlet Remediation Update – Lisa Parks, Executive Services Director
- G. Upcoming Topics – Sam Gibboney, Executive Director
- H. Adjourn

Port of Olympia Mission

Creating economic opportunities and building community for all of Thurston County through responsible resource use.

COVER MEMO

Briefing Date:	May 15, 2023
Staff Contact/Title:	Sam Gibboney, Executive Director
Subject:	2023 Commission/Staff Retreat – Working Agreements
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision Needed

Background/Overview:

The Port Commission and management staff participated in a retreat on February 23-24, 2023. The retreat was facilitated by Nancy Campbell, and a summary memo is attached.

Documents Attached:

Summary Memo dated April 26, 2023 from Nancy Campbell for February 23-24, 2023 Commission/Staff retreat.



Memo

From: Nancy M. Campbell

To: Sam Gibboney, Executive Director

Cc: Commissioners Harding, Iyall, Downing, Staff Directors and Senior Managers

Date: April 26, 2023

Thank you for organizing time for the Port of Olympia Commission, Executive Director, Directors and Senior Managers to meet from February 23-24th, 2023, to discuss how to create clear understanding and agreements of how Commission members and staff can most successfully work together. This memo summarizes activities engaged in and agreements reached during the retreat, and a discussion of possible next steps.

Thank you again for the opportunity to facilitate your retreat. It is my honor to serve the Port and by extension the south sound community.

Attendance

Port Commissioners: Iyall, Downing and Harding. Port Staff members: Gibboney, Hendrickson, McDonald, Parks, Quandt, Rudolph, Yilmaz and Soule.

Meeting Objectives

- Clarify roles and expectations.
- Practice braver conversations and collaboration.
- Enhance understanding of Commission and staff member working styles.
- Clarify desired communication and decision-making strategies.
- Create agreements about how to work together moving forward.
- Review and approve annual action plan to achieve the Strategic Plan 2025 initiatives and goals.

Meeting Activities

Commissioners and the Executive Director met the morning of day one to identify working agreements and to develop a more thorough understanding of each other's history and working style. Directors joined the Commissioners and Executive Director in the afternoon to review the work accomplished in the last year, review themes from member interviews, and to explore current and future challenges.

Senior Managers joined the group the morning of day two. Staff members shared the agreements reached at their senior staff retreat and why these agreements are important to ensure optimal team functioning. Commissioners and staff members took the learning from all these activities and their work experience to craft agreements regarding their respective roles, communication strategies, processes for orienting and onboarding new Commission members. The 2023 Action Plan was presented by staff.

Meeting Agreements

1. Commissioner Staff Communication

To ensure that senior managers are informed of Commissioner concerns, needs and directives, Commissioners will limit staff communication to Directors, Managers, and the Executive Director. Staff will copy the Executive Director on any correspondence and will brief the Executive Director on any verbal requests from Commissioners.

Except for exigent circumstances, staff are expected to respond to Commissioners that their request has been received by the close of business the next day. Follow up communication will be as prompt as possible and will provide the Commissioner with either an answer or the time frame by which an answer can be provided. When replying to Commissioners staff will copy the Executive Director.

2. Commissioner Role

If a Commissioner is representing the Port, they will notify the Executive Director of any position shared.

Commissioners are often the "face" of the Port and serve as Port Ambassadors. Staff will work with Commissioners to create promotional materials that can be used by both parties to share Port accomplishments. Commissioners are encouraged to reach out to staff to get updates on projects, accomplishments, or issues to share, prior to meeting attendance.

3. Commissioner Orientation and On Boarding

Staff and Commissioners will create an orientation and onboarding process for new Commissioners that focuses on position requirements such as legal, personnel, public records laws, ordinances, and policies. After orientation, an onboarding process will provide Commissioners an overview of the Port, vision, mission, and values as well as short and long-term goals and operations plans.

4. Process for Reviewing Impact of New Unplanned Investment Opportunities

New issues or possible projects will sometimes arise and be brought to the attention of the Commission. At the end of each meeting, the Executive Director will recap any projects that staff are expected to evaluate for feasibility. The project checklist derived from the strategic plan, will be used to review impact on other strategic planning goals, objectives, requirements, and workload.

Next Steps

Next steps will involve taking the above agreements to a Port work session for further refinement to ensure agreement and understanding by all members. The Executive Director should then review the final agreements with the Directors and Senior Managers who in turn should share them with their direct reports. All Port staff should be provided an understanding of the agreements and the reasons for their development.

