



**Commission Meeting
Monday, June 8, 2026
4:00 PM**

Percival Plaza – Olympics Room
626 Columbia Street NW, Suite 1-B
Olympia, WA 98501

The meeting agenda is available on the Port's website as of June 3, 2026.
<https://www.portolympia.com/commission>

AGENDA

A. Call to Order

B. Pledge

C. Approval of Agenda

D. Executive Director Report

E. Public Comment

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2026-02 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.

F. Commission Response to Public Comment / Follow-Up to Public Comment

G. Partner Spotlight: Olympic Air Show and Olympic Flight Museum: Kyle Baxter, Northwest Helicopters

H. Consent Calendar

1. Port of Olympia Community Advisory Committee (POCAC) Resolution and Operating Rules
2. Budd Inlet Cleanup – Dalton, Olmsted & Fuglevand Contract Amendment
3. Bush Prairie Habitat Conservation Plan – Update and Amendment to Interlocal Agreement with City of Tumwater
4. Bills and Vouchers for May 2026

I. Action Calendar

1. Economic Impact Study – BERK Contract: Mike Reid, Director of Community and Economic Development

Port of Olympia Mission

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

J. Action/Other Calendar

1. None

K. Advisory Calendar

1. 2026 Action Plan: Alex Smith, Executive Director

L. Commissioner Reports

M. Additional Public Comment

This time is devoted to individuals who could not arrive at or register for the meeting earlier. Public comment at this time is for those members of the public who did not submit public comment previously during the current meeting.

N. Other Business

1. None

O. Meeting Announcements

P. Adjourn

***Attendance and Public Comment Hybrid Meeting Information**

Attend Remote or In-Person

The public are welcome to attend the meeting in person, or may view or listen to the meeting using one of the following platforms:

In-Person: 626 Columbia Street NW, Olympia
Olympics Room, Suite 1-B

Zoom: Go to <http://www.zoom.us/join> and enter Webinar ID 850 3701 4086 and Passcode 244438.
Instructions and access details (a link to the meeting) will be emailed to you once a short registration form is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/access link.)

YouTube: www.youtube.com/@portofolympia1922

Phone: Call (253) 215-8782, listen for the prompts and enter Webinar ID 850 3701 4086 and Passcode 244438.

Verbal Public Comment

Those wishing to provide verbal public comment may do so in-person or by Zoom:

In-Person: Use the sign-up sheet located at the meeting location.

Virtual / via **Must pre-register** using the following Zoom link no later than five (5) minutes after the meeting has commenced:

Zoom: https://us06web.zoom.us/join/register/WN_SKedwoQtOQGDeWilvaDuVA
Instructions and access details (a link to the meeting) will be emailed to you once registration is complete. (Check Spam or Junk folder and move Zoom link email to your Inbox to view/access link.) Registration for remote/virtual verbal public comment closes six (6) minutes after the meeting has commenced.

Written Public Comment

Written public comment may be submitted to commissioncoordinator@portofolympia.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.

Port of Olympia Mission

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

COVER MEMO

Briefing Date/Time:	June 8, 2026
Staff Contact/Title:	Alex Smith, Executive Director, 360.528.8001, alexs@portolympia.com
Subject:	POCAC Resolution and Operating Rules
Purpose:	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed

Type of Agenda Item:

Consent

Background:

At the May 26, 2026, Meeting, the Commission made decisions on the last three issues remaining to finalize Resolution 2026-04, which governs how the Port of Olympia Community Advisory Committee (POCAC) operates, and the last two decisions needed to finalize the accompanying POCAC Operating Rules.

The Commission made the following decisions on the three remaining issues:

1. On the Selection of POCAC Members:

The Commission chose the following:

a. Option A:

Each Commissioner shall nominate three candidates for POCAC membership: one from within his or her district, and two “at-large” candidates from within Thurston County.

2. On Whether All POCAC Seats Are Open for Recruitment:

The Commission chose the following:

a. Option A:

On adoption of this Resolution, the Commission will open all POCAC positions for recruitment and appointment. Current POCAC members are encouraged to submit their names for reappointment.

For the first selection period following adoption of this Resolution, each Commissioner shall use one of their at-large nominations to nominate a current member of the POCAC who has chosen to submit his or her name for consideration.

3. On the Selection of POCAC Officers:

The Commission chose the following:

a. Option A:

The POCAC Chair and Vice Chair shall be selected annually by the Commission. In November of each year, the Executive Director will solicit

names of POCAC members interested in serving as Chair or Vice Chair for the following year. The Executive Director will forward the names of all POCAC members interested in serving as Chair and Vice Chair to the Commission for their consideration. The Commission will select a Chair and Vice Chair in an open public meeting each December.

POCAC Operating Rules:

In the Operating Rules the Commission approved the following changes to Sections 5, 6 and 7:

- **Section 5:** Eliminating public comment from the standing POCAC agenda
- **Section 7:** Allowing POCAC members to use either port email or their personal email accounts to conduct POCAC business.

Summary & Financial Impact:

The POCAC is currently funded in the Port Operating budget under “Government Services.” Any POCAC projects that require extensive staff time or outside consultants would be presumptively funded out of this budget.

Alignment with Vision 2050:

The amended POCAC Resolution and Operating Rules is aligned with Goal 10: “Build community partnerships and expand communications and public participation strategies.”

Environmental Considerations and Review:

N/A

Staff Recommendation:

Staff recommends the Commission adopt the revised Resolution 2026-04. Following adoption, staff will begin the process to recruit new members for Commission consideration.

Document(s) Attached:

- Resolution 2026-04 with Commission decisions redlined
- Clean version of Resolution 2026-04
- POCAC Operating Rules and Procedures with Commission decisions redlined
- Clean version of POCAC Operating Rules and Procedures.

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2026-04**

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the community advisory committee known as the Port of Olympia Community Advisory Committee (POCAC) and superseding Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10, and 2019-03.

WHEREAS, the Port of Olympia desires to have a community advisory committee to advise the Port of Olympia Commission (Port Commission) on matters it may wish to assign from time-to-time; and

WHEREAS, this Resolution supersedes Port Commission Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10 and 2019-03.

NOW, THEREFORE, BE IT RESOLVED, after due consideration, the Port Commission establishes the following:

1. The Port of Olympia Community Advisory Committee (POCAC):

The POCAC is a committee of community members selected through an application process as determined by the Port Commission.

2. Purpose:

The purpose of the POCAC is to provide input to the Port Commission on tasks assigned by the Port Commission. The purpose is for the POCAC to provide feedback representing a community perspective on Port operations and projects. This feedback is important to fully understand community sentiment related to Port affairs and the areas for which improved communication and transparency may be needed.

3. Composition:

POCAC membership shall consist of fifteen (15) members with membership not to fall under nine (9) members. All members shall be residents of Thurston County. The 15 members shall comprise, if possible, of three (3) members from each of the five (5) Port of Olympia election districts. In the event that each election district is unable to field 3 members the remaining membership shall be recruited from Thurston County community at large. A Port Commissioner and the Executive Director or their designee shall serve as ex officio members of POCAC and attend monthly POCAC meetings. In this case ex officio shall mean non-voting members and will attend to better understand POCAC projects and to provide direct feedback to POCAC on these projects and other Port business.

In making appointments, the Port Commission shall strive to maintain balanced representation from across the Port Commissioner districts and from diverse community perspectives within Thurston County.

The Commission may consider geographic distribution, community involvement, professional background, and other factors necessary to ensure that the committee reflects a broad range of community viewpoints.

4. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. The POCAC may forward public input received by POCAC members to the Port Commission, who will determine how such unsolicited input shall be handled.

The Port shall supply a commission coordinator to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Port Commission or Executive Director.

The Port Commission or Executive Director will provide guidance when requested by the POCAC. The Executive Director will assign Port staff for expertise, if required and as capacity allows.

5. Assignments:

The Port Commission shall initiate POCAC tasks in writing. The written request shall include a description of the proposed task, staff involvement, schedule and deliverables, if necessary. The POCAC shall review and either accept the task or propose changes to the task for Port Commission review and approval. If a task is proposed to the Port Commission by the POCAC, it shall include a description of the proposed task, staff involvement, schedule and deliverables. The Port Commission may approve, deny or request amendments to the proposed POCAC task. All written task requests shall be in the form set out as an attachment to Exhibit "A" attached to and made a part hereof.

The Port Commission will identify the type of work products to be delivered by the POCAC. More than one product type may be requested:

- a. **Report:** This product will help to create an awareness of policy issues among the Port Commission, staff, and the public and to encourage an exchange of information and analysis. It can also serve as an educational tool. The Port Commission may or may not take action or give further direction to the Executive Director upon receipt of this product. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- b. **Policy recommendation:** This product will recommend a new policy or modification or amendment to an existing policy. If the Port Commission decides to take action on such a recommendation, the Port Commission will give direction to the Executive Director and/or

legal counsel for further analysis and preparation of proposed policy language for Port Commission consideration. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.

- c. **Project recommendation:** This product will present a recommendation for implementation by the Port. Should the Port Commission choose to take action, the Port Commission will direct the Executive Director to include the implemented recommendation in the Port's annual budget process. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.

6. Scheduled Meetings:

POCAC shall establish a monthly meeting schedule in the format generally described in Exhibit "A", attached hereto. Monthly meetings shall normally not be held in August or December. Special meetings may be called by a majority of the existing membership or by the Chair of POCAC.

7. Community Involvement:

The POCAC, with Port Commission approval, may solicit public opinion in a manner consistent with assignments and Port Commission priorities.

All the POCAC's scheduled meetings will be open to the public.

8. Sub-Committees:

POCAC is comprised of three (3) standing subcommittees, Public Access Environmental Stewardship, and Economic Opportunities. Assignments shall generally be evaluated by the full POCAC to determine how best to accomplish them. The POCAC may accomplish the assignment as a full body or assign to the appropriate subcommittee. In the event an Assignment does not fall within the coverage of any of the three subcommittees, an ad hoc subcommittee may be formed to address the Assignment. Once an Assignment is completed by the ad hoc subcommittee, the ad hoc subcommittee shall end its operations with a written notice to the Port Commission.

Each Sub-Committee will select a member to serve as Chair. The Sub-Committee chair shall be elected by a majority vote of subcommittee members. The Sub-Committee chair shall serve no more than two (2) consecutive one-year terms. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meetings and present the final report or presentation to the Port Commission.

Any matter referred to a POCAC Sub-Committee must ultimately be presented to the full POCAC for the POCAC's consideration and approval prior to forwarding any recommendation to the Port Commission.

9. Officers:

The officers of the POCAC shall include a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The POCAC members in these positions shall serve no more than two (2) one-year terms. ~~These positions shall be elected by a majority vote of the POCAC members.~~

The POCAC Chair and Vice Chair shall be selected annually by the Commission. In November of each year, the Executive Director will solicit names of POCAC members interested in serving as Chair or Vice Chair for the following year. The Executive Director will forward the names of all POCAC members interested in serving as Chair and Vice Chair to the Commission for their consideration. The Commission will select a Chair and Vice Chair in an open public meeting each December.

Formatted: Font: (Default) Times New Roman

The Chairperson of the POCAC, or a designated representative of the POCAC, shall report to the Port Commission no less than once each year on POCAC activities. This report will be provided in writing or at a regular Commission meeting or work session. The POCAC shall determine the appropriate format for the report.

