



Serving All of Thurston County

Commission Meeting
Monday, October 28, 2024
5:30 PM

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

The meeting agenda is available on the Port's website as of October 24, 2024.

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

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

<https://us02web.zoom.us/j/87174114590?pwd=QqJCvbSpg8bE7Y485MXBTSXSACzAeO.1>

or Telephone: 1 253 215 8782

Meeting ID: 871 7411 4590

Passcode: 594862

Written public comments may be submitted to commissioncoordinator@portolympia.com by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment. For those listening by phone, press *9 if you wish to raise your hand and provide comment.

AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Executive Director Report
- E. Public Comment

Individual public comments are limited to 3 minutes per person. Members of the public may comment on agenda items and other port business.

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2022-09 Article VI.

- *Comments should be directed to Commission:* Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- *Courtesy:* All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

Port of Olympia Mission

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

- F. Consent Calendar
 - 1. Minutes: September 23, 2024, and October 14, 2024
- G. Pending Issues or Business
 - 1. Briefing: POCAC Member Update: Joel Hansen, Chair – Port of Olympia Citizens Advisory Committee
- H. Action Calendar
 - 1. None
- I. Action/Other Calendar
 - 1. ILWU 47A Labor Union Contract: Alex Smith, Executive Director
Public Comment on Action/Other Item
- J. Advisory Calendar
 - 1. 2025 Budget and Capital Investment Plan; Draft Operating Budget, Second Review: Tad Kopf, Director of Finance
Public Comment on Advisory Item
 - 2. Cascade Pole: Consultant Services Contract: Don Bache, Cascade Pole Site Manager
- K. Commissioner Reports/Discussion
- L. Other Business
- M. Meeting Announcements
- N. Adjourn



Commission Meeting Minutes Monday, September 23, 2024

Commission President Bob Iyall called the Commission meeting of September 23, 2024, to order at 5:30 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

Present

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

Staff: Alex Smith, Executive Director; Chris Pierce-Wright, General Counsel with Dickson Frohlich Phillips Burgess; Ben McDonald, Director of Human Resources and Administration; Camille St. Onge, Director Strategic Initiatives and Commission Affairs; Tad Kopf, Director of Finance; Jon Wolf, Environmental Manager; Taber Lee, Marketing and Communications Senior Manager; Karen Andrade, Environmental Communications Specialist; and Missy Goodell, Executive and Commission Coordinator.

Approval of Agenda

Commissioner Vasavada moved to approve the agenda; Commissioner Tonge seconded the motion. Commissioner Harding moved to relocate Consent Calendar item 1. (Deschutes Estuary Restoration Project Interlocal Agreement) to the Action/Other Calendar. Commissioner Tonge seconded the motion. Amended motion passed unanimously.

Executive Director Report

Alex Smith, Executive Director, provided an update on port events and activities.

Public Comment

Five individuals provided public comments.

Consent Calendar

Commissioner Harding moved to approve the consent agenda as presented; Commissioner Tonge seconded the motion. The motion passed unanimously.

Pending Issues or Business

Briefing: Port of Olympia Citizens Advisory Committee (POCAC) Member Update. Joel Hansen, Port of Olympia Citizens Advisory Committee Chair shared that there are currently three vacancies on the POCAC. Currently the POCAC is polling their members to select a new Chair, Vice Chair and Secretary for next year's term.

Action Calendar

None.

Action/Other Calendar

Deschutes Estuary Restoration Project Interlocal Agreement.

Three individuals provided public comment.

Motion: Commissioner Harding moved to authorize Port of Olympia’s Executive Director, Alex Smith, to sign the Interlocal Agreement between the Port of Olympia, Washington State Department of Enterprise Services, Squaxin Island Tribe, County of Thurston, City of Olympia, City of Tumwater, and the LOTT Clean Water Alliance, for the shared responsibility of long-term sediment management in Budd Inlet. Commissioner Sanders seconded the motion. Motion passed unanimously.

Advisory Calendar

Briefing: 2025 Budget for Non-Operating, Tax Levy Uses and Community Events. Tad Kopf, Director of Finance presented sections of the 2025 Budget for Commission review and public input.

Taber Lee, Marketing and Communications Senior Manager, shared 2024 community event information and presented community event requests and budget recommendations for 2025.

One individual provided public comment.

Commissioner Reports/Discussion

Each commissioner provided an update of their current activities in the community.

Other Business

None.

Meeting Announcements

Executive Director Alex Smith provided information on upcoming Commission meetings.

Adjournment

The meeting adjourned at 7:02 p.m.

PORT OF OLYMPIA COMMISSION

Bob Iyall, President

Jasmine Vasavada, Vice President

Sarah Tonge, Secretary

Maggie Sanders, Commissioner

Amy Harding, Commissioner

DRAFT



Commission Meeting Minutes Monday, October 14, 2024

Commission President Bob Iyall called the Commission meeting of October 14, 2024, to order at 5:33 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

Present

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

Staff: Alex Smith, Executive Director, Chris Pierce-Wright, General Counsel; Camille St. Onge, Director Strategic Initiatives and Commission Affairs; Tad Kopf, Director of Finance; Shawn Gilbertson, Director of Environmental Planning and Programs; Emily Girton, Communications and Outreach Specialist; and Missy Goodell, Executive and Commission Coordinator.

Guest/Speaker: Jeff Gadman, Thurston County Treasurer.

Executive Session

At 4:35 p.m., Commissioner Bob Iyall, Port of Olympia Commission President, announced that the Commission would recess into a closed Executive Session until 5:30 p.m. (1) to discuss agency litigation with legal counsel representing the agency per RCW 42.30.110(1)(i) and (2) to consider the selection of a site or the acquisition of real estate by lease or purchase under RCW 42.30.110(1)(b).

Commissioner Iyall returned the meeting to order at 5:33 p.m. and stated they were in Executive Session until 5:20 p.m. No decisions were made and no action was taken.

Approval of Agenda

Commissioner Harding moved to amend the agenda by moving Item J.1. Tax Levy presentation to occur after G.1. Pending Issues or Business and to continue the prior executive session to consider selection of a site or the acquisition of real estate by lease or purchase under RCW 42.30.110(1)(b) to occur after M. Meeting Announcements. Commissioner Vasavada seconded the motion. Motion passed unanimously.

Executive Director Report

Alex Smith, Executive Director, reported on recent port activities.

Public Comment

One individual provided public comment.

Consent Calendar

Commissioner Tonge moved to approve the consent agenda as presented; Commissioner Harding seconded the motion. Motion passed unanimously.

Pending Issues or Business

Indigenous People's Day. Commissioner Maggie Sanders shared her thoughts in a speech honoring Indigenous People.

Advisory Calendar

2025 Budget: Tax Levy. Jeff Gadman, Thurston County Treasurer, provided an overview of the tax levy process and how they affect the Port of Olympia.

Action Calendar

None.

Action/Other Calendar

None.

Advisory Calendar

2025 Budget: Non-Operating Budget. Tad Kopf, Director of Finance, provided an update on the Port of Olympia's 2025 Non-Operating budget.

Public Comment

Two individuals provided public comment.