Some method to monitor adherence by Commissioners and staff is highly encouraged. Accountability mechanisms can be as simple as setting a date where staff discuss their experience with the agreements and the Executive Director shares this with Commissioners and Commissioners do the same and share their experience with staff via the Executive Director. The experiences of the parties should be used to make any modifications, deletions, or additions to the agreements.

Finally, it is highly recommended that another retreat be planned to orient new Commissioners. Activities discussed in agreement three should be reviewed as well as the agreements reached at the February 2023 retreat.

COVER MEMO

Briefing Date/Time: May 15, 2023

Staff Contact/Title: Conley Booth, Marine Terminal Operations Manager
360.528.8007

Subject: Allied Universal Security Services Purchased Services
Agreement Amendment 2

Purpose: Information Only Decision Needed

Background/Overview:

Allied Universal Contract (2021-1002) for purchased services was executed under Executive Director authority on May 17, 2021 after a competitively solicited request for proposals. The initial term of the contract was through May 31, 2023 with a Not to Exceed amount of \$839,054.

Amendment 1 was executed June 14, 2022 to reflect a rate increase of less than 10% of the original contract with a Not To Exceed of \$900,500. This was within the Executive Director's authority.

The Advisory before the Port Commission today is to extend the date of the contract to December 31, 2023 and to allow for an additional \$319,500 with a new Not to Exceed amount of \$1,220,000 for essential security services.

Documents Attached:

PowerPoint Presentation

Affected Parties:

Marine Terminal, Swantown Marina, Swantown Boatworks, Marine Drive, and the Peninsula Properties.

Pros:

1. Extending to the end of 2023 aligns the contract changes with our fiscal year budget which would allow us to predict yearly expenses more accurately.
2. Extension allows us time to review the security needs for the Port and make any revisions. The USCG Facilities Security Plan is currently under review.
3. No breaks in coverage or new contractor transition issues as we move into peak boating season.

4. Hiring time for a new contract manager.

Cons:

1. Not extending the contract in time would disrupt services and put our Facility Security Plan with USCG in jeopardy.

Staff Recommendation:

Commission approval to extend the contract to December 31, 2023 and to increase the Not to Exceed amount to a total of \$1,220,000.



ALLIED UNIVERSAL SECURITY SERVICES AGREEMENT AMENDMENT

May 15, 2023

Afsin Yilmaz
Marine Terminal Senior Manager

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Agreement No. 2021-1002 Allied Universal Services

Summary

- Purchased Services Agreement
- Competitive Selection
- Authorized Services:
 - On-site location and roving security guard services for the Port of Olympia Peninsula area
 - On-call security guard services for in-port vessels
 - One – Marine Terminal gate site supervisor (40 hours per week)
 - One – Marine Terminal gate security guard (25 hours per week)
 - One – Swantown Marina roving security guard (90 hours per week)

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Agreement No. 2021-1002 Allied Universal Services

Request: Approve Agreement Amendment #2

Term	Original	Amendment #1	Amendment #2
Term	May 31, 2023	May 31, 2023	December 31, 2023
Reason for Amendment	-	Adjust NTE for new rates	Extend for Time / Add Funds
Costs			
Initial	\$ 839,054	\$ 839,054	\$ 900,500
Proposed Increase	-	\$ 61,446	\$ 319,500
New Total NTE	\$ 839,054	\$ 900,500	\$1,220,000

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Questions?

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COVER MEMO

Briefing Date/Time: May 15, 2023
Staff Contact/Title: Afsin Yilmaz, Marine Terminal Sr. Manager 360.528.8015
Subject: Matson Layberth Agreement
Purpose: Information Only Decision Needed

Background/Overview:

Matson is a US Flag Containership operator. They have requested a lay-berth agreement for one of their ships, the “M/V Maunalei,” for approximately six months not to exceed 340 days) utilizing Berth1/2. Matson operates vessels for Alaska and Hawaii cargo shipment.

“Layberth” is defined as dockage without cargo operations. The vessel would be an “Emergency Reserve Ship” for their Alaska fleet. The vessel will be “cold-stacked”, with no crew, nor operations onboard and with minimum fuel. The vessel will have regular maintenance visits from the Matson port team.

The vessel will need shore-power during this stay. The Port intends to install the infrastructure for this service.