10. Terms:

On adoption of this Resolution, the Commission will open all POCAC positions for recruitment and appointment. Current POCAC members are encouraged to submit their names for reappointment.

A full term for POCAC members is three years. These terms will be staggered to the extent possible to allow for continuity of membership. The POCAC members shall each serve no more than four (4) three-year terms for a total of twelve (12) years. Each year the Port Commission shall appoint or reappoint persons to fill the expiring terms. When POCAC membership falls below 9 members new POCAC members shall be selected in accordance with Section 11 below. The Port Commission also has discretion to appoint, reappoint, or extend the term of POCAC members to address extenuating circumstances.

The Commission may remove a member before the end of a term for failure to attend meetings, failure to participate in committee work, violation of committee rules, or other conduct that materially interferes with the effective functioning of the committee.

A member may resign at any time by submitting a written notice to the Commission or the Executive Director. The resignation shall take effect on the date specified in the notice or, if no date is specified, upon receipt.

Vacancies occurring before the expiration of a term shall be filled for the remainder of that term using the appointment process described in Section 11.

11. Selection of New Members:

When a vacancy occurs, the Port shall initiate the public recruitment process as soon as practicable.

Recruitment of new POCAC members will include an open and transparent advertisement and application process including applicants encouraged to apply by and/or direct referral from Commissioners or POCAC members of potential members from their districts. The recruitment may focus on specific Port districts when a district is underrepresented in POCAC membership.

The Port will publicly advertise all vacancies on the Port website and through other appropriate communication channels. Recruitment announcements shall describe the purpose of the committee, duties of members, qualifications for service, and the application deadline.

The application period shall remain open for no fewer than thirty (30) days.

Each potential member will submit an application to be sent to all Port Commissioners, ~~the Executive Director, and the POCAC chair~~ for their review/consideration. ~~The Review Team will consist of one or more Port Commissioners, the Executive Director or designee, and the POCAC Chair.~~

Applicants shall be evaluated based on factors including asked to provide information on the following:

- Demonstrated interest in the work of the Port and community engagement
- Ability to consider issues from a community-wide perspective
- Relevant knowledge, experience, or professional expertise
- Ability to participate constructively in collaborative deliberations
- Commitment to regular attendance and participation

~~The Executive Director or designee shall coordinate the review of applications and scheduling of interviews. Interview questions will be approved by the Review Team and may change depending on the needs of the Commission and POCAC. Interview questions will be the same for all candidates for each recruitment. The Review Team will agree on scoring criteria prior to conducting interviews. The Review Team will interview and evaluate each applicant based on past volunteer activities, reasons for wanting to serve on the POCAC, private/public work experience, and experience or knowledge regarding the Port of Olympia.~~

Each Commissioner shall nominate three candidates for POCAC membership: one from within his or her district, and two “at-large” candidates from within Thurston County. The Commission as a whole shall vote on the full slate of nominations at a public meeting.

For the first selection period following adoption of this Resolution, each Commissioner shall use one of their at-large nominations to nominate a current member of the POCAC who has chosen to submit his or her name for consideration.

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman, Highlight

Formatted: Indent: Left: 0", First line: 0.56"

Formatted: Highlight

Formatted: Font: (Default) Times New Roman

~~After completion of the recruitment process, appointments and reappointments to the POCAC shall be made by the Port Commission by majority vote in a public meeting.~~

~~No individual Commissioner shall have unilateral authority to appoint members.~~

12. Approval of Travel and Other Expenses:

The Port Commission will budget annually for expenses. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director. All expenses shall be consistent with Port travel and reimbursement policies. Any amount over the annual budget will come back to the Port Commission for approval.

13. Roles, Expectations and Operating Rules:

Members of the POCAC and subcommittees shall adhere to the roles, expectations and operating rules as outlined in “Exhibit A” of this Resolution.

ADOPTED by a majority of the members of the Port Commission for the Port of Olympia, a majority voting on this Resolution at a regular Port Commission meeting on May XX, 2026 as attested to by the signatures below of the Port Commissioners on this XXth day of May 2026.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Krag Unsoeld

Jerry Toompas

**PORT OF OLYMPIA COMMISSION
RESOLUTION 2026-04**

A RESOLUTION OF THE PORT OF OLYMPIA COMMISSION regarding the community advisory committee known as the Port of Olympia Community Advisory Committee (POCAC) and superseding Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10, and 2019-03.

WHEREAS, the Port of Olympia desires to have a community advisory committee to advise the Port of Olympia Commission (Port Commission) on matters it may wish to assign from time-to-time; and

WHEREAS, this Resolution supersedes Port Commission Resolutions 2025-02, 2024-08, 2023-09, 2022-15, 2021-06, 2019-10 and 2019-03.

NOW, THEREFORE, BE IT RESOLVED, after due consideration, the Port Commission establishes the following:

1. The Port of Olympia Community Advisory Committee (POCAC):

The POCAC is a committee of community members selected through an application process as determined by the Port Commission.

2. Purpose:

The purpose of the POCAC is to provide input to the Port Commission on tasks assigned by the Port Commission. The purpose is for the POCAC to provide feedback representing a community perspective on Port operations and projects. This feedback is important to fully understand community sentiment related to Port affairs and the areas for which improved communication and transparency may be needed.

3. Composition:

POCAC membership shall consist of fifteen (15) members with membership not to fall under nine (9) members. All members shall be residents of Thurston County. The 15 members shall comprise, if possible, of three (3) members from each of the five (5) Port of Olympia election districts. In the event that each election district is unable to field 3 members the remaining membership shall be recruited from Thurston County community at large. A Port Commissioner and the Executive Director or their designee shall serve as ex officio members of POCAC and attend monthly POCAC meetings. In this case ex officio shall mean non-voting members and will attend to better understand POCAC projects and to provide direct feedback to POCAC on these projects and other Port business.

In making appointments, the Port Commission shall strive to maintain balanced representation from across the Port Commissioner districts and from diverse community perspectives within Thurston County.

The Commission may consider geographic distribution, community involvement, professional background, and other factors necessary to ensure that the committee reflects a broad range of community viewpoints.

4. Duties:

The POCAC shall advise the Port Commission on matters assigned by the Port Commission. The POCAC may forward public input received by POCAC members to the Port Commission, who will determine how such unsolicited input shall be handled.

The Port shall supply a commission coordinator to publish the notice for scheduled meetings, assist the POCAC by scheduling meetings, and other duties as authorized by the Port Commission or Executive Director.

The Port Commission or Executive Director will provide guidance when requested by the POCAC. The Executive Director will assign Port staff for expertise, if required and as capacity allows.

5. Assignments:

The Port Commission shall initiate POCAC tasks in writing. The written request shall include a description of the proposed task, staff involvement, schedule and deliverables, if necessary. The POCAC shall review and either accept the task or propose changes to the task for Port Commission review and approval. If a task is proposed to the Port Commission by the POCAC, it shall include a description of the proposed task, staff involvement, schedule and deliverables. The Port Commission may approve, deny or request amendments to the proposed POCAC task. All written task requests shall be in the form set out as an attachment to Exhibit "A" attached to and made a part hereof.

The Port Commission will identify the type of work products to be delivered by the POCAC. More than one product type may be requested:

- a. **Report:** This product will help to create an awareness of policy issues among the Port Commission, staff, and the public and to encourage an exchange of information and analysis. It can also serve as an educational tool. The Port Commission may or may not take action or give further direction to the Executive Director upon receipt of this product. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.
- b. **Policy recommendation:** This product will recommend a new policy or modification or amendment to an existing policy. If the Port Commission decides to take action on such a recommendation, the Port Commission will give direction to the Executive Director and/or

legal counsel for further analysis and preparation of proposed policy language for Port Commission consideration. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.

- c. **Project recommendation:** This product will present a recommendation for implementation by the Port. Should the Port Commission choose to take action, the Port Commission will direct the Executive Director to include the implemented recommendation in the Port's annual budget process. The Port Commission shall provide written feedback to the POCAC on the product submitted no later than sixty (60) days from when the product is received. Feedback shall provide reasonable detail on the product from the Port Commission.

6. Scheduled Meetings:

POCAC shall establish a monthly meeting schedule in the format generally described in Exhibit "A", attached hereto. Monthly meetings shall normally not be held in August or December. Special meetings may be called by a majority of the existing membership or by the Chair of POCAC.

7. Community Involvement:

The POCAC, with Port Commission approval, may solicit public opinion in a manner consistent with assignments and Port Commission priorities.

All the POCAC's scheduled meetings will be open to the public.

8. Sub-Committees:

POCAC is comprised of three (3) standing subcommittees, Public Access Environmental Stewardship, and Economic Opportunities. Assignments shall generally be evaluated by the full POCAC to determine how best to accomplish them. The POCAC may accomplish the assignment as a full body or assign to the appropriate subcommittee. In the event an Assignment does not fall within the coverage of any of the three subcommittees, an ad hoc subcommittee may be formed to address the Assignment. Once an Assignment is completed by the ad hoc subcommittee, the ad hoc subcommittee shall end its operations with a written notice to the Port Commission.

Each Sub-Committee will select a member to serve as Chair. The Sub-Committee chair shall be elected by a majority vote of subcommittee members. The Sub-Committee chair shall serve no more than two (2) consecutive one-year terms. The Sub-Committee Chair shall submit updates to the POCAC at regularly scheduled POCAC meetings and present the final report or presentation to the Port Commission.

Any matter referred to a POCAC Sub-Committee must ultimately be presented to the full POCAC for the POCAC's consideration and approval prior to forwarding any recommendation to the Port Commission.

9. Officers:

The officers of the POCAC shall include a Chair and Vice Chair to preside and facilitate POCAC meetings and present special reports. The POCAC members in these positions shall serve no more than two (2) one-year terms.

The POCAC Chair and Vice Chair shall be selected annually by the Commission. In November of each year, the Executive Director will solicit names of POCAC members interested in serving as Chair or Vice Chair for the following year. The Executive Director will forward the names of all POCAC members interested in serving as Chair and Vice Chair to the Commission for their consideration. The Commission will select a Chair and Vice Chair in an open public meeting each December.

The Chairperson of the POCAC, or a designated representative of the POCAC, shall report to the Port Commission no less than once each year on POCAC activities. This report will be provided in writing or at a regular Commission meeting or work session. The POCAC shall determine the appropriate format for the report.

10. Terms:

On adoption of this Resolution, the Commission will open all POCAC positions for recruitment and appointment. Current POCAC members are encouraged to submit their names for reappointment.

A full term for POCAC members is three years. These terms will be staggered to the extent possible to allow for continuity of membership. The POCAC members shall each serve no more than four (4) three-year terms for a total of twelve (12) years. Each year the Port Commission shall appoint or reappoint persons to fill the expiring terms. When POCAC membership falls below 9 members new POCAC members shall be selected in accordance with Section 11 below. The Port Commission also has discretion to appoint, reappoint, or extend the term of POCAC members to address extenuating circumstances.

The Commission may remove a member before the end of a term for failure to attend meetings, failure to participate in committee work, violation of committee rules, or other conduct that materially interferes with the effective functioning of the committee.

A member may resign at any time by submitting a written notice to the Commission or the Executive Director. The resignation shall take effect on the date specified in the notice or, if no date is specified, upon receipt.

Vacancies occurring before the expiration of a term shall be filled for the remainder of that term using the appointment process described in Section 11.