Commissioner Reports/Discussion

Each commissioner provided an update of their current activities in the community.

Other Business

None.

Meeting Announcements

Executive Director Alex Smith provided information on upcoming Commission meetings.

Executive Session

At 6:26 p.m., Commissioner Bob Iyall, Port of Olympia Commission President, announced that the Commission would meet in a closed Executive Session until 7:00 p.m. to consider the selection of a site or the acquisition of real estate by lease or purchase under RCW 42.30.110(1)(b).

Commissioner Iyall returned the meeting to order at 7:00 p.m. and stated that no decisions were made and no action was taken.

Adjournment

The meeting adjourned at 7:00 p.m.

PORT OF OLYMPIA COMMISSION

Bob Iyall, President

Jasmine Vasavada, Vice President

Sarah Tonge, Secretary

Amy Harding, Commissioner

Maggie Sanders, Commissioner

DRAFT

COVER MEMO

Briefing Date/Time: October 28, 2024

Staff Contact/Title: Alex Smith, Executive Director, 360.528.8001,
alexs@portolympia.com

Subject: ILWU, Local 47A Contract Approval Request

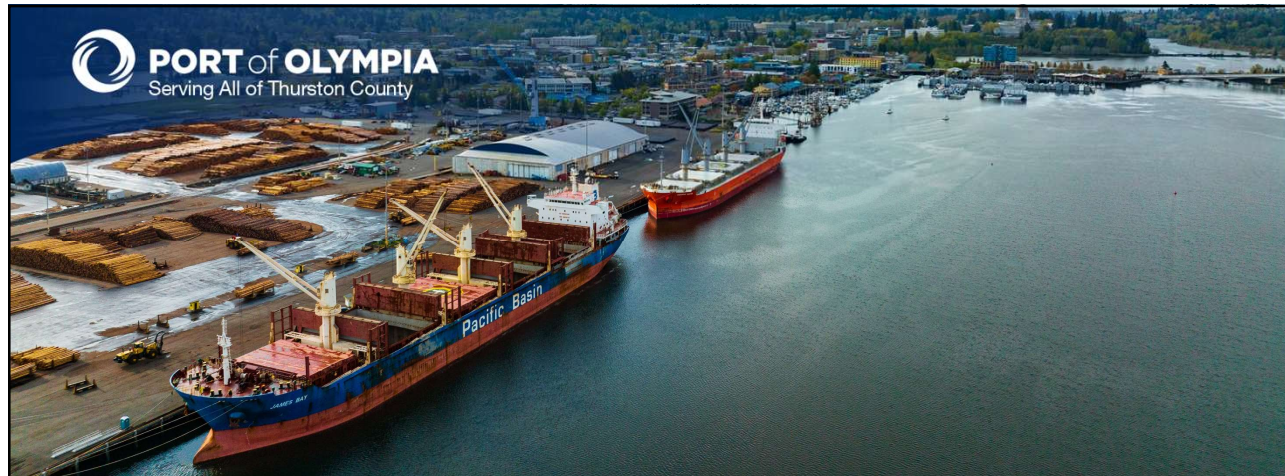
Purpose: Information Only Decision Needed

Overview:

This is an Action/Other agenda item.

Staff Recommendation:

Approval of the recently negotiated contract with Local 47A.



ILWU 47A Contract 2024-2027

Alex Smith
Executive Director
October 28, 2024



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Today's Presentation

Action/Other

- Requesting approval of the recently negotiated labor union contract with ILWU Local 47A



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History: ILWU 47A Labor Union Contract



- Local 47A is an affiliate of the International Longshore and Warehouse Union (ILWU)
- Represents the Marine Terminal Maintenance positions
- Consists of eight (8) positions; of which two (2) are vacant
- Term is July 1, 2024 – June 30, 2027

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History (cont'd) *Updated Sections*



- Apprenticeship program
- Pension
- Minimum staffing levels
- Wages
- Sick Leave
- Administrative changes to properly reflect the articles in the contract

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Questions and Comments

Suggested Motion

"I move to approve the ILWU Local 47A contract agreement that covers the time period of July 1, 2024, through June 30, 2027, retroactively."



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COVER MEMO

Briefing Date/Time: October 28, 2024

Staff Contact/Title: Tad Kopf, 360.528.8043, tadk@portolympia.com

Subject: 2025 CIP & Operating Budget (2nd Review)

Purpose: Information Only Decision Needed

Overview:

This is an advisory presentation with no action requested.

This is part of the 2025 Budget meeting series designed to present a second review of the overall comprehensive Port Budget. The series of budget presentations is intended to shape the final budget through presentation, feedback, modification and final adoption. This is the second review, incorporating feedback, IOUs, and adjustments.

Background:

The 2025 Budget cycle is modeled on the 2024 cycle. It uses a more 'give and take' approach to building the budget between staff, the Commissioners and public comment. This presentation covers the second review of the combined capital, operating comprehensive budget.

This review combines the profitability / loss of operating and non-operating activities and proposed capital improvements for the year. It walks through the year from the projected beginning cash position to the projected ending cash position of the port.

Documents Attached:

Draft budget book (printed copies will be supplied to Commissioners), and the PowerPoint presentation

Next Steps/Timeframe: The remaining steps include a series of budget meetings, a public hearing and final action to adopt the 2025 budget. The next meetings are scheduled for November 12th, 18th and 25th.



PORT of OLYMPIA
Serving All of Thurston County

2025 Capital and Operating Budget (2nd Review)

Tad Kopf
Finance Director
October 28, 2024





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Today's Presentation

Advisory Only – No Action Requested

- Capital Investment Plan and Operating Budget (2nd Review)



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Agenda

- Remaining Schedule
- IOUs
- 2025 Budget Assumptions
- Capital Investment Plan (CIP)
- 2025 Budget Overview
- 2025 Operating Budget by Business
- Tax Levy and Non-Operations (including Environmental, Commission and Other Non-Ops)
- Questions and Comments



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2025 Budget Timeline

OCTOBER 28, 2024

2025 Budget and Capital Investment Plan Draft Operating Budget, (2nd Review)

NOVEMBER 12, 2024

2025 Budget and Capital Investment Plan
Introduce Budget Resolutions – 2025 Budget and 2025 Tax Levy
Budget Presentation and Public Hearing

NOVEMBER 18, 2024

Final adjustments (if needed)

NOVEMBER 25, 2024

2025 Budget and 2025 Tax Levy Resolutions Adoption

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Prior IOUs

- Average home value in Thurston County and tax impact for proposed Levy.
 - 2025 average value = \$524K, Tax Levy effect is an annual increase of \$1.14 for a total of \$65.14 for the average home value.
- Are any business line environmental costs included under 'Environmental Administration'?
 - None of the costs under 'Environmental Admin' are duplicated elsewhere.
 - Environmental expenses are correctly recorded as direct costs to each business line and are reviewed on an ongoing basis.
- Small Cities corrected to \$50K from \$40K presented on September 23rd.
- Port Event Sponsorships Resolution 2015-09 sent to Commissioners
 - Sent to Commissioner and included in meeting materials.