Documents Attached:

PowerPoint Presentation

Affected Parties:

Marine Terminal

Summary & Financial Impact:

Estimated revenue for a six-month period is approximately \$1.2 million. More revenue would be realized for a longer stay. The Port anticipated expending approximately \$250,000 to install shore power for the vessel.

Next Steps/Timeframe: *(Based on the Commission’s recommendation, describe the next steps required in order to bring this item to conclusion. Include the time frame for each step.)*

Port staff will bring an amendment to the 2023 Capital Budget (for installation of the shore power) to the May 22, 2023, meeting for commission consideration.

Matson Shipping Layberth Contract

May 15, 2023
Afsin Yilmaz
Marine Terminal Senior Manager

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Background

- "Layberth" is dockage without cargo operations
- Matson is a U.S. flag ship operator
- Operating vessels for Alaska and Hawaii trade
- Emergency Reserve Ship for Alaska fleet
- "Cold-stacked" (no crew, no operations, bare-necessities onboard)

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Vessel

- M/V Maunalei
 - LOA: 681'
 - Beam: 98'
 - Max draft: 30'
 - Year built: 2006
 - Container ship
 - Diesel engine propulsion
 - Flag: U.S.



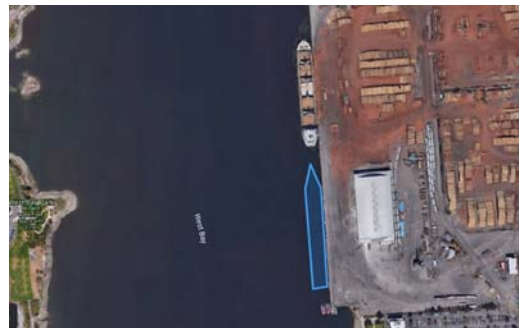
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Details

- Vessel docked at berths 1-2
- Occupies the entire warehouse length
- Term: From 05/2023 to 04/2024 (341 days)
- Six-month commitment
- Subject to 30-day cancellation notice by either party



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Details

- Electrical infrastructure Port expense
- Activated and departs
 - Vessel replaced and same rates apply
- Preferential access to Berth 1-2



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Fees

1st Term – Six months

Daily Rate	\$4,500 x 180	\$ 810,000
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2nd Term – Month seven through termination

Daily Rate	\$2,500 x 161	\$ 402,500
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Power Requirement

- 600 amp / 480 volt
- Estimate – \$250,000
- Interim generator use



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Summary

Port

- Layberth: 341 days
- Provides lines labor at tariff
- Installs electrical upgrades
- Additional services at tariff rate as needed

Matson

- Pays for dockage
- Pays for utilities (Electricity meter charge)
- Pays for vessel insurance
- Pays for other services as needed

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Next Step

Staff will prepare an amendment to 2023 Capitol Budget for Commission consideration on May 22, 2023.

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Questions?

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COVER MEMO

Briefing Date: May 15, 2023

Staff Contact/Title: Lisa Parks, Executive Services Director, 360.538.8020
lisap@portolympia.com

Subject: Budd Inlet Project Update

Purpose: Information Only Decision Needed

Background/Overview:

Staff will be providing the Commission with an update using the attached PowerPoint presentation. Additional information regarding the status of Stages 1A and 1B funding will be available at the Work Session. Additionally, Port budget status information will be presented during the presentations requesting consultant contract amendments, which are currently scheduled for the Commission's regular business meetings in June.