11. Selection of New Members:

When a vacancy occurs, the Port shall initiate the public recruitment process as soon as practicable.

Recruitment of new POCAC members will include an open and transparent advertisement and application process including applicants encouraged to apply by Commissioners or POCAC members.

The Port will publicly advertise all vacancies on the Port website and through other appropriate communication channels. Recruitment announcements shall describe the purpose of the committee, duties of members, qualifications for service, and the application deadline. The application period shall remain open for no fewer than thirty (30) days.

Each potential member will submit an application to be sent to all Port Commissioners for their consideration..

Applicants shall be asked to provide information on the following:

- Demonstrated interest in the work of the Port and community engagement
- Ability to consider issues from a community-wide perspective
- Relevant knowledge, experience, or professional expertise
- Ability to participate constructively in collaborative deliberations
- Commitment to regular attendance and participation

Each Commissioner shall nominate three candidates for POCAC membership: one from within his or her district, and two “at-large” candidates from within Thurston County. The Commission as a whole shall vote on the full slate of nominations at a public meeting.

For the first selection period following adoption of this Resolution, each Commissioner shall use one of their at-large nominations to nominate a current member of the POCAC who has chosen to submit his or her name for consideration.

12. Approval of Travel and Other Expenses:

The Port Commission will budget annually for expenses. The POCAC Chair shall request approval of travel and other expenses for POCAC members to the Executive Director. All expenses shall be consistent with Port travel and reimbursement policies. Any amount over the annual budget will come back to the Port Commission for approval.

13. Roles, Expectations and Operating Rules:

Members of the POCAC and subcommittees shall adhere to the roles, expectations and operating rules as outlined in “Exhibit A” of this Resolution.

ADOPTED by a majority of the members of the Port Commission for the Port of Olympia, a majority voting on this Resolution at a regular Port Commission meeting on May XX, 2026 as attested to by the signatures below of the Port Commissioners on this XXth day of May 2026.

PORT OF OLYMPIA COMMISSION

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Krag Unsoeld

Jerry Toompas

Port of Olympia Community Advisory Committee Operating Procedures and Rules

The Port of Olympia Community Advisory Committee (POCAC) operates under the authority of Port Resolution 2026-04. If there are any conflicts between operating rules of the POCAC and the Resolution, the Resolution takes precedence.

1 POCAC Duties and Responsibilities

The Port Commission has set out the POCAC's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance arrangements in Resolution 2026-04.

2 Ethical Behavior and Community Representation

Conflict of Interest: Committee members will not participate in providing advice or comments to the Commission, staff, or other POCAC members on any matter in which they have a financial interest. Additionally, POCAC members will not participate in issues related to any contract in which they have a financial interest. If a POCAC member has a conflict of interest, he/she will disclose such conflict to the other members of the POCAC and file a written statement disclosing the conflict with the Commission and Executive Director.

Official Port Communications: POCAC members will not claim that they are speaking on behalf of the Port unless they have been specifically authorized to do so by the Port's Commission or Executive Director.

Committee comments and communications: POCAC members will not comment about individual members of the public or Port staff in general commentary or comments regarding POCAC work.

3 Coordination with Internal Staff

The POCAC will include a staff liaison, appointed by the Executive Director, as an ex-officio member. The staff liaison may change, depending on the nature of the work task being executed.

POCAC subcommittees, when formed, will include a staff liaison.

Port of Olympia's staff support the POCAC and subcommittees as time and resources allow. In general, staff support includes:

- Providing guidance and offering recommendations to assist the POCAC and subcommittee in its work.
- Supporting the POCAC and subcommittee in maintaining progress towards its assignment.

4 Required Public Records Training

All POCAC members are required to receive training under the Public Records Act within 90 days of appointment and a refresher training every four years. Training is available on the Washington State Office of the Attorney General at: <https://www.atg.wa.gov/open-government-training>.

5 Meetings

Meeting location: All POCAC meetings will be held at the Port of Olympia or using a virtual platform unless otherwise specified in advance. In the case of an alternative meeting location, the POCAC Chair will notify in writing the committee members and any other pertinent Port staff. All meetings will be open to the public.

Date and time: Regular meetings will be held on a specified monthly day or date and time, unless amended by the committee. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular meeting. A meeting may also be cancelled by the Chair upon notice that no quorum is expected to be present or when there is no item on the agenda other than routine items.

Meeting notice and agenda: The agenda will be circulated to the membership five (5) calendar days preceding the meeting and shall be simultaneously published on the Port of Olympia website. Scheduled meetings of the POCAC shall not extend beyond two (2) hours without the consent of the members present.

The meeting agenda will generally follow the format below:

AGENDA

Welcome and Call to Order

Approval of Minutes

Acceptance of Agenda

~~Public Comment~~

Formal Agenda Items

Old Business

New Business

Adjourn

Minutes: Meeting minutes will be kept indicating any POCAC action or recommendation, including any votes on agenda items. The Port of Olympia commission coordinator will keep minutes and distribute them to the committee for review and approval. Once approved by committee members, minutes will be posted to the Port website by the commission coordinator.

6 Committee Organization

Membership: Membership on the POCAC will be governed by the Resolution 2026-04. The POCAC will report vacancies to the Port of Olympia Commission with a copy to the Executive Director.

Attendance: Members are expected to attend committee meetings and fully participate in and contribute to the committee's work. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, at the discretion of the POCAC, the Commission may choose to revoke the committee member's appointment or accept their resignation.

Exhibit A of POCAC Resolution 2026-04

Duties of the Chair and Vice Chair: The Chair will preside over the meetings and coordinate meeting agendas with committee members and the Port's commission coordinator. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair will, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

Officer Elections: Each November, the Executive Director will solicit interest from POCAC members interested in serving as POCAC Chair or Vice-Chair for the following year. The Commission will choose a Chair and Vice-Chair from the names submitted in an open public meeting in December. *To ensure efficiency, the POCAC will establish a chair and vice chair at the earliest opportunity when required due to membership changes. Members are encouraged to work collaboratively to rotate these roles annually.*

Formatted: Font: Italic

Officer nominations and elections shall occur as an agenda item at a regular POCAC meeting. Officer election results shall be included in meeting minutes and sent to the commission coordinator.

7 Committee Operations

Quorum: A simple majority of POCAC members constitutes a quorum. Meetings with less than a simple majority may take place; however, no official actions may be taken. For action to be taken by vote of the POCAC, it requires a simple majority of the quorum (members present).

Rules of Engagement: Members will operate on the principles of respect, collaboration, and transparency. Members commit to listening to diverse perspectives, communicating constructively, and focusing on solutions that benefit the broader community. All discussions should remain respectful, inclusive, and aligned with the group's shared goals.

Robert's Rules of Order: The POCAC process for taking action will be guided by the latest version of Robert's Rules of Order.

Breach of POCAC Operating Rules: In the case of a breach of operating rules, the matter will be discussed with the full POCAC, and the offending member may be recommended for dismissal from their role. These recommendations will be heard and decided by the Commission per section 10 of the POCAC Policy.

Recommendations: The POCAC shall make recommendations in accordance with the Commission-approved work plan. Recommendations shall indicate the POCAC's vote on the item. The Chair will determine who will present the committee's recommendation to the Commission in a public meeting.

Majority and Minority Opinions: A minority report may accompany any recommendation. Majority and minority opinions will be recorded in the POCAC's minutes.

Act as a Body: The POCAC will act as a body. The Chair, or Chair's designee, will serve as official spokesperson of the POCAC.

Port Administrative Guidelines: The POCAC will comply with Washington state records management and disclosure laws.

Exhibit A of POCAC Resolution 2026-04

Email:- ~~If a Port email addresses will be available for POCAC members to use, but members shall also be free to use personal emails is provided, advisory committee members will use such email address for~~ the conduct of POCAC business.

POCAC Task Request Form

As required by Exhibit A of POCAC Resolution 2026-04

Date assigned:

Name of task:

Origin and need of task:

Description of the issue at hand, analysis or work needed, and the deliverables:

Alignment with Port Strategic/Vision 2050 Priorities:

Timeline for completing the task:

Resources, including staff, needed for task completion:

Budget:

Commission endorsement/approval

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Jerry Toompas

Krag Unsoeld

Port of Olympia Community Advisory Committee Operating Procedures and Rules

The Port of Olympia Community Advisory Committee (POCAC) operates under the authority of Port Resolution 2026-04. If there are any conflicts between operating rules of the POCAC and the Resolution, the Resolution takes precedence.

1 POCAC Duties and Responsibilities

The Port Commission has set out the POCAC's objectives, authority, composition and tenure, roles and responsibilities and reporting, administrative and governance arrangements in Resolution 2026-04.

2 Ethical Behavior and Community Representation

Conflict of Interest: Committee members will not participate in providing advice or comments to the Commission, staff, or other POCAC members on any matter in which they have a financial interest. Additionally, POCAC members will not participate in issues related to any contract in which they have a financial interest. If a POCAC member has a conflict of interest, he/she will disclose such conflict to the other members of the POCAC and file a written statement disclosing the conflict with the Commission and Executive Director.

Official Port Communications: POCAC members will not claim that they are speaking on behalf of the Port unless they have been specifically authorized to do so by the Port's Commission or Executive Director.

Committee comments and communications: POCAC members will not comment about individual members of the public or Port staff in general commentary or comments regarding POCAC work.

3 Coordination with Internal Staff

The POCAC will include a staff liaison, appointed by the Executive Director, as an ex-officio member. The staff liaison may change, depending on the nature of the work task being executed.

POCAC subcommittees, when formed, will include a staff liaison.

Port of Olympia's staff support the POCAC and subcommittees as time and resources allow. In general, staff support includes:

- Providing guidance and offering recommendations to assist the POCAC and subcommittee in its work.
- Supporting the POCAC and subcommittee in maintaining progress towards its assignment.

4 Required Public Records Training

All POCAC members are required to receive training under the Public Records Act within 90 days of appointment and a refresher training every four years. Training is available on the Washington State Office of the Attorney General at: <https://www.atg.wa.gov/open-government-training>.

5 Meetings

Meeting location: All POCAC meetings will be held at the Port of Olympia or using a virtual platform unless otherwise specified in advance. In the case of an alternative meeting location, the POCAC Chair will notify in writing the committee members and any other pertinent Port staff. All meetings will be open to the public.

Date and time: Regular meetings will be held on a specified monthly day or date and time, unless amended by the committee. Regular meetings may be cancelled by request of the Chair or by majority approval of the committee at a regular meeting. A meeting may also be cancelled by the Chair upon notice that no quorum is expected to be present or when there is no item on the agenda other than routine items.

Meeting notice and agenda: The agenda will be circulated to the membership five (5) calendar days preceding the meeting and shall be simultaneously published on the Port of Olympia website. Scheduled meetings of the POCAC shall not extend beyond two (2) hours without the consent of the members present.

The meeting agenda will generally follow the format below:

AGENDA

Welcome and Call to Order

Approval of Minutes

Acceptance of Agenda

Formal Agenda Items

Old Business

New Business

Adjourn

Minutes: Meeting minutes will be kept indicating any POCAC action or recommendation, including any votes on agenda items. The Port of Olympia commission coordinator will keep minutes and distribute them to the committee for review and approval. Once approved by committee members, minutes will be posted to the Port website by the commission coordinator.

6 Committee Organization

Membership: Membership on the POCAC will be governed by the Resolution 2026-04. The POCAC will report vacancies to the Port of Olympia Commission with a copy to the Executive Director.