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IOU's


- Slide deck for both 10/21 and 10/28 uploaded for public view
- Clarification to Commissioners on CIP projects #16, 19 and 22 pending
- 3 FTE additional positions salary and benefits total: \$398K
- Current Airport and Marina / Boatworks fees added for reference
- 10-year Marine Terminal comparative P&L sent to Commissioners on 10/8
- Slide with select depreciated assets added for reference and discussion

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IOU's



OLYMPIA REGIONAL AIRPORT
PORT OF OLYMPIA

HANGAR FEES AND DEPOSIT SCHEDULE
Effective January 1, 2024

HANGAR TYPE	MONTHLY RATE	12.84% LET TAX	TOTAL MONTHLY RENT	ONE MONTH RENT DEPOSIT
Tie Down - Small	60.19	Tax: 7.73	\$ 67.92	No Deposit Required
Tie Down - Large	97.56	Tax: 12.53	\$110.09	No Deposit Required
Open Hangars/Plane Ports 40'wide X 28'deep X 12'high	238.70	Tax: 30.65	\$269.35	Deposit Required
T-Hangars A-B-C& F 40'wide X 32'deep Doors 12' High	306.50	Tax: 39.35	\$345.85	Deposit Required
T-Hangar G --45'wide X 40'deep; Doors 13'-8" High, Open 44 1/2 ft. <i>Light Twin</i>	443.48	Tax: 56.94	\$500.42	Deposit Required
Exec. Hangars D-E -- 60'x46' Doors 16' high, Open 53' Large Twin (2 per hangar share)	760.54	Tax: 97.65	\$858.19	Deposit Required

OTHER RATES/CHARGES

Key & Gate Card Deposits	\$ 20.00	Refundable when key/card returned
Aircraft Impound Fee	\$ 75.00	
Landside Aircraft Launch Fee	\$ 10.00	Per Day
A/C Launch Vehicle Parking Fee	\$ 3.75	Per Day

ITINERANT TIE-DOWN CHARGES (First 24 hours no charge)


AIRCRAFT CERTIFICATED MAX WT	DAILY
0 to 12,000 lbs.	\$10.00
12,001 to 26,000 lbs.	\$15.00
26,001 to 54,000 lbs.	\$25.00
54,001 to 117,000 lbs.	\$35.00

FUEL FLOWAGE FEE: (cents per gallon dispensed)

Licensed Dealer for Line Service	\$ 0.07 plus tax (LET)
Other	\$ 0.14 plus tax (LET)


TRANSIENT LANDING FEE:

Per 1,000 lbs. Certified Gross Weight (Aircraft 12,500 lbs & greater)	\$ 1.50
Minimum	\$ 18.75



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IOU's



SWANTOWN MARINA
PORT OF OLYMPIA

RATE SCHEDULE
Effective January 1, 2024 (Rates subject to change)
Washington State sales tax applicable

MARINA STORAGE
Effective January 1, 2024 (Rates subject to change)

PERMANENT MOORAGE

Slip Size	10.15/ft	Slip Size	12.01/ft
20	\$203.00	40	\$480.40
24	\$243.60	42	\$504.42
28	\$284.20	44	\$528.44

Slip Size	11.35/ft	Slip Size	12.37/ft
32	\$363.20	50	\$618.50
36	\$408.60	>50	\$12.85/ft
		Limited Access	\$8.82/ft

- Dinghy Rack (tenants only) \$10.00 per month
- Monthly moorage fee is based on overall slip length
- Vessel overhang is not permissible
- Leasehold tax of 12.84% included in rates

GUEST MOORAGE

Reservations are available by visiting swantownmarina.com - moorage paid in advance.

- Guest Moorage \$1.30 per-foot per-night with a \$30.00 minimum.
- Non-refundable reservation fee \$6.00
- Shore power \$5.00 per night 30 amp & \$10.00 per night 50 amp
- Monthly Guest Moorage - Limited Availability*
- * Winter Guest Moorage (October 1 to March 31) - Permanent Moorage Rate + 15 %
- * Summer Guest Moorage (April 1 to Sept 30) - Permanent Moorage Rate + 30 %
- Port Plaza \$1.05 per-foot per-night with a \$25.00 minimum
- * Utilities and amenities not available

UTILITIES

- Utility fee: \$14.00 per month
- Metered slips: kWh usage
- Non-metered slips: \$35.00 per month

LIVEBOARD

- Monthly rate \$115.00 (or based on holding tank size)
- Leasehold tax of 12.84% included in rate.

MARINE FUELING STATION

- Ethanol Free ValVect Marine Gas & Diesel
- High & low flow diesel pumps
- Pump out station
- Discount on high volume purchases
- Open 7 days a week

DRY STORAGE

- Monthly rate \$4.50 per foot per month
- Leasehold tax of 12.84% included in rate.

MINI STORAGE

- Monthly Rate (liveboard only) \$110.00
- Leasehold tax of 12.84% included in rate.

CANOE/KAYAK STORAGE

- On land monthly rate \$20.00
- On dock monthly rate \$35.00
- Leasehold tax of 12.84% included in rate.

PUBLIC LAUNCH RAMP

- Individual rate \$10.00
- Commercial rate \$85.00
- Annual pass (individual) \$85.00
- Annual pass (commercial) \$275.00

PARKING

- Daily rate \$11.00
- Weekly rate \$50.00

LABOR


- General Labor rate \$85.00
- Scheduled Towing per hour (1hr minimum, includes crew) \$185.00
- Unscheduled Towing per hour (1hr minimum, includes crew) \$240.00

DELINQUENCY Procedures in accordance with RCW 53.08.320

- Impound fee \$150.00
- Associated fees (Varied)


AMENITIES

- 656 Permanent Moorage Slips Available for Boats up to 92 feet
- 70+ Guest Moorage Slips Available for Boats up to 100 feet
- Marine Fueling Station with ValVect Marine Gas & Diesel
- Pump Out Station
- Wireless Internet Access
- Public Launch Ramp
- Restrooms, Showers & Laundry
- Walking Trail
- Covered Picnic Pavilion
- Haul Out with 82 Ton Travellift
- Boat Repair
- Dry Boat Storage



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RATE SCHEDULE

Effective January 1, 2024 (Rates subject to change)
Washington State sales tax applicable
All rates based on minimum 20' charge

Leasehold tax of 12.84% applicable on vessels and masts stored for 30 days or more
All rates based on minimum 20' charge

ROUNDTRIP HAUL TO BLOCKS

UP TO 32'	33'-39'	40'-49'	50'-59'	60' +
\$10.17 per foot	\$11.15 per foot	\$12.24 per foot	\$14.37 per foot	\$16.00 per foot

- Blocking, ground tarp, and electricity included in rate
- Rates based on overall length on vessel

ONE-WAY HAUL (SURVEY OR TRAILER)

UP TO 32'	33'-39'	40'-49'	50'-59'	60' +
\$7.20 per foot	\$7.85 per foot	\$8.90 per foot	\$9.95 per foot	\$10.85 per foot

- Up to one half hour sling time included in rate
- Additional sling time \$230.00 per hour
- Rates based on overall length on vessel