Budd Inlet Cleanup and Restoration Status Briefing

May 15, 2023

Lisa Parks
Executive Services Director

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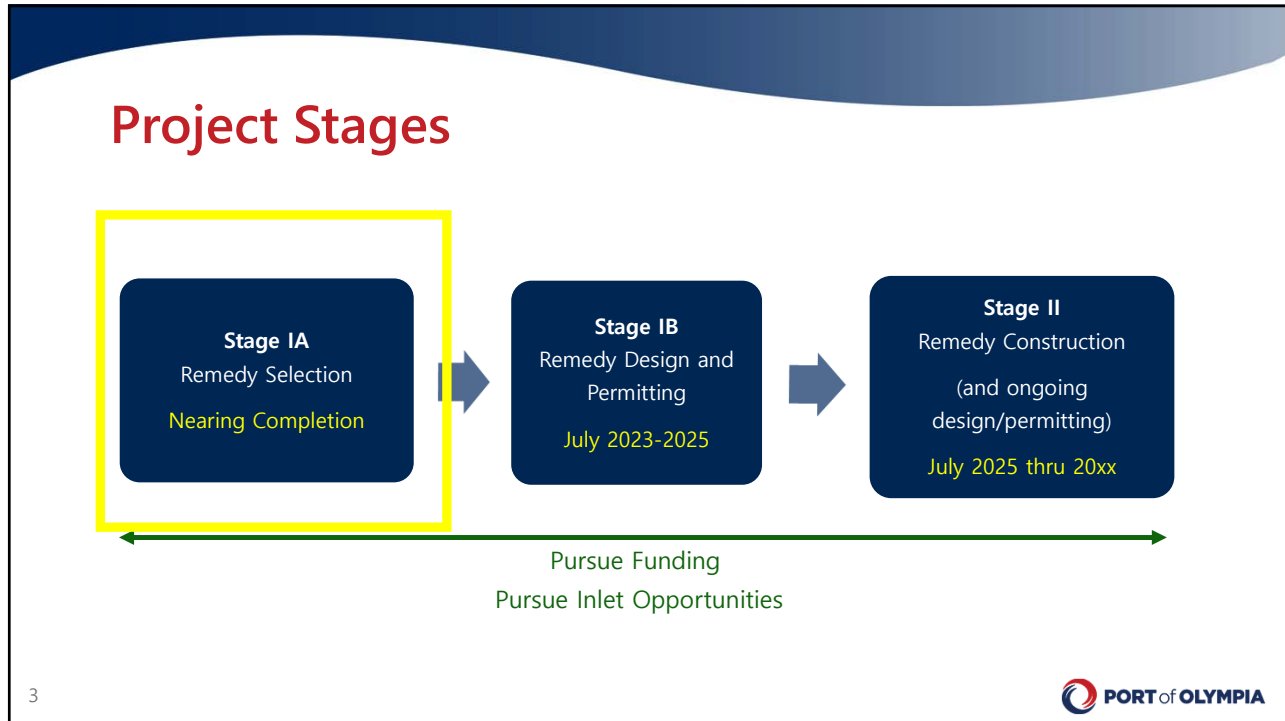
Today's Agenda

Accountability/Commitments Met

- Project Stage and Status Review
 - Stage IA
 - Complete at/near end of current State biennium – June 30
 - Stage IB – 2023-2025 Biennium
 - Scope of Work
 - Ecology Agreed Order Amendment #2
 - Funding
 - Goals for Stage II

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Status: Stage IA – Technical Tasks

Activity	Status
Ecology Agreed Order Task 4 Prepare Revised Alternatives Analysis for Study Area	Complete - Submitted to Department of Ecology <i>Dredging identified as Preferred Remedy in all Navigation Areas (~560k CY in Nav Areas), TBD outside Navigation Areas based on design investigation</i>
Ecology Agreed Order Task 5 Prepare Draft Interim Action Plan (IAP) for the Study Area	In Process for submittal by June 30
Supporting Studies <ul style="list-style-type: none"> • Sediment Management • Permitting • Source Control 	In Process for submittal with IAP by June 30

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Status: Stage IA – Project Outreach

Activity	Status
Local Governments City of Olympia, City of Tumwater, Thurston County, Thurston Regional Planning Council and LOTT	<ul style="list-style-type: none"> • Multiple Meetings with Directors/Technical Staff • Ongoing communication/coordination • Three potential synergistic projects identified (Moxlie Creek, West Bay Park, Percival Landing)
Tribes Squaxin Island and Nisqually	<ul style="list-style-type: none"> • Multiple discussions and in-person meetings <ul style="list-style-type: none"> • Executive, Technical, Legislative • Ongoing coordination
Department of Enterprise Services	<ul style="list-style-type: none"> • Multiple discussions and in-person meetings <ul style="list-style-type: none"> • Technical, Legislative
State Legislators	<ul style="list-style-type: none"> • 21 individual Legislators • 5+ agency legislative directors/budget writers