Attendance: Members are expected to attend committee meetings and fully participate in and contribute to the committee's work. If a member is absent for three consecutive meetings or 35% of meetings within a calendar year, at the discretion of the POCAC, the Commission may choose to revoke the committee member's appointment or accept their resignation.

Duties of the Chair and Vice Chair: The Chair will preside over the meetings and coordinate meeting agendas with committee members and the Port's commission coordinator. The Chair retains full rights and responsibilities to participate in deliberations and votes of the committee.

The Vice Chair will, in the absence of the Chair, perform all duties of the Chair at the meeting. In the absence of the Chair and Vice Chair, members present may select a temporary Chair to preside at the meeting.

Officer Elections: Each November, the Executive Director will solicit interest from POCAC members interested in serving as POCAC Chair or Vice-Chair for the following year. The Commission will choose a Chair and Vice-Chair from the names submitted in an open public meeting in December. *To ensure efficiency, the POCAC will establish a chair and vice chair at the earliest opportunity when required due to membership changes. Members are encouraged to work collaboratively to rotate these roles annually.*

Officer nominations and elections shall occur as an agenda item at a regular POCAC meeting. Officer election results shall be included in meeting minutes and sent to the commission coordinator.

7 Committee Operations

Quorum: A simple majority of POCAC members constitutes a quorum. Meetings with less than a simple majority may take place; however, no official actions may be taken. For action to be taken by vote of the POCAC, it requires a simple majority of the quorum (members present).

Rules of Engagement: Members will operate on the principles of respect, collaboration, and transparency. Members commit to listening to diverse perspectives, communicating constructively, and focusing on solutions that benefit the broader community. All discussions should remain respectful, inclusive, and aligned with the group's shared goals.

Robert's Rules of Order: The POCAC process for taking action will be guided by the latest version of Robert's Rules of Order.

Breach of POCAC Operating Rules: In the case of a breach of operating rules, the matter will be discussed with the full POCAC, and the offending member may be recommended for dismissal from their role. These recommendations will be heard and decided by the Commission per section 10 of the POCAC Policy.

Recommendations: The POCAC shall make recommendations in accordance with the Commission-approved work plan. Recommendations shall indicate the POCAC's vote on the item. The Chair will determine who will present the committee's recommendation to the Commission in a public meeting.

Majority and Minority Opinions: A minority report may accompany any recommendation. Majority and minority opinions will be recorded in the POCAC's minutes.

Act as a Body: The POCAC will act as a body. The Chair, or Chair's designee, will serve as official spokesperson of the POCAC.

Port Administrative Guidelines: The POCAC will comply with Washington state records management and disclosure laws.

Email: Port email addresses will be available for POCAC members to use, but members shall also be free to use personal emails for the conduct of POCAC business.

POCAC Task Request Form

As required by Exhibit A of POCAC Resolution 2026-04

Date assigned:

Name of task:

Origin and need of task:

Description of the issue at hand, analysis or work needed, and the deliverables:

Alignment with Port Strategic/Vision 2050 Priorities:

Timeline for completing the task:

Resources, including staff, needed for task completion:

Budget:

Commission endorsement/approval

Jasmine Vasavada, President

Sarah Montano, Vice President

Joel Hansen, Secretary

Jerry Toompas

Krag Unsoeld

COVER MEMO

Briefing Date/Time: June 8, 2026
Staff Contact/Title: Shawn Gilbertson, Director of Environmental Planning and Programs, shawng@portolympia.com
Subject: Budd Inlet Remediation - DOF Contract Amendment
Purpose: Information Only Decision Needed

Type of Agenda Item:

Consent

Background:

Dalton, Olmsted, and Fuglevand (DOF), an environmental consulting firm, is under contract with the Port of Olympia to execute the Budd Inlet sediment investigation Agreed Order with the Washington Department of Ecology (DOE). The attached contract amendment proposes extending the DOF contract through December 31, 2028, and increasing the budget by \$3,703,000 for a new total not to exceed amount of \$14,294,881.00. The contract extension and increase in budget were expected and the cost will be almost fully covered by Department of Ecology (DOE) Remedial Action Grants and legislative appropriations.

Summary and Financial Impact:

The Port signed Agreed Order DE 6083 with the DOE in 2012. Per the Agreed Order, the Port is required, through sediment sampling, to determine the depth and breadth of contamination and propose cleanup options. In 2023, the Agreed Order was amended to expand the project area to all of Budd Inlet where sediment contamination exists. The Port split the project into three sub-areas to make the project more manageable.

The original DOF contract was executed in 2022 to help the Port accomplish the requirements of the Agreed Order. The contract scope and budget have progressed in a way to match available funds. Most recently, the Port was awarded a legislative appropriation of \$3,000,000 through the Washington Department of Commerce to advance the project. We are now ready to ask for this contract amendment to advance the project towards completion.

There is currently \$1,423,000 remaining in the existing contract. This contract amendment will add \$3,703,000, bringing the total remaining contract budget to \$5,126,000 to complete the scope of work through 2028. The \$3,000,000 appropriation will be used as matching funds for \$3,000,000 DOE Remedial Action Grant funds. These funds should allow execution of the Agreed Order through 2028 with little or no out of pocket funding.

A detailed scope of work, schedule, and budget are included as attachment "A" to this proposed contract amendment.

Alignment with Vision 2050:

This proposal aligns with the Vision 2050 goal to "Emphasize sustainability in all planning and actions and provide updates to the community." Specifically, this project implements and the Action Summary item #35 to "Sustain legacy pollution clean-up projects."

Environmental Considerations and Review:

This contract amendment will support completion of the contaminated sediment investigation in Budd Inlet and will support development of a Cleanup Action Plan.

Staff Recommendation:

Recommend approval to execute the DOF contract amendment.

Sample Motion:

"...Move to authorize the Executive Director to sign the sixth amendment to the Dalton, Olmsted & Fuglevand, Inc contract (No. 2022-1002) for the Budd Inlet Remediation project."

Document(s) Attached:

Proposed DOF Contract Amendment



March 26, 2026

Jonathon Wolf
Budd Inlet Project Manager
Port of Olympia
606 Columbia Street NW STE 300
Olympia, WA 98501
Email: JonathonW@PortOlympia.com

RE: Budd Inlet Sediment Remediation
Phase 1: Ongoing Engineering Design and Permitting Work in Budd Inlet

Dear Jon,

Dalton, Olmsted, Fuglevand (DOF) is pleased to submit this proposal to provide ongoing technical support to the Port of Olympia (Port) for the Budd Inlet Sediment Remediation Project.

Project Status

As you are aware, work within Budd Inlet is proceeding in alignment with the existing Agreed Order (DE 6083, amended in 2023 ["AO"]) with the Washington State Department of Ecology (Ecology). To perform the work in an efficient manner, consistent with Port objectives and available funding, the overall Budd Inlet Site was subdivided into three Sub-areas as shown in Figure 1. Sub-Area 1 includes East Bay and a small embayment at the south end of West Bay. Sub-Area 2 includes West Bay and Sub-Area 3 is located to the north of Sub-Area 1 and 2 in Budd Inlet. The northern limit of Sub-Area 3 is the limit of where contamination exists as defined by MTCA and is a subject of discussion with Ecology.

The AO requires the Port to perform specified work and prepare defined deliverables for department of Ecology review and approval. Working with Ecology and the Port, we developed the Project Process Flow Diagram shown on Figure 2 (attached). The approach allows for phasing and flexibility in schedule of the cleanup by Sub-area, or later combination of sub-areas if funding and permitting allows.

As indicated on the Process Flow Diagram we have completed a number of the AO required tasks and others are currently underway. We are on track to allow completion of anticipated sediment remediation within West Bay prior to the planned future removal of the 5th Avenue Dam as part of the Deschutes Estuary Project.

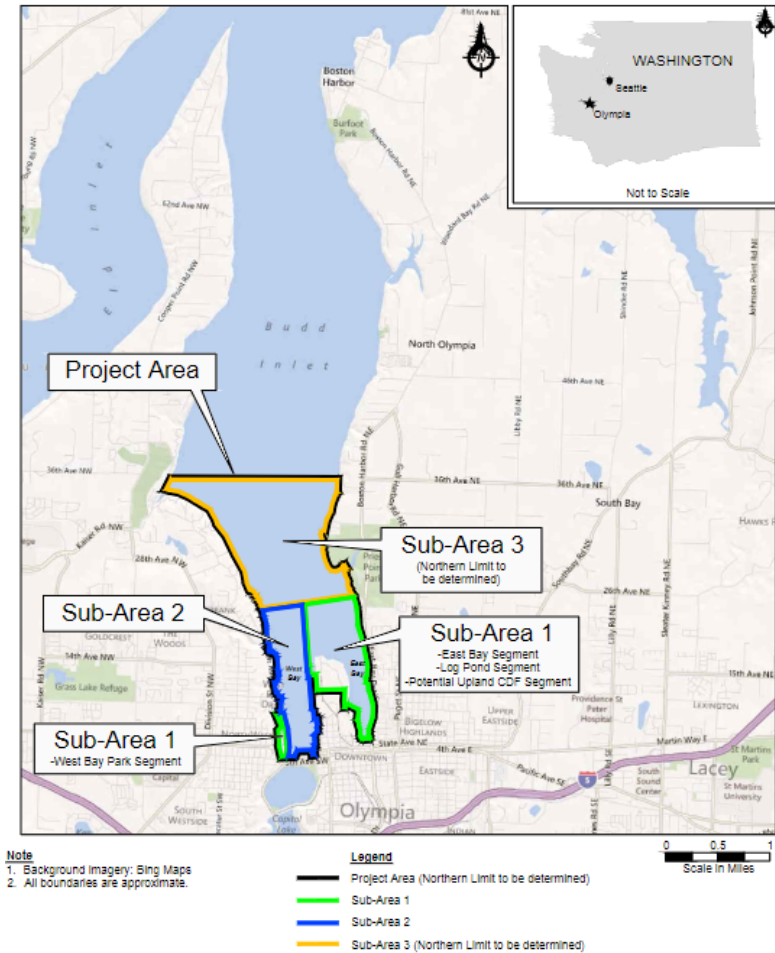


Figure 1. Budd Inlet Sediment Remediation Site Sub-areas 1, 2 and 3.

DOF’s scope of work is designed to support the Port’s work towards meeting requirements under its existing AO and is consistent with our understanding of the Port’s objectives for the Budd Inlet Sediment Project as follows.

- Meet requirements of the AO.
- Remove contamination and restore navigational depths to navigation channels and Swantown Marina and Boatworks within East Bay, allowing the US Army Corp to resume dredging of the Federal Channel. These channels are currently several feet shallower than design depth in many areas, impacting navigation.
- Remove contamination and restore navigational depths to the navigation channels, turning basin and berth areas in West Bay allowing the US Army Corp to resume dredging of the Federal Channel. Due to Ecology listing of site the USACE will not perform navigation dredging. The West Bay channel and turning basin are currently several feet shallower than required in areas, impacting operations. Based on USACE bathymetric survey performed in 2025 and confirmed during recent discussions with the Port, significant

shoaling has occurred within the Turning Basin and the Marine Terminal Berth to the extent it is impacting Marine Terminal operations.