OVERHEAD CRANE/FORKLIFT RATES

- Forklift with operator \$115.00 per hour (1/2 hour minimum)
- Crane with operator \$245.00 per hour (1/2 hour minimum)

PRESSURE WASH \$3.75 per foot

- Rates based on length of hull
- An additional charge will apply for excessive growth removal or special bottom preparation

ENVIRONMENTAL FEE (N.P.D.E.S.) \$1.75 per foot pressure washed and/or blocked

AMENITIES

- 82 Ton Travellift with Overhead Boom Crane
- Compressed Air
- Electricity
- Complimentary Stand Shifting
- Hazardous Waste Disposal On-Site
- Bottom Paint Dust Disposal
- Fully Fenced and Lighted with Evening Security Patrols
- Garbage & Recycling
- Licensed & Insured Contractors On-Site
- Bathrooms On-Site
- Showers at the Marina
- 24 Hour CCTV Cameras

DAILY LAY-TIME

- First Seven Days \$1.00 per foot per day
- Additional Days \$1.25 per foot per day
- Lay-time charge not applicable to day in & day out

WINTER STORAGE \$12.00 per foot per month

SUMMER STORAGE (limited) \$19.00 per foot per month

MONTHLY ELECTRIC \$35.00 per month flat fee (non-metered)

- Limited storage space available October 1 - March 31, or otherwise based upon availability and management approval. Summer storage space is available Apr. 1st - Sept. 30th and is extremely limited only on approval.
- Long term storage application must be signed and submitted prior to vessel haul-out
- Leasehold tax of 12.84% included in rate

COVERED STORAGE \$30.00 per day or \$600.00 per month

- Charged in addition to lay-time and storage rates
- Contact boatyard staff for availability

MAST STORAGE \$9.00 per day

BOAT ON TRAILER STORAGE \$11.00 per day

- Limited monthly options available

WORK DOCK MOORAGE

DAILY WORK DOCK

- Guest Moorage is \$1.30 per foot with a \$26 minimum
- Shore power is \$5 per night 30 amp & \$10 per night 50 amp

MONTHLY WORK DOCK MOORAGE - Limited Availability

- Monthly dockage available upon management approval ONLY
- See moorage rates

DELINQUENCY *Procedures in accordance with RCW 53.08.320*

- Impound fee \$150.00
- Associated fees (Varied)

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Depreciating Assets IOUs

Examples from different areas

Asset	Description	Year Purchased	Dep Term	Monthly Dep	Purchase Amount	Already Depreciated	Remaining	Yearly Dep
New Market	AIRPORT RETAIL BUILDING 7205 OLD HWY 99	2014	40	1,387	665,926	504,994	160,932	16,648
Marina	DOCKS: D, E, F & BREAKWATER IMPROV: J, K, L	2004	25	6,337	1,900,949	367,517	1,533,432	76,038
Boatworks	DOCK	1999	40	1,338	642,066	238,099	403,967	16,052
Fuel Dock	FUEL DOCK	2017	40	5,267	2,528,141	2,075,183	452,959	63,204
Marine Terminal	TERMINAL STORMWATER PLANT INFRASTRUCTURE	2014	40	14,414	6,918,957	5,218,047	1,700,910	172,974
Stormwater Facility	STORMWATER PLANT EQUIPMENT	2014	40	4,927	2,365,139	1,783,709	581,430	59,128
East Bay	SHELL STATION BUILDING PURCHASE	2007	30	2,667	960,211	714,824	245,387	32,007
General & Admin	LASERFICHE DOCUMENT FILING SYSTEM	2018	15	1,406	253,032	149,025	104,007	16,869
Cascade Pole	CASCADE POLE TREATMENT PLANT	2012	20	14,877	3,570,501	1,398,446	2,172,055	178,525
IT	PDK ACCESS SYSTEM	2023	7	784	65,838	54,081	11,757	9,405

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Airport 'Fencing' IOU

Proposed method for controlling and tracking net positive / negative operating income

- Direct Revenues and Expenses are currently isolated under Consolidated Airport (Depts 010, 012, 014).
- G&A Allocation - use the Modified Total Direct Cost (MTDC) model as specified by the US Office of Management and Budget.
- FAA requires that no general (Port-wide) business development expenses can be allocated to the Airport.
- Track Airport Balance Sheet items separately from Port-wide.

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2025 Budget Assumptions

Operating Budget (2024 Adopted vs. 2025 Proposed)

- | | | |
|---|-------------|-------|
| ▪ Operating Revenues | Increase of | 10.8% |
| ▪ Operating, Maintenance and Admin Expenses | Increase of | 8.5% |
| ▪ Grants, \$4.6M in 2024 to anticipated \$9.5M in 2025 | | |
| ▪ Rates and Fees | | |
| ▪ Airport | Increase of | 5.0% |
| ▪ Marina | Increase of | 5.0% |
| ▪ Marine Terminal | Tariff | 3.6% |
| ▪ Staffing | | |
| ▪ COLA salary adjustment <i>(see following slide for details)</i> | | |
| ▪ 3 additional FTE | | |

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2025 Salary Adjustments

Employees	2025 Increase	Notes
ILWU 47A	6%	To make up for prior contracts that reduced COLAs to accommodate Port financial challenges
ILWU 47B	7.2% average increase	The proposed contract includes a \$2.00 per hour raise for all bargaining unit members, and some salary adjustments for specific positions
Non-Represented Staff	4%	Reflects the average cost of living increase in the area
Directors	2.5%	

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2025 Capital Budget - DRAFT				
Business Unit	Project Name	Capital Budget	PORT Funds	Grant/Outside Funds
Airport	1 A: Runway 17-35 (South) Pavement and Electrical Rehabilitation *	\$4,500,000	\$225,000	\$4,275,000
	2 A: Apron & Taxiway Repair and Striping	\$327,800	\$32,800	\$295,000
	3 A: Gate Electronics & Motor Replacement	\$160,000	\$160,000	\$0
	4 A: Equipment - Stand-Behind Blower	\$15,000	\$15,000	\$0
	5 A: Equipment - Zero Turn mower	\$23,000	\$23,000	\$0
	6 A: Equipment - Scissor Lift	\$23,000	\$23,000	\$0
	Subtotal Airport		\$5,048,800	\$478,800
Marina & Boatworks	7 BW: Boatyard Stormwater Pond Media Replacement *	\$40,000	\$40,000	\$0
	8 BW: Stormwater Treatment System *	\$400,000	\$400,000	\$0
	9 BW: Boatworks Yard Expansion	\$400,000	\$400,000	\$0
	10 BW: Boatworks Derelict Vessel Demolition Pit	\$50,000	\$50,000	\$0
	11 BW: Equipment - Forklift	\$25,000	\$25,000	\$0
	12 SM: Equipment - Vehicle	\$15,000	\$15,000	\$0
Subtotal Marina & Boatworks		\$930,000	\$930,000	\$0
Marine Terminal	13 MT: Berth 1 Repairs - MARAD*	\$60,000	\$60,000	\$0
	14 MT: Maintenance Facility - MARAD*	\$60,000	\$60,000	\$0
	15 MT: Asphalt Paving - MARAD*	\$60,000	\$60,000	\$0
	16 MT: Storage Facility	\$3,000,000	\$3,000,000	\$0
	17 MT: Warehouse Lighting System Upgrade	\$25,000	\$25,000	\$0
Subtotal Marine Terminal		\$3,205,000	\$3,205,000	\$0
Subtotal Properties		\$0	\$0	\$0
Non-Ops	18 Marine Drive NE Asphalt (Heavy)*	\$1,500,000	\$200,000	\$1,300,000
	19 Waterfront Development - Site D*	\$897,654	\$652,654	\$245,000
	20 IT - Annual Capital Projects	\$20,000	\$20,000	\$0
	21 IT - Fiber to Port Cyber Security*	\$195,000	\$48,750	\$146,250
	22 Building TI	\$1,750,000	\$1,750,000	\$0
	23 Contingency Equipment / Project(s)	\$100,000	\$100,000	\$0
Subtotal Non Ops & Admin		\$4,462,654	\$2,771,404	\$1,691,250
Capital Total		\$13,646,454	\$7,385,204	\$6,261,250
* Multi-Year Project				