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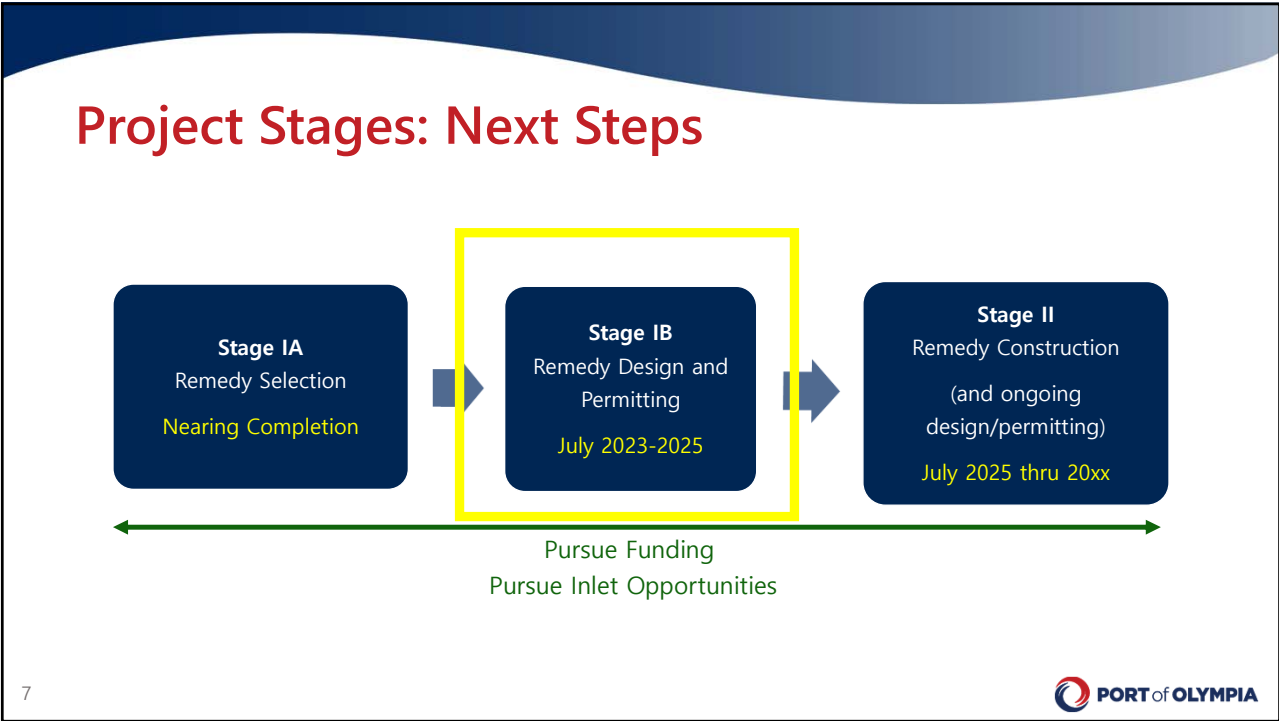
Status: Stage IA – Ecology/Legal

Activity	Status
Department of Ecology	<ul style="list-style-type: none"> • Regular, on-going technical meetings to review progress, develop action steps for approach implementation
Other Potential Partners	<ul style="list-style-type: none"> • Met with City of Olympia to explore collaborative approach to cleanup and source control
Agreed Order	<ul style="list-style-type: none"> • Met terms of existing Agreed Order • Negotiated contents of Agreed Order amendment with Ecology to achieve Port's Stage 1B objectives
Grant Agreement (current)	<ul style="list-style-type: none"> • Amended to meet updated tasks (no \$ change) • Pending amendment to extend beyond current SFY end date of June 30, 2023.

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Status: Stage IB - Next Steps

Activity	Status
Technical	<ul style="list-style-type: none"> Finalize Interim Action Plan Pre-Design Data Gaps Report Pre-Design Field Investigation to address data gaps Pre-Design Data Report Remedial Design and Permit
Outreach	<ul style="list-style-type: none"> Public outreach (video, events, web page updates, speakers bureau) Regular meetings with partners (tribes, local governments, DES) <ul style="list-style-type: none"> Technical, Funding, Executive
Ecology/Legal/Funding	<ul style="list-style-type: none"> Amend RAG #1 for time only Secure appropriated funds (RAG #2, Capital Budget appropriation) Pursue additional grant funding for Stage 2 (state, federal) Continue development of opportunity/partnership funding options On-going PLP and historical insurance research

PORT of OLYMPIA

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Upcoming to Commission

- Contract Amendments for Budd Inlet Project Team
 - Existing contracts expire June 30, 2023
 - Present amendments at June 12, 2023 Commission Meeting
 - Approve amendments at June 26, 2023 Commission Meeting
- Contracts commensurate with available funding
- Budd Inlet Project Team
 - Cascadia Policy Solutions/Law
 - Dalton, Olmsted & Fugelvand
 - Gemini Environmental Strategies
 - Leeward Strategies
 - Lund Fawcett

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