- Work with local and regional partners such as local City and County governments, Tribes and other interested parties and stakeholders to explore and develop projects with a nexus to Budd Inlet that can provide additional public and community benefits.
- Perform source control work to identify potential sources of contamination to Budd Inlet sediments and protect the remedy once constructed.

Proposed Scope of Work for Ongoing Engineering, Design and Permitting (Stage 1D)

This scope of work is designed to utilize current funding available from the Port, current Ecology Remedial Action Grant (RAG) and state legislative appropriation to Port of Olympia.

DOF understands that its work is limited to funds available to the Port and specific scopes of work will be authorized on a Work Order basis. DOF will not exceed the budget authorized by the Port without written approval from the Port. If early tasks are completed at lower cost than estimated, additional work on future tasks including design and permitting could be performed.

DOF will support the Port through the project direction and management of Rob Webb, PE and Tasya Gray, LG backed by the team of scientists and engineers available at DOF and teaming partners described in our May 2022 Statement of Qualifications and subsequent proposals.

Consistent with the AO, for all Ecology deliverables identified in this scope of work, we will prepare for submittal to Ecology one (1) hard copy of final documents, plus one electronic copy each in Word (.docx) and Adobe (.pdf) formats. Up to five (5) additional hard copies of deliverables will be provided as necessary for public comment periods and document repositories. Draft documents will be prepared for Ecology review and comment followed by a Response to Comments memo and a draft Final document based on Ecology's comments.

Our current contract expires December 31, 2026. As we have discussed, extending our current contract thru December 31, 2028, will allow for performance of the work included in this proposal.

The proposed project tasking that follows is consistent with previous task nomenclature for simplicity of project tracking and RAG funding. The current status of each Task is summarized along with the currently proposed work, deliverables and requested budget modification. We completed several 2024-2025 Tasks at costs below the approved budget, allowing for advancement of the engineering design and preparation of the Sub-Area 3 Data Gaps Memo and Sub-Area 3 Investigation Work Plan under our prior budget authorization.

Task 1 – Project Strategy, Development, and Management, Project Communications, Database Management, Grant Funding Support, Integrated Planning Support and Historical Site Research & Agency Meetings and Negotiations

Task Status

Work on this task is ongoing and will continue for duration of this contract.

Proposed Work

Perform project strategy development, project scheduling, routine project management and administration, grant support to the Port including RAG reporting, evaluation of potential DOT grants such as RAISE, PROTECT and BIG (Boating Infrastructure Grant), and project integration with the Port's Cascade Pole Site as required by Ecology, Port Site D redevelopment and Deschutes Estuary Restoration Project, as appropriate. This task also includes meetings with Ecology, the Port, Tribes, City of Olympia and other stakeholders. We have also included support to the Port for the 2028 Remedial Action Grant application process requesting funding for construction of the selected remedy.

This work could include support to Port and legal counsel regarding potential PLP's to Budd Inlet. Such work would be performed on an as requested basis and tracked as non-RAG eligible on invoices.

Deliverables

Meeting agendas, meeting notes, grant applications and funding sub, and other documents as requested by Port.

Task 2 – Prepare Revised Alternatives Analysis and Public Review Draft and Final Interim Action Plan (IAP) (AO Tasks 4, 5 & 5A)

Task Status

Significant work has been completed towards this overall Task with several work items remaining.

A Draft Alternatives Analysis and IAP were prepared and submitted to Ecology as required by the AO. Ecology's preliminary comments required that the AO required Pre-Remedial Design Investigation be completed by the Port to provide additional data for use in revised Alternatives Analysis and IAP to be prepared for each Sub-area.

Proposed Work

Consistent with AO requirements and the Process Flow Diagram, Revised Alternatives Analyses are required for each Sub-area. Based on Pre-Remedial Design Investigation data completed to date in Sub-areas 1 and 2 we have included preparation of the Revised Alternatives Analysis and IAP for those two Sub-areas in this proposal. Sub-Area 3 may be included, depending on results of Pre-Remedial Design Investigation data to be collected in 2026. It is our understanding based on discussions with the Port that disposal of dredge material resulting from the RA be disposed of at an approved upland landfill and an onsite upland or inwater CDF is not preferred at this time.

Deliverables

- Revised Alternatives Analysis and IAP for Sub-Area 1
- Revised Alternatives Analysis and IAP for Sub-Area 2

Task 3 – Perform Data Gaps Analysis and Prepare Pre-Remedial Design Data Gaps Memorandum (DGM) (in support of AO Task 7).Task Status

Completed under our authorized budget for all three Sub-areas.

Proposed Work

None proposed.

Deliverables

None proposed.

Requested Budget Modification

None proposed.

Task 4 – Prepare Pre-Remedial Design Investigation Work Plan (WP) and Supplemental Pre-Remedial Design Investigation (SPRDI) WP (in support of AO Task 8)Task Status

Significant work has been completed towards this Task with several work items remaining. Work completed includes the following.

- Completed Pre-Remedial Design Investigation WP for all three Sub-areas as required by AO.
- Prepared Ecology-requested SPRDI WP for Sub-Area 1.
- Prepared Source Control WP for Sub-Area 1 as required by AO.

Proposed Work

- Prepare SPRDI WP, consistent with AO requirements, for Sub-Area 2 identified based on results of 2025 Pre-Remedial Design Investigation sampling.
- Prepare Structures Investigation WP's for structures potentially impacted by sediment remediation in Sub-areas 1 & 2.
- Prepare Source Control WP for Sub-Area 2. A draft WP was submitted for Sub-Area 1 in 2025 and pending Ecology approval. The Sub-Area 2 WP will be based on approach to Sub-Area 1 once approved by Ecology.
- Prepare geotech and sediment bulk testing WP for Sub-Area 1
- Prepare geotech and sediment bulk testing WP for Sub-Area 2

Deliverables:

- SPRDI WP for Sub-Area 2. This document will be based on the approach used in previously prepared SPRDI WP for Sub-Area 1.
- Structures Investigation WPs for Sub-areas 1 and 2.
- Source Control WP for Sub-Area 2.
- Revised Source Control WP for Sub-Area 1 (if required).

Task 5 – Perform Pre-Remedial Design Investigation, Laboratory Analysis and Reporting (in support of AO Task 9) including Source Control and Structures Evaluations.Task Status

Significant work has been completed towards this Task with several work items currently in-process. Work completed to date or currently underway includes the following.

- Sub-Area 1 – Completed Pre-Remedial Design Investigation and associated Data Report. Plan to perform SPRDI data gaps sampling concurrent with Sub-Area 3 Pre-Remedial Design Investigation sampling in second quarter 2026.
- Sub-Area 2 – Completed Pre-Remedial Design Investigation. Associated Data Report is in process for delivery to Ecology in third quarter 2026.
- Sub-Area 3 – Pre-Remedial Design Investigation pre-field permitting is near complete and fieldwork is scheduled to be performed in second quarter 2026, pending Ecology approval to proceed.

Proposed Work

- We will prepare the Data Report for Sub Area 2 for submission to Ecology. The Data Report will present the data collected during the 2025 Pre-Remedial Design Investigation in Sub-Area 2 and identify if there are additional data gaps that need to be addressed.
- We will implement the Pre-Remedial Design Investigation in Sub-Area 3 and data gaps SPRDI in Sub-Area 1 based on the Ecology approved WPs. This includes field collection of surface and subsurface sediment samples from approximately 146 locations and is anticipated to take approximately 5 weeks to complete. Laboratory analysis of the collected sediment samples for the WP defined analytes and third-party data validation of the laboratory results.
- Following field investigation, laboratory analysis of sediment samples and data validation of lab data we will prepare AO required Data Report for submission to Ecology. The Data Report will present the data collected during the 2026 Pre-Remedial Design Investigation in Sub-Area 3 and identify if there are additional data gaps that need to be addressed.
- We will perform dredge material management field sampling and testing including disposal classification, dredge elutriate testing (DRET) and required geotechnical testing.
- If further data gaps are identified by Ecology, AO Tasks 7 through 9 will be repeated until there is sufficient data. If future data gaps are identified by Ecology, they will be addressed through a schedule change, per the AO.

Deliverables

- Draft and Final Pre-Remedial Design Investigation Data Report for Sub-Area 2 and Sub-Area 1 data gaps in accordance with AO Amendment #2 Task 9.
- Draft and Final Pre-Remedial Design Investigation Data Report for Sub-Area 3 and Sub-Area 2 data gaps in accordance with AO Amendment #2 Task 9.

Task 6 – Engineering Design Reports (EDR’s) (in support of AO Task 10a)Task Status

Supporting investigations and reports are currently in process for Sub-Areas 1 and 2. Engineering Design Reports are targeted for submittal to Ecology in 2028 for Sub-Area 1, 2029 for Sub-Area 2 and 2030 for Sub-Area 3. Schedules may be modified based on Port objectives.

Proposed Work

- We will prepare the Engineering Design Report as required by the AO for Sub-areas 1 and 2.
 - Consistent with WAC 173-340-400(4), the Engineering Design Report shall incorporate pre-remedial design findings, results of engineering evaluations required to complete the design, and requirements imposed by permitting agencies, to the extent those requirements are available.
 - It is our understanding based on discussions with the Port that disposal of dredge material resulting from the RA be disposed of at an approved upland landfill and an onsite upland or inwater CDF is not preferred at this time.

Deliverables

- Agency Review Draft EDR, a Public Review Draft EDR and a Final EDR for Sub-Area 1.
- Agency Review Draft EDR for Sub-Area 2.

Task 7 - Interim Action Remedial Design Plans and Specifications, Post Construction Monitoring Plans (in support of AO Task 10b & 10c)Task Status

Work on potential sediment management and transloading is ongoing as sediment management for any remedial dredging will be a significant cost and schedule component of the overall Budd Inlet Remediation. Development of plans and specifications for the selected remedial action are anticipated to be submitted to Ecology starting in 2028-9 for Sub-Area 1, 2029-30 for Sub-Area 2 and 2030-31 for Sub-Area 3.

Proposed Work

- Continue to evaluate potential sediment management and dredge water management options at the Port to support cost effective implementation of the Budd Inlet Sediment Remediation Project. These efforts will be directed by the Port.
- Prepare 60% level Construction Plans and Specifications, Construction Quality Assurance Plan (CQAP), Construction (Performance) Monitoring and Contingency Response Plan, Water Quality Monitoring Plan, and a Health and Safety Plan for Sub-Area 1 for submittal to Ecology in 2028.

Deliverables

- Construction Plans and Specifications (60% design level) for Sub-Area 1, per WAC 173-340-400(4)(b), for Ecology review. The Construction Plans and Specifications will be based on the EDR.
- Construction Quality Assurance Plan and a Construction (Performance) Monitoring and Contingency Response Plan.

Future Task 8 – Permitting (AO Task 10d)

Task Status

Permitting approach for the project has been previously developed, to be refined based on the selected remedial actions to be implemented as a result of the Alternatives Analysis and IAP development, and with respect to the Port's current Master Planning efforts underway for the Port Peninsula area.

Proposed Work

None proposed at this time. Upon future approval from the Port the DOF team will begin preparation of permitting application documents from the appropriate permitting authorities.

Deliverables

None at this time.

Assumptions

Due to the complexity of this project DOF has made the following assumptions as part of developing this scope of work.