Capital Budget



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Cash 2025 Statutory Budget

(in 000's)

	2025 Budget
Beginning Cash & Investments	\$ 27,981
Operating Revenues	17,330
Operating Expense	(15,388)
Income from Operations	1,941
Property tax revenue	8,058
Grant Revenue	9,461
Non Operating Revenue	246
Operations & Other Income	19,706
Debt Service Payments	(4,231)
Capital Investments - Planned Projects	(13,646)
Non Operating Expenses	(9,472)
Projected Uses of Income	(27,349)
Ending Cash & Investments	\$ 20,338

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CASH AVAILABLE FOR OPERATIONS - CASH BASED

PROJECTED 2024	General Operations	Capital Improvements	LTGO Debt Service	Total
CASH BALANCE, JANUARY 1, 2024				
Beginning Balance Operating Cash	12,600,000	8,696,076		21,296,076
PROJECTED GENERAL OPERATIONS ENDING BALANCE				
Operating Revenues	16,732,955			
Operating Expenses before Depreciation	<u>(13,928,862)</u>			
Operating Surplus (Deficit) before Depreciation	2,804,093			2,804,093
Beginning General Operations Balance (or Deficit)	15,404,093			
Net Non-Operating General Surplus (Deficit)	<u>(1,701,536)</u>			(1,701,536)
Projected General Operations Ending Balance	13,702,557			
GENERAL OPERATIONS TARGET BALANCE				
Next Year Operating Expense Budget	<u>15,388,785</u>			
Projected Ending Balance over (under) Target Balance	(1,686,228)			
Transfer excess to Capital Improvements				
Cash Received from Sale of Property	9,680,000			9,680,000
New Bond Issue Proceeds			-	
General Property Tax Levy			7,858,167	
Less: Debt Service (Principal & Interest)			(4,553,131)	
Less: Bond Defeasance			<u>(5,227,556)</u>	
Excess Property Tax Levy (Deficit)			(1,922,520)	(1,922,520)
Environmental / Capital Grants		1,430,000		1,430,000
Less: Capital Project Expenses (before grant funding)		(3,605,454)		(3,605,454)
CASH BALANCE, DECEMBER 31, 2024	23,382,557	6,520,622	(1,922,520)	27,980,659

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BUDGET 2025	General Operations	Capital Improvements	LTGO Debt Service	Total
CASH BALANCE, JANUARY 1, 2025	23,382,557	6,520,622	(1,922,520)	27,980,659
PROJECTED GENERAL FUND ENDING BALANCE				
Operating Revenues	17,329,968			
Operating Expenses before Depreciation	<u>(15,388,785)</u>			
Operating Surplus (Deficit) before Depreciation	1,941,183			1,941,183
Beginning General Fund Balance (or Deficit)	25,323,740			
Net Non-Operating General Surplus (Deficit)	<u>(9,226,409)</u>			(9,226,409)
Projected General Fund Ending Balance	16,097,331			
GENERAL FUND TARGET FUND BALANCE				
Calculated Reserve Target-Resolution 2015-16	<u>12,600,000</u>			
Projected Ending Balance over (under) Target Balance	3,497,331			
Cash Received from Sale of Property				
New Bond Issue Proceeds			-	
General Property Tax Levy			8,058,601	
Less: Debt Service (Principal & Interest)			<u>(4,230,584)</u>	
Excess Property Tax Levy (Deficit)			3,828,017	3,828,017
TRANSFER EXCESS / (DEFICIT) TAX LEVY TO GENERAL FUND				
Environmental / Capital Grants		9,461,250		
Less: Capital Project Expenses (before grant funding)		<u>(13,646,454)</u>		
		(4,185,204)		(4,185,204)
CASH BALANCE, DECEMBER 31, 2025	16,097,331	2,335,418	1,905,497	20,338,246

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2025 Operating Budget

Income Statement (in 000's)

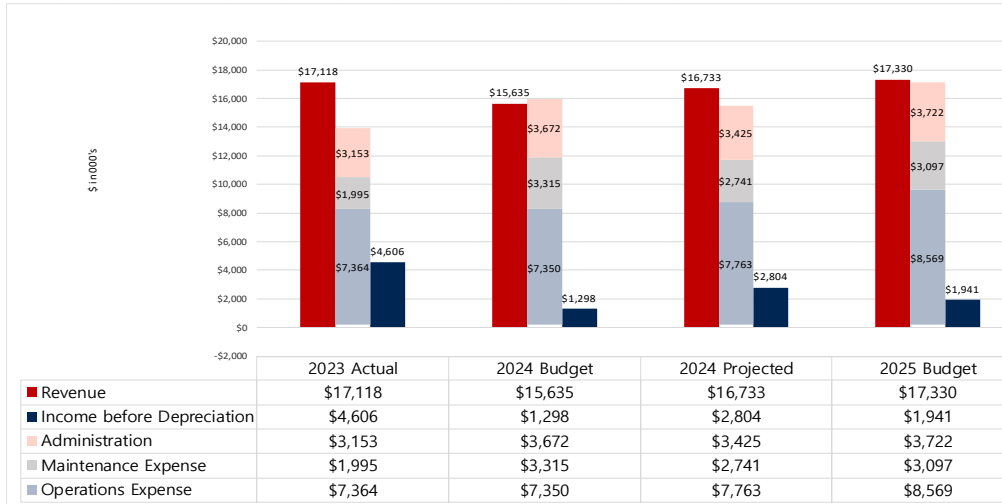
	Airport & New Market	Swantown Marina	Marine Terminal	General Properties	Admin.	2025 Budget
Operating Revenues	3,547	4,985	7,704	1,094		\$ 17,330
Operations & Maintenance Expenses	(2,069)	(3,665)	(5,381)	(552)		(11,667)
Contribution Margin	1,478	1,320	2,323	542	-	5,663
Administration Expenses	(1,071)	(1,071)	(1,154)	(426)	-	(3,722)
Operating Expenses	(3,140)	(4,736)	(6,535)	(978)	-	(15,389)
Operating Income before depreciation	407	249	1,169	116		1,941
Depreciation	(977)	(535)	(1,451)	(190)	(281)	(3,434)
Operating Income (loss)	(570)	(286)	(282)	(74)	(281)	(1,493)

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Comparative Total Port Operating Budget



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2025 Budget Overview

Airport, NMIC and Cleanwater Center (in 000's)

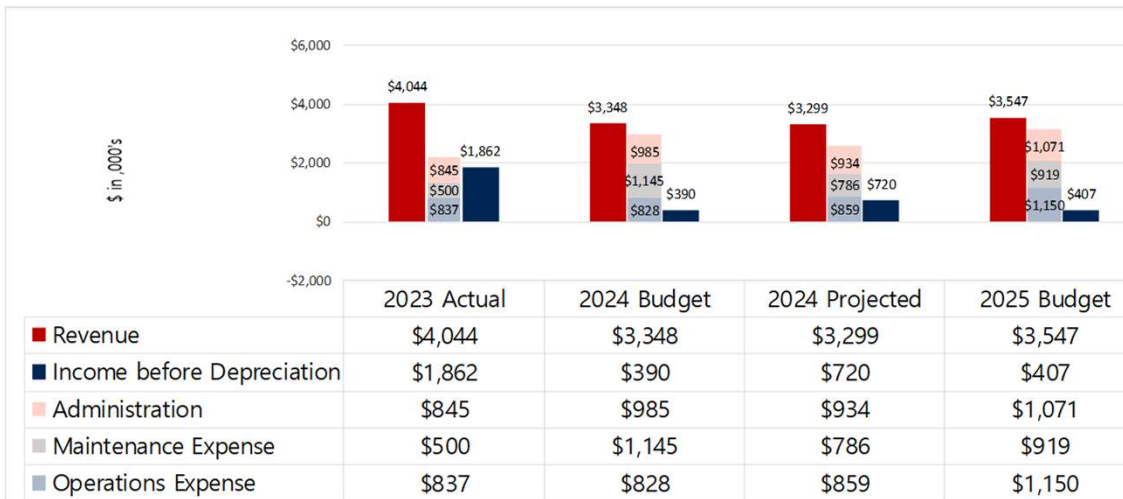
Operating Revenues	\$3,547	<i>Increase of 6.9%</i>
Operating Expenses	\$1,150	<i>Increase of 26.7%</i>
Maintenance Expenses	\$919	<i>Decrease of 19.7%</i>
Airport Capital Investment Plan	\$5,049	
Net Income (Before Depreciation)	\$407	
Net Income (After Depreciation)	(\$570)	

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Airport, New Market and Cleanwater Center



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2025 Budget Overview

Marina, Boatworks and Fuel Dock (in 000's)

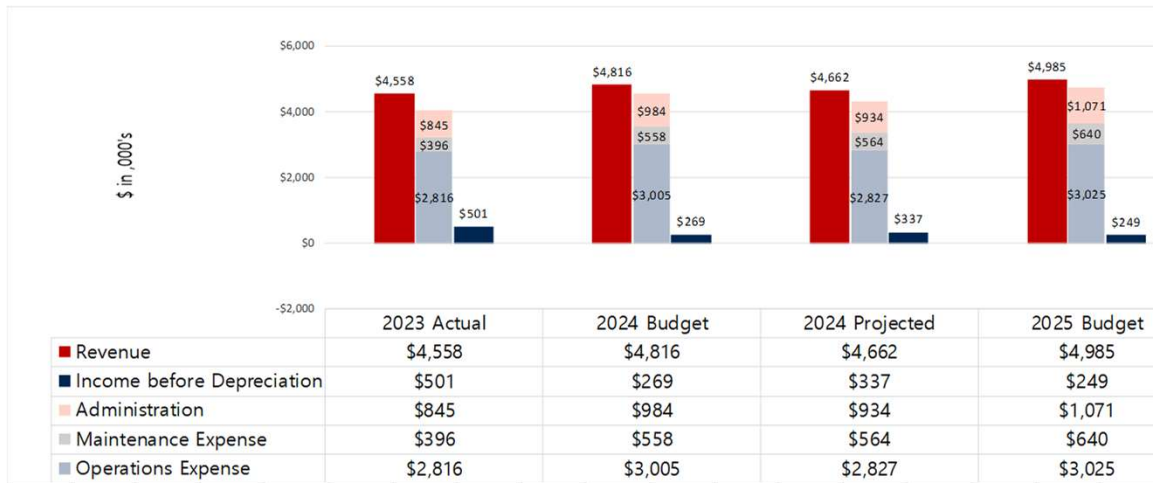
Operating Revenues	\$4,985	<i>Increase of 3.5%</i>
Operating Expenses	\$3,025	<i>Increase of 0.7%</i>
Maintenance Expenses	\$640	<i>Increase of 14.7%</i>
Marina Capital Investment Plan	\$930	
Net Income (Before Depreciation)	\$249	
Net Income (After Depreciation)	(\$286)	

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Marina, Boatworks and Fuel Dock



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2025 Budget Overview

Marine Terminal (in 000's)

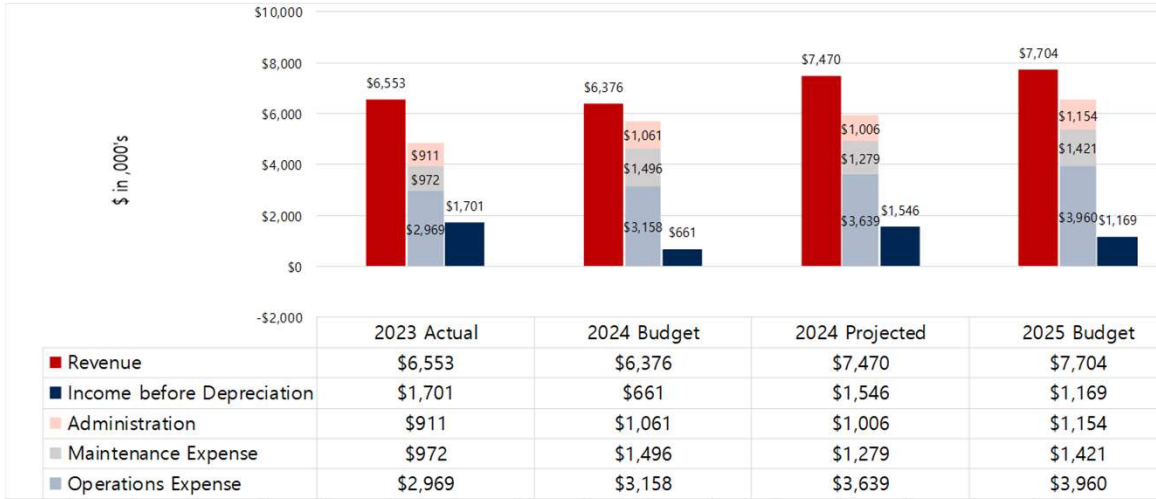
Operating Revenues	\$7,704	<i>Increase of 20.8%</i>
Operating Expenses	\$3,960	<i>Increase of 25.4%</i>
Maintenance Expenses	\$1,421	<i>Decrease of 0.5%</i>
Marine Terminal Capital Investment Plan	\$3,205	
Net Income (Before Depreciation)	\$1,169	
Net Income (After Depreciation)	(\$282)	