- Services will be provided on a time and materials basis for tasks requested by the Port's project manager and could include informal tasks such as stakeholder or Port commission meeting attendance, document review, data analysis, status reports and letter preparation.
- Estimated costs are based on average labor rates for 2026-2028 based on a 4% annual rate increase. Rates for DOF for 2026-2028 are attached.
- DOF's budget assumes that funds can be transferred from one task or stage to another or between subconsultants without requiring a budget modification.
- Changes to tasks and associated need to move funds between tasks can be approved by email with the Port.
- Work will be performed and paced consistent with available funding.
- Schedule will depend upon Department of Ecology and other stakeholders beyond project control.
- Actual deliverables may be adjusted based upon Port, Department of Ecology, or other stakeholder requirements.
- Scope and schedule will be adjusted as appropriate based on Port direction and available funding.

Estimated Costs

We are requesting an approved budget increase of \$3,703,000 to perform the Stage 1D tasks included in this Proposal, increasing our current authorized budget consistent with available funding, as summarized below.

The anticipated budget to complete the investigation and design phase of the Budd Inlet Project, as previously presented to the Port, is \$22M. With this request our approved budget to date will be \$14,294,881, which is on track to complete the investigation and design phase within the anticipated budgeted total.

Task #	Task Description	Estimated Cost
1	Project Strategy, Development, and Management, Project Communications, Database construction and support, Grant Funding Support, Integrated Planning Support and Historical Site Research, and Agency Negotiations.	\$612,000*
2	Prepare Revised Alternatives Analysis and Public Review Draft and Final Interim Action Plan (IAP) (AO Tasks 4, 5 & 5A)	\$530,000*
3	Perform Data Gaps Analysis and Prepare Pre-Remedial Design Data Gaps Memoranda (in support of AO Task 7).	\$0 (No work proposed for this Task)
4	Prepare Pre-Remedial Design Investigation Work Plans (in support of AO Task 8).	\$316,000*
5	Perform Pre-Remedial Design Investigations and Reporting (in support of AO Task 9) including Source Control and Structures Evaluations	\$2,928,000*
6	Engineering Design Reports (in support of AO Task 10a)	\$500,000
7	Interim Action Remedial Design Plans and Specifications, Post Construction Monitoring Plans (in support of AO Task 10b & 10c)	\$240,000
8	Permitting for construction (in support of AO Task 10d).	\$0 (No work proposed for this Task) **
Estimated Total Cost to perform work in this Proposal		\$5,126,000
Budget Remaining from Previous Authorizations (Excluding work in progress for February & March 2026)		\$ 1,423,000
Requested Budget Increase from previously approved budget		\$ 3,703,000

* Based on work to date including similar work in Sub-areas 1 & 2

** Work on this task will be performed contingent upon available funding. Funds remaining from Tasks 1 through 7 will be redirected towards this task, as appropriate, in discussion with the Port.

DOF understands that its work is limited to funds available to the Port and specific scopes of work will be authorized on a Work Order basis. DOF will not exceed the budget authorized by the Port without written approval from the Port. It is explicitly understood that as part of this scope of work and budget that depending upon emerging project needs and Port priorities, funds can be shifted between Tasks if necessary and such reallocation will not be considered a change to the budget or scope of work.

We understand that the Port may wish to adjust the approach based upon the results of planning activities and as the Port evaluates available funding for the project. DOF will adjust its scope of work and project schedule accordingly and communicate variations from cost assumptions that may result as work progresses. Costs will be tracked against individual tasks monthly and summarized in our invoicing.

As additional specific tasks are identified we can provide you with an associated estimated cost estimate and draw off the initial funding to do the work.

Schedule

We are currently working on multiple Tasks as previously described and are planning to perform the Sub-Area 3 sediment sampling during April 2026, based on anticipated permit issuance. All other work is being performed in consultation with the Port and in accordance with the AO required schedule.

The DOF team looks forward to working with the Port for the successful completion of the Budd Inlet Project.

Sincerely,



Rob Webb, PE
President
Dalton, Olmsted & Fuglevand, Inc.

Attachement 1 : DOF Rate Schedule 2026-2028

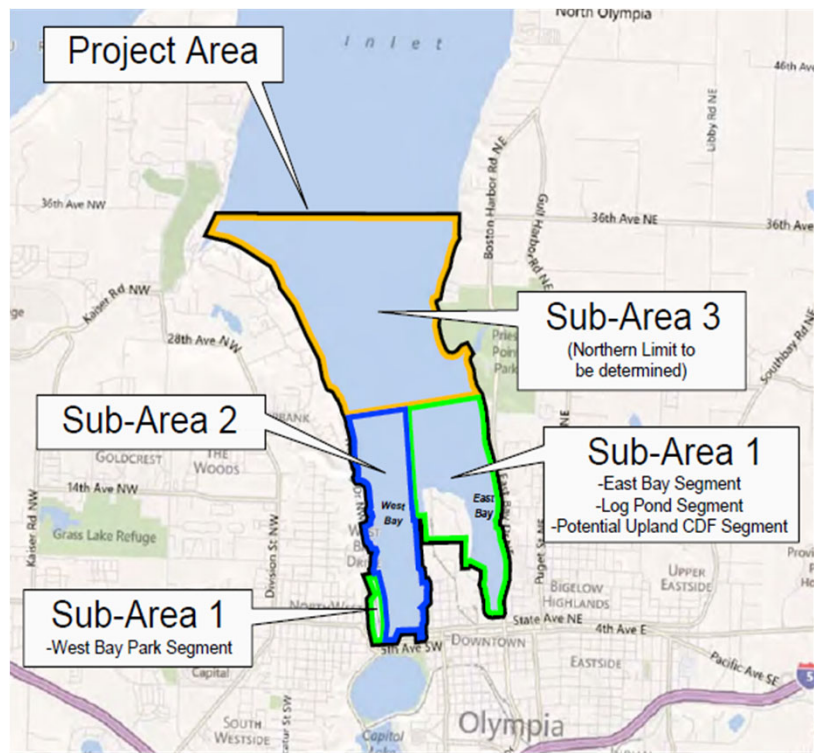
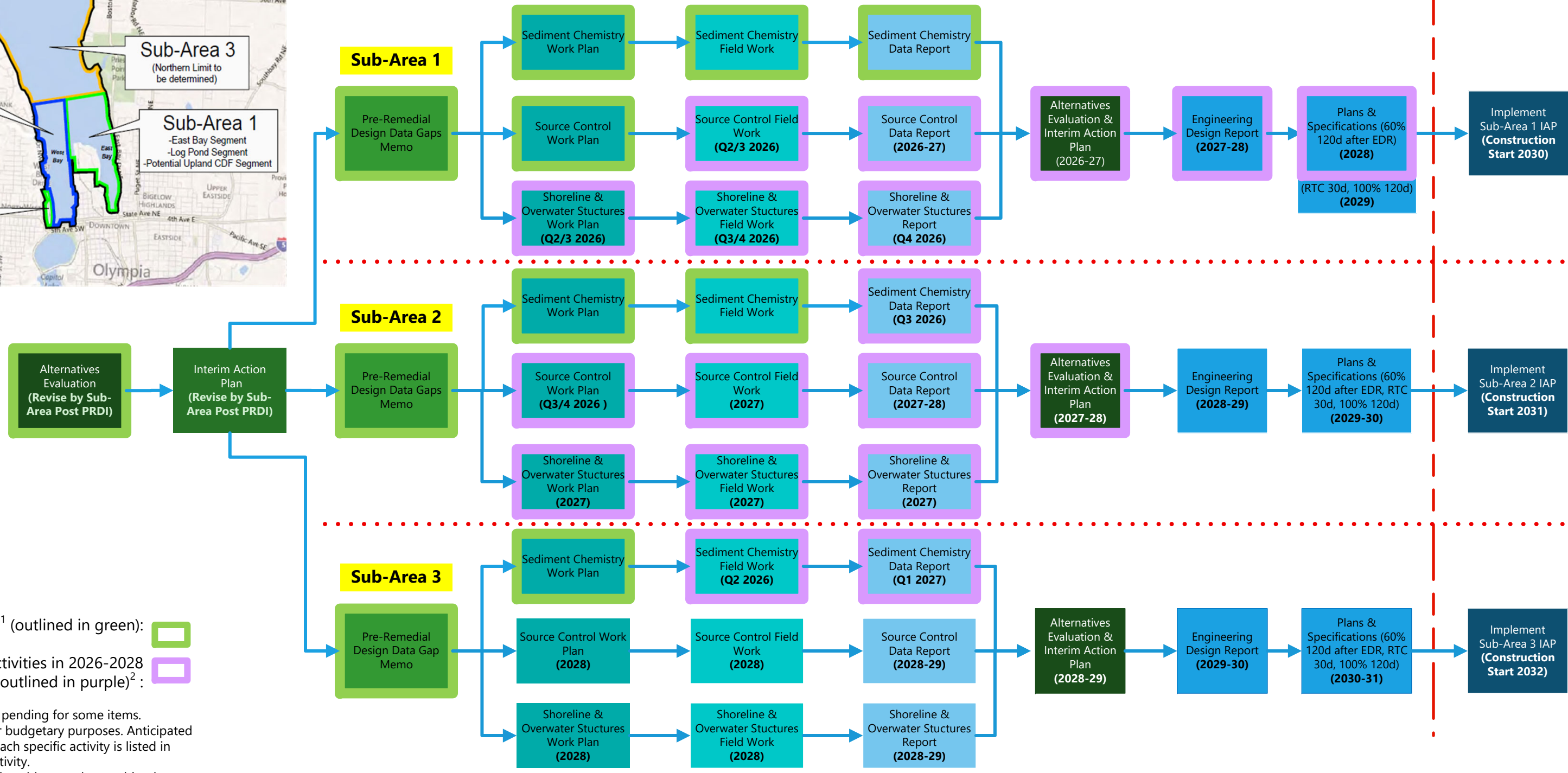


Figure 2 Budd Inlet Process Flow Diagram
Project Status as of March 2026

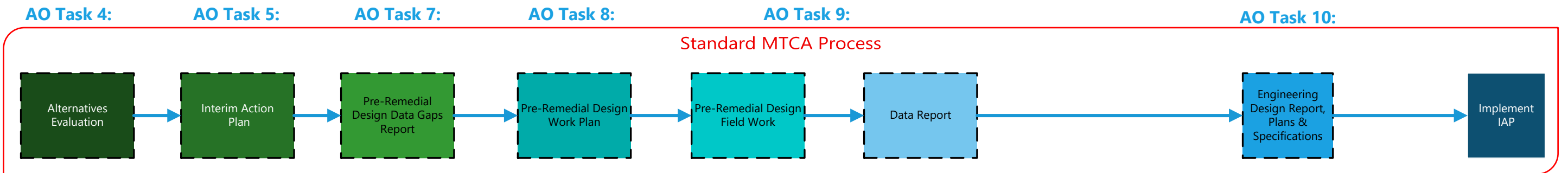


LEGEND:

Currently completed¹ (outlined in green):

Upcoming Activities in 2026-2028 (outlined in purple)²:

Notes:
 1. Final Ecology approval pending for some items.
 2. Upcoming activities for budgetary purposes. Anticipated performance period for each specific activity is listed in parenthesis with each activity.
 3. Sub-area tasks and deliverables may be combined.