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Marine Terminal



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2025 Budget Overview

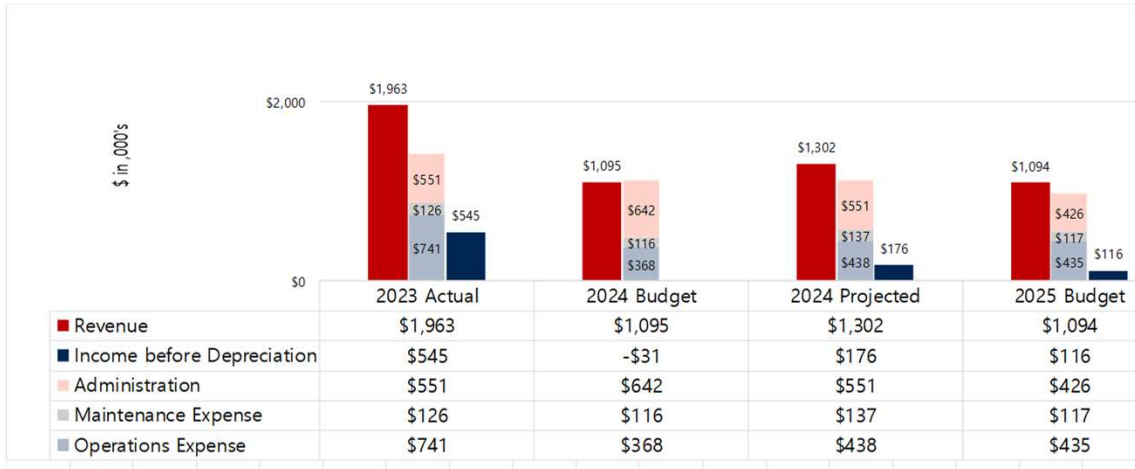
Properties (in 000's)

Operating Revenues	\$1,094	<i>Decrease of 0.0%</i>
Operating Expenses	\$435	<i>Increase of 18.2%</i>
Maintenance Expenses	\$117	<i>Increase of 0.9%</i>
Real Estate Capital Investment Plan	\$0	
Net Income (Before Depreciation)	\$116	
Net Income (After Depreciation)	(\$74)	

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Real Estate

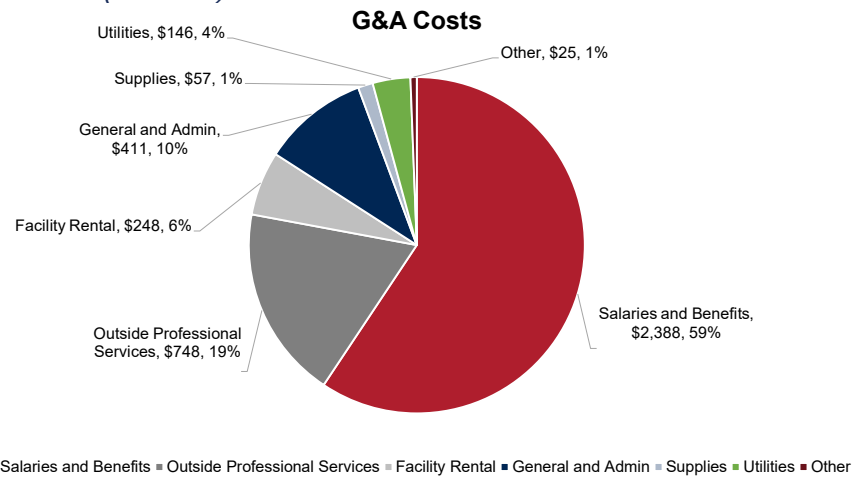


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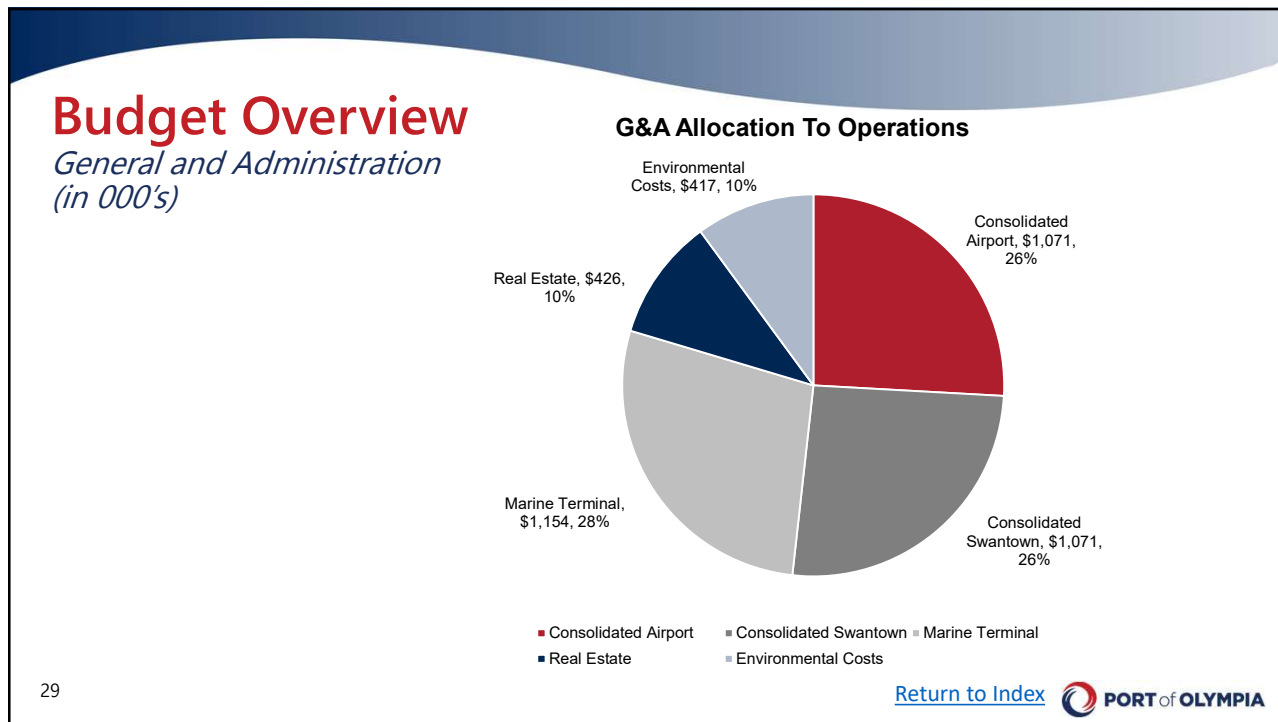
Budget Overview

General and Administration (in 000's)



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Tax Levy

*Calculated
Proposed
Amount*

1% + New Construction		
2024 levy amount		\$ 7,858,167
Increase on prior year levy	1%	79,367
Levy increase for new construction		121,067
Proposed 2025 tax levy		\$ 8,058,601
Increase (Decrease)		200,434
2025 Millage rate (Calculated)		\$ 0.1244
2024 Millage rate		\$ 0.1309
2025 average home value \$524K	\$ 523,818	\$ 65.14
2024 average home value \$	\$ 494,766	\$ 64.76
Annual Increase (Decrease)		\$ 0.38