Negotiate New AO for IAP Implementation

RATE SCHEDULE - Dalton, Olmsted & Fuglevand, Inc.
Port of Olympia

LABOR

Category		Hourly 2026	Hourly 2027	Hourly 2028
Sr. Consultant 3	M. Dalton, P. Fuglevand, D. Cooper, R. Webb	\$378	\$393	\$409
Sr. Consultant 2	P. Hsieh, T. Gray, J. Herzog	\$360	\$374	\$389
Sr. Consultant 1	J. Bale	\$287	\$298	\$310
Consultant 3	T. Louviere, D. Pickering, T. Dreher, R. May	\$263	\$274	\$285
Consultant 2	C. Lamb	\$250	\$260	\$270
Consultant 1	L. Barras, J. Long,	\$237	\$246	\$256
Project 3	A. Cerruti, A. Jumper	\$226	\$235	\$244
Project 2	E. Beaver, M. Woods	\$213	\$222	\$231
Project 1		\$201	\$209	\$217
Staff 3	N. Weiss, C. Daniels, A. Meslar	\$189	\$197	\$205
Staff 2	S. Musselman, K. Aughenbaugh, O. Rockwell, K. Begley	\$177	\$184	\$191
Staff 1	J. Van Tuyl	\$165	\$172	\$179
Scientist/Technician		\$151	\$157	\$163
Over-Water Premium	Premium added per labor hour when working over- water (USL&H, MEL)	8%	8%	8%

Hourly rate for the identified individual staff members will apply while the staff person is working in the designated Category. Staff promoted to a new Category will be billed out at the rate associated with the new Category. New staff will be billed at the stated rate for their assigned Category.

EXPENSES

Category	Description	Rate
1. DOF Equipment		Attached
2. Pre-approved Travel and Out-of-Pocket Expenses	a. Mileage Per Current IRS b. Parking, lodging, meals c. Out-of-Pocket expenses d. Airfare, Vehicle Rental, and other travel	a. b. Cost plus 10% c. Cost plus 10% d. Cost plus 10%
3. Specific Services	a. Analytical Laboratory b. Subconsultants c. Material Purchases	a. Cost plus 10% b. Cost plus 10% c. Cost plus 10%

DOF EQUIPMENT RATE SCHEDULE

DESCRIPTION	RATE
DOF Pickup Truck - day	\$130.00
DOF Boat with Outboard - day	\$200.00
Drone Equipment (basic) - day	\$50.00
Field Computer - day	\$45.00
Field Meter, QRAEII CGI - day	\$95.00
Field Meter, MiniRAE PID - day	\$105.00
Field Meter, Magnehelic Gauges - day	\$20.00
Field Meter, Metal detector - day	\$40.00
Field Meter, Dissolved O2 (200 foot) - day	\$125.00
Field Meter, O/W Interface Probe - day	\$80.00
Field Meter, Turbidity - day	\$50.00
Field Test, alkalinity - ea	\$15.00
Field Test, ferrous iron -ea	\$15.00
Generator - day	\$75.00
GPS, Trimble GeoXH System - day	\$200.00
Padlocks - ea	\$22.00
PPE, Basic Consumables - person per day	\$20.00
PPE, Disposable Tyvek Suits - ea.	\$12.00
Remote access video camera - day	\$25.00
Sediment Sampler, Core Tubes -ea	job quote
Sediment Sampler, Hand Core - day	\$105.00
Sediment Sampler, Petite Ponar	\$30.00
Strap-on Flow Meter w/ Pressure Transducer	\$105.00
Vapor Sampling Kit - day	\$25.00
VaporPin - ea	\$110.00
Well Sampling, Bailers, Disposable - ea.	\$15.00
Well Sampling, Basic Equipment - day	\$35.00
Well Sampling, Grunfos Pumpw/ line - day	\$295.00
Well Sampling, Metals Filter & Fittings - ea.	\$28.00
Well Sampling, Peristaltic Pump - day	\$55.00
Well Sampling, Purging pump, 12V - day	\$55.00
WQM, YSI 556 Conductivity/pH/O2 Meters - day	\$110.00
WQM, YSI Pro Plus Water Quality Meter -day	\$155.00

(1) Rates are portal to portal

(2) Rates do not include consumables, which will be invoiced separately

COVER MEMO

Briefing Date/Time: June 8, 2026
Staff Contact/Title: Shawn Gilbertson, Director of Environmental Planning and Programming, shawng@portolympia.com
Subject: Habitat Conservation Plan – Update and Amendment to Interlocal Agreement with City of Tumwater
Purpose: Information Only Decision Needed

Type of Agenda Item:

Consent

Background:

The Port of Olympia and City of Tumwater signed an interlocal agreement (ILA) in 2016 to jointly develop Bush Prairie Habitat Conservation Plan (BPHCP) for the City of Tumwater, including the Olympia Regional Airport and surrounding Port properties. This ILA has been amended three times over the course of the last decade, mostly to allow for time extensions and to add shared grant responsibilities. This proposed fourth amendment to the ILA is to account for an increase in the scope and cost of consulting services needed to complete the draft HCP and associated environmental review and permitting requirements. The projected increase to the Port's BPHCP budget is \$60,500 in 2026 and \$32,553.95 in 2027.

Summary and Financial Impact:

HCPs are required under the Endangered Species Act (ESA) for development and other activities that could impact threatened or endangered species. HCPs are documents detailing the protection, mitigation, and restrictions necessary to protect species of concern from impacts resulting from development and other activities and actions.

In Tumwater, a HCP is required to protect habitat and populations of Mazama Pocket Gopher, Streak-Horned Lark, Oregon Spotted Frog, and Oregon Vesper Sparrow. Completion of the HCP and approval by the US Fish and Wildlife Service (USFWS) will result in an Incidental Take Permit under the ESA. This will allow Port development and infrastructure projects, as well as operations and maintenance, to proceed provided all provisions of the HCP are implemented. It is notable that the incidental take permit is for compliance with the ESA only. All other environmental regulations and permits must also be complied with for future projects.

The Port and City of Tumwater have worked closely with the US Fish and Wildlife Service (USFWS), WA Department of Fish and Wildlife, and environmental consulting firm (ICF) to complete a revised draft of the Bush Prairie Habitat Conservation Plan. The draft plan

provides meaningful protections and strategies to improve the likelihood of recovery for the listed species. The draft document is currently under initial review by USFWS. We will work closely with USFWS and the City of Tumwater to make corrections and edits as needed with the intent to finalize the draft and begin the environmental review process sometime in late summer 2026. This process will include publicizing the draft document and soliciting input from stakeholders and other interested parties.

Due to the complexity and extended timeframe needed to develop the HCP, we have a funding shortfall compared to the amount of committed funds allowed by the ILA. Therefore, we are asking the Commission to authorize the execution of an ILA amendment that would increase the funding commitments for the Port and City. For the Port, the increase in costs compared to the last ILA are as follows:
2026 – From \$39,500 to \$100,000. An increase of \$60,500.
2027 – From \$90,000 to \$122,553.95. An increase of \$32,553.95.

Despite the increased cost to complete the HCP, it is important to note that most of this work has been funded by Cooperative Endangered Species Conservation Fund grants through the United States Fish and Wildlife Service. At the conclusion of this project, these grant funds will have paid \$1.3 million of what is likely to be a \$2 million project.

Alignment with Vision 2050:

The HCP project aligns with the goals to “Emphasize sustainability in all planning and actions...” and “Maximize the economic and community value of the Olympia Regional Airport...” Specifically, it supports action items #31 “Coordinate with partners on Tumwater development opportunities” and #34 “Support non-air-dependent manufacturing at airport properties”

Environmental Considerations and Review:

The HCP is the required method for preserving endangered species under the ESA. This effort supports the recovery plan for the species put forth by the United States Fish and Wildlife Service and supported by the WA State Department of Fish and Wildlife.

Sample Motion:

“...Move to authorize the Executive Director to sign the Fourth Amendment to the City of Tumwater/Port of Olympia Interlocal Agreement for Habitat Conservation Plan Preparation.”

Document(s) Attached:

Proposed HCP ILA Amendment #4
ICF Scope and Budget Memo March 9, 2026

**FOURTH AMENDMENT
TO
CITY OF TUMWATER/PORT OF OLYMPIA
INTERLOCAL AGREEMENT
FOR
HABITAT CONSERVATION PLAN
PREPARATION**

This Fourth Amendment ("Fourth Amendment") is dated effective this _____ day of _____, 2026, and is entered into by and between the CITY OF TUMWATER, a Washington municipal corporation ("CITY"), and the PORT OF OLYMPIA ("PORT"), a Washington public port district.

A. The CITY and the PORT entered into an Interlocal Agreement dated effective November 1, 2016, whereby the parties agreed to prepare a Habitat Conservation Plan jointly ("Agreement").

B. The CITY and the PORT entered into the First Amendment to City of Tumwater/Port of Olympia Interlocal Agreement for Habitat Conservation Plan Preparation dated May 11, 2020, that extended the Agreement until December 31, 2021 ("First Amendment").

C. The CITY and the PORT entered into the Second Amendment to City of Tumwater/Port of Olympia Interlocal Agreement for Habitat Conservation Plan Preparation dated November 1, 2021, that extended the Agreement until December 31, 2023 ("Second Amendment").

D. The CITY and the PORT entered into the Third Amendment to City of Tumwater/Port of Olympia Interlocal Agreement for Habitat Conservation Plan Preparation dated February 21, 2024, that added additional responsibilities for the parties and extended the Agreement until December 31, 2028 ("Third Amendment").

E. Section 8 of the Agreement provided that the Agreement may only be amended by written agreement signed by the parties.

F. The CITY and the PORT desire to amend the Agreement to continue the activities described in Section 1 of the Agreement and add additional activities to the Agreement.

NOW, THEREFORE, the parties agree to the following terms and conditions:

1. Agreement.

Section 1 of the Agreement shall be amended to add additional responsibilities of the parties, as follows:

- A. The City will maintain and fulfill the grant financial commitment for the HCP Phase 1 grant completion of \$58,000.00 in cash matching funds and \$30,000.00 of in-kind matching funds;
- B. The Port will be responsible for additional funding not to exceed \$58,000, resulting from Port participation in the HCP Phase 1 grant that result from an expanded scope and additional process associated with inclusion of Port properties;
- C. The City of Tumwater will seek reimbursement from the Washington Department of Fish and Wildlife (“WDFW”) for activities covered under this ILA. The City of Tumwater will then bill the Port of Olympia for the Port’s portion;
- D. The City is responsible for the HCP Phase 1 grant reporting and deliverables directly to WDFW and will therefore maintain primary responsibility for project completion for the HCP Phase 1 grant;
- E. The Parties agree to apply for HCP Phase 2 grant funds jointly, with the Port working with U.S. Fish & Wildlife as lead to prepare the application. The Port and the City will jointly ensure all reporting requirements are met and deliverables submitted on time for the HCP Phase 2 grant;
- F. The Parties agree to split grant funding match obligations for HCP Phase 2 grant funds evenly in an amount not to exceed \$150,000 per party;
- G. The Parties agree to apply for grant funds for additional HCP phases jointly, as required by necessity or practicality. The City will be responsible for grant applications, reporting, and deliverables with assistance provided by the Port as required. Prior to acceptance of future phase grants, the Parties agree that grant funding match obligations will be split evenly and with an identified not-to-exceed dollar amount per Party;

- H. The HCP Phase 3 grant obligates the Parties to funding match obligations not to exceed \$39,500 per party;
- I. The HCP Phase 4 grant obligates the Parties to funding match obligations not to exceed \$74,750 per party;
- J. Future phase grants meeting the criteria listed in Paragraph G need not be incorporated into subsequent formal amendments of this Agreement;
- K. The Parties agree to share the costs of the HCP Phase 4 ICF Service Provider Agreement Amendment #1, which shall not to exceed four hundred and forty-five thousand and one hundred and seven dollars and ninety-one cents (445,107.91) that are not covered by the HCP Phase 4 grant as follows:
 - 1) The total amount of compensation that can be paid in 2026 under the HCP Phase 4 ICF Service Provider Agreement Amendment #1 is limited to two hundred thousand dollars and no cents (\$200,000.00). The Parties agree to each pay one hundred thousand dollars and no cents (\$100,000.00) in 2026.
 - 2) The amount of compensation that can be paid in 2027 under the HCP Phase 4 ICF Service Provider Agreement Amendment #1 is limited to two hundred and forty-five thousand and one hundred and seven dollars and ninety-one cents (\$245,107.91). The City agrees to pay one hundred and twenty-two thousand, five hundred and fifty-three dollars, and ninety-six cents (\$122,553.96) in 2027. The Port agrees to pay one hundred and twenty-two thousand, five hundred and fifty-three dollars, and ninety-five cents (\$122,553.95) in 2027.
- L. The Parties agree to cooperate in jointly developing and implementing mitigation measures identified as part of the HCP process, with specific allocation of mitigation costs and obligations to be determined by later agreement of the Parties prior to approval of the final HCP; and
- M. It is expected upon approval of the HCP that incidental take permits under the ESA will be issued to both Parties.