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Tax Levy Uses

(in 000's)

Total Tax Levy Revenues	\$8,058
Uses of Taxes:	
Principle & Interest Expense, Debt	(4,231)
Environmental Expense:	
Cascade Pole	(974)
Environmental Administration	(752)
Budd Inlet Remediation (<i>Port Share Only</i>)	(800)
Government Services (<i>Formerly, Commission Expense</i>)	(1,737)
Community Events	(57)
Small Cities	(50)
Special Projects	-
Membership and Partner Costs	(175)
Total Use of Taxes	(8,776)
Net Levy Funds	(718)
Funds Required From Operations / Reserves	718

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2025 Budget FTE Overview

Groups	2025 Budget	2024 Budget
Airport, New Market, Cleanwater Center	7.14	5.84
Swantown Marina	14.96	13.96
Marine Terminal	9.33	9
Properties	2.25	2.25
Administration	14.6	15.73
Environmental Admin / Cascade Pole	3.77	4.1
Public Amenities	0.45	0.45
Government Services	1.5	0
Total FTEs	55	51.33

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Next Steps

NOVEMBER 12, 2024

2025 Budget and Capital Investment Plan
Introduce Budget Resolutions – 2025 Budget and 2025 Tax Levy
Budget Presentation and Public Hearing

NOVEMBER 18, 2024

Final adjustments (if needed)

NOVEMBER 25, 2024

2025 Budget and 2025 Tax Levy Resolutions Adoption

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Questions and Comments

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COVER MEMO

Briefing Date/Time:	October 28, 2024
Staff Contact/Title:	Don Bache, Cascade Pole Site Manager, 360-528-8062, donb@portolympia.com
Subject:	Cascade Pole Site Unit Priced Environmental Consulting
Purpose:	<input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Decision Needed

Overview:

- This is an Advisory agenda item before the Commission.
- No action required.
- A proposed contract will be brought before the Commission in November as an action item.

Background:

The Port's Cascade Pole Site uses Unit Priced Environmental Services Consultants to provide regulatory, technical consulting, and some field services related to continuing Cascade Pole Site environmental remediation projects and tasks. These projects and tasks are generated by the several consent decrees, agreed orders and associated amendments that are a part of the Port managing the various elements of continuing environmental remediation of the site. These consultant services help the Port comply with regulatory agreements, operate, maintain, repair, and monitor the various elements of the remediation effort at the Cascade Pole Site. These elements cover groundwater extraction and treatment, stormwater, sediments, containment walls, capping and uses of the site and adjacent projects that impact the site. In addition, the Port as a good steward of the site, uses the consultant services to help the Port manage the site to protect staff, tenants, the public, and the environment.

Documents Attached:

PowerPoint presentation

Summary & Financial Impact:

Port staff utilized a competitive solicitation process by advertising for qualified organizations to submit Summaries of Qualifications for environmental consulting

services for the Cascade Pole Site. Port staff evaluated the submittals and selected the highest-ranking consultant for negotiation. Negotiations have not yet been completed.

The consultant services agreement is proposed to be for a period of four years. The four-year period is desirable to attract competitive firms and allows the selected firm time to consistently provide services for the duration of the agreement. There is no minimum cost to the Port to enter into a consulting services agreement and the Port can choose to use an alternate firm should their service not meet the Port's standards.

Each future service request for the consulting firm will be set up under an individual task order under the agreement and approved, per Port policy, based on the dollar amount of the specific task order. The consultant services needed for the Cascade Pole Site is estimated to be \$480,000 over four years, \$120,000 per year. The requested amount was calculated based on projects anticipated to be completed over this period, starting in the 2025 budget cycle.

Staff Recommendation:

No action requested today.

Next Steps/Timeframe:

At a November 2024 Commission meeting, Port staff will recommend the Port Commission approve a 4-year contract with a not-to-exceed amount of \$480,000 with the consulting firm selected by the evaluation team.



PORT of OLYMPIA
Serving All of Thurston County

Cascade Pole Site – Unit Priced Environmental Consultant Services Agreement

Don Bache
Cascade Pole Site Manager
October 28, 2024



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Today's Presentation

Advisory Only – No Action Required

- Cascade Pole Site description
- Cascade Pole Site environmental consultant services contract
- Selection process - competitive
- Contract development schedule
- Next steps



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Cascade Pole Site Location



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Cascade Pole Site Background

- Located on the Northern portion of Port peninsula.
- Covers 18 acres upland and 25 acres offshore.
- The Port, under various legal agreements, operates, maintains, repairs and monitors various environmental remediation systems.
- Includes groundwater extraction and treatment systems, containment walls, and surface caps.

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Cascade Pole Site Environmental Consultant Services

- Unit Priced Environmental Service Consultant provides regulatory, technical, and field services for Cascade Pole Site operation and environmental remediation projects and tasks.
- Includes Cascade Pole Site uplands and offshore areas.
- Consultant evaluates and monitors the impact of adjacent Port or non-Port projects to the Cascade Pole Site remediation systems.

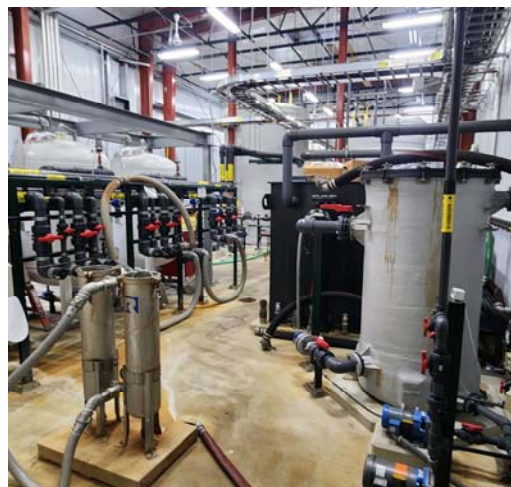
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Consultant Services Contract

- The current consulting services contract expires on December 31, 2024.
- New contract needed for environmental consultant services for the Cascade Pole Site.
- Estimated at \$480,000 over 4 years, \$120,000 per year.



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Consultant Services Selection Process

- Request for Qualifications (RFQ) advertised.
- Submitted responses to RFQ were reviewed by a selection panel against an evaluation criteria matrix.
- Selection criteria includes:
 - Does the firm possess technical expertise and experience at similar sites?
 - Does the firm possess knowledge and experience with implementation of the State of Washington Model Toxic Control Act (MTCA)?
 - Can the firm dedicate required personal and resources immediately?

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Contract Development Schedule

- Request for Qualifications (RFQ) - advertised 8-19-24
- RFQ responses due 9-27-24
- Staff review of responses Oct 2024
- Commission advisory 10-28-24
- Commission action 11-12-24
- Award of contract Dec 2024



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Next Steps

- Future Commission action will be requested in November 2024.
- Request the Commission to authorize the Executive Director to execute a Consultant Services Agreement with the selected firm.

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Questions and Comments

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