2. FULL FORCE AND EFFECT.

All other terms and conditions of the Agreement not modified by this Amendment shall remain in full force and effect.

DATED the effective date set forth above.

CITY:

CITY OF TUMWATER
555 Israel Road SW
Tumwater, WA 98501
Leatta Dahlhoff, Mayor

PORT:

PORT OF OLYMPIA
606 Columbia Street NW
Olympia, WA 98501
Alex Smith, Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:

Karen Kirkpatrick
Tumwater City Attorney

Chris Pierce-Wright
Dickson Frohlich Phillips Burgess
Port General Legal Counsel

MEMORANDUM

To:	Brad Medrud, City of Tumwater Warren Hendrickson, Port of Olympia
From:	Jared Haney Project Manager, ICF
Date:	March 9, 2026
Re:	Remaining Work, Schedule, and Budget for Completion of Bush Prairie HCP and NEPA

Purpose

This memorandum summarizes the remaining work required to complete the Bush Prairie Habitat Conservation Plan (HCP), complete associated NEPA/SEPA review, and secure issuance of the Incidental Take Permit. It references the attached updated schedule (Figure 1) and cost estimate (*BPHCP_CostEstimate_RemainingTasks_030626*) and identifies the funding required to complete the remaining phases of work.

The intent of this memorandum is to support City and Port discussions regarding authorization of additional budget necessary to carry the project through permit issuance.

Current Status

The City of Tumwater (City) and Port of Olympia (Port) are currently completing their red flag review of the Administrative Draft Bush Prairie HCP. ICF anticipates receiving limited red flag edits to the draft by the end of March and expects these comments to require approximately 2–3 weeks to incorporate prior to submitting the revised Administrative Draft HCP to USFWS in late March or early April.

Upon submission, USFWS will conduct a formal review of the Administrative Draft HCP. Following resolution of USFWS comments and preparation of a revised Administrative Draft deemed sufficient to initiate NEPA, the project will transition into the NEPA/SEPA phase.

Current Budget Status

As of January 31st, ICF's remaining Phase 4 budget for Task 2 (Complete HCP and NEPA/SEPA) is \$79,828.20. An unpaid invoice from EcoNorthwest for approximately \$20,000 related to the Oregon Spotted Frog fee analysis reduces the effective remaining Task 2 budget to \$59,828.20.

Based on current expenditures, the remaining Task 2 budget is expected to be fully expended by the end of March 2026.

Additional funds currently available under existing agreements include:

- Phase 3, Tasks 3-6 (Early Implementation Tasks): \$137,454.65
- Phase 4, Task 1 (Public Engagement): \$8,654.74
- **Total Available Funds:** \$146,109.39

Summary of Remaining Costs

The attached cost estimate spreadsheet (*BPHCP_RemainingTasks_CostEstimate_March2026.xlsm*) identifies the total remaining costs shown in Table 2 below.

Table 2. Summary of Remaining Project Costs.

Task	Total Cost
Task 1 – Continued Public Engagement	\$21,455
Task 2 – Complete HCP	\$101,934
Task 3 – Complete NEPA	\$316,329
Task 4 – Early Implementation	\$121,850
Other Direct Costs (Travel for meetings)	\$5,390
Total Remaining Work	\$566,958

Based on the total remaining cost of \$566,958.00 and the total available funds of \$146,109.39, the additional funding required to complete the HCP, NEPA/SEPA review, and early implementation tasks is **\$420,848.61**.

Descriptions of Remaining Tasks

The following sections summarize the scope and key assumptions associated with each remaining task reflected in the cost estimate.

Task 1. Continued Public Engagement

Task 1 includes continued stakeholder coordination and public engagement support necessary to advance the HCP and NEPA process through completion.

This task includes:

- Ongoing coordination with key stakeholders, USFWS, other agencies, and the public.
- Preparation for and participation in scheduled stakeholder meetings.
- Development of presentation materials and meeting summaries.
- Coordination with Cascadia to plan and execute in-person meetings.
- Follow-up documentation and response coordination following stakeholder discussions.

Cascadia will provide logistical and outreach support consistent with prior phases of the project.

Assumptions

- Engagement activities are limited to scheduled meetings and anticipated coordination events.
- No large-scale public controversy or additional public outreach campaigns beyond the planned NEPA public review process.
- Cascadia support remains consistent with prior scope and level of effort.

Task 2. Complete HCP

Task 2 includes completion of the Habitat Conservation Plan through preparation of a revised Administrative Draft that USFWS determines is sufficient to initiate NEPA.

The anticipated steps include:

- Finalization and submission of the Administrative Draft HCP to USFWS.
- Three-month USFWS review (including HCP team, Section 7 review, and Solicitor).
- Incorporation of USFWS comments and revision into revised Administrative Draft HCP.
- Ongoing coordination with USFWS to resolve comments and refine the document.
- Preparation of a Screencheck Draft HCP for agency-level refinement.

The outcome of Task 2 is a revised Administrative Draft HCP that USFWS determines is sufficiently complete to initiate NEPA. Public release of the HCP occurs only in conjunction with publication of the Draft EA under Task 3.

Assumptions:

- USFWS review of Administrative Draft HCP lasts approximately three months.

- Comments are anticipated to be minor to moderate in nature due to prior coordination.
- One additional agency-level screencheck review prior to NEPA initiation.
- WDFW review coordinated through USFWS.
- Two in-person coordination meetings with USFWS and/or stakeholders.
- Revisions do not require substantive restructuring of the conservation strategy.

Task 3. Complete NEPA/SEPA

NEPA is assumed to proceed under an Environmental Assessment (EA) pathway. USFWS ultimately determines the appropriate level of review. If USFWS determines that an Environmental Impact Statement (EIS) is required, schedule and cost would require refinement.

A 12-month EA timeline is assumed, consistent with federal review timelines and agency capacity.

Under this pathway, ICF will initiate NEPA following USFWS confirmation that the Administrative Draft HCP is sufficient to proceed. The NEPA effort will include development of the purpose and need statement and alternatives, preparation of an Administrative Draft EA, incorporation of agency comments, and preparation of a Draft EA for public release. Following publication, the project will move through public review, response to comments, preparation of a Final EA, and support for issuance of the decision document.

Public Review and HCP Integration

Consistent with federal practice, USFWS will publish the proposed HCP concurrently with the Draft EA. Public review therefore applies simultaneously to both documents.

The NEPA phase includes a 30-day public comment period (assumed under EA), preparation of written responses to public comments (assume 60 days), coordination with USFWS regarding any updates to the HCP resulting from comments, preparation of the Final EA, and support for the decision document. Any HCP refinements necessary as a result of the NEPA process are included under this task.

All public comment response efforts are included under Task 3 (Complete NEPA/SEPA). The HCP team will provide technical input as needed.

Assumptions

- EA-level NEPA pathway.
- Approximately 12 months from initiation to Final EA.
- 30-day public comment period.
- 60 days for preparation of responses to public comments.
- Federal Register publication timing may extend overall schedule.

- Public comments are anticipated to result primarily in clarification rather than substantive changes to the conservation strategy.
- If substantive changes to the HCP are required following public review, additional schedule and cost may be required.

Task 4. Early Implementation Tasks

Task 4 includes development of implementation tools and administrative systems to support the HCP following permit issuance, including:

- Development plans and code updates.
- Manuals, forms, and training materials.
- Administrative tracking systems.
- Habitat management and monitoring program frameworks.

These tasks may proceed in parallel with NEPA, subject to funding availability.

Schedule for Completion of Tasks

The anticipated schedule for completion of the remaining work is shown in Figure 1. The schedule reflects sequencing assumptions described above, including completion of the Administrative Draft HCP and USFWS review prior to initiation of NEPA, and concurrent public release of the Draft EA and proposed HCP. The timeline assumes an EA-level NEPA pathway and incorporates reasonable agency review durations, public comment periods, and document revision cycles. Early implementation activities are shown proceeding in parallel where feasible to maintain project momentum and support timely transition into implementation following permit issuance.

Figure 1. Proposed Schedule for Completion of Bush Prairie HCP

Task	2026												2027												2028											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Task 1. Continued Public Engagement																																				
1.1 Plan and Prep for Stakeholder Meetings																																				
1.2 Conduct Meetings																																				
1.3 Meeting Follow up																																				
1.4 Stakeholder Outreach																																				
Task 2. Complete HCP																																				
2.1 HCP PM and Meetings																																				
2.2 Admin Draft HCP - Anticipated delivery to USFWS 3/15/2026																																				
2.3 Screencheck Public Draft - Anticipated delivery to USFWS September 2026																																				
2.4 Section 508 Compliance HCP																																				
2.5 Final Public Draft HCP																																				
Task 3. Complete NEPA/SEPA																																				
3.1 NEPA PM and Meetings																																				
3.2 NEPA Scope of Analysis																																				
3.3 Admin Draft EA																																				
3.4 Revised Admin Draft EA																																				
3.5 Public Draft EA																																				
3.6 Admin Final EA																																				
3.7 Revised Admin Final EA																																				
3.8 Public Final EA & Decision Document																																				
3.9 SEPA & Decision Document																																				
Task 4. Early Implementation Tasks																																				
4.1 Support Development and Updating Development Plans and Codes																																				
4.2 Support Development of Manuals, Forms, checklists, and Training Program																																				
4.3 Support Development of Administrative Systems to Support BPHCP																																				
4.4 Support Development of habitat Management Plan and Monitoring Program																																				

■ ICF Preparation
 ■ City/Port Review
 ■ Agency Review/Processing
 ■ Public Review

Conclusion

The remaining work to complete the Bush Prairie HCP, associated NEPA/SEPA review, and early implementation preparation is estimated at \$566,958.00 under the EA-level pathway described herein. This estimate reflects the sequencing, review durations, and public process assumptions outlined above and is consistent with current federal review timelines and agency capacity.

With remaining funds available under existing agreements, the additional funding required to complete all remaining work is \$420,848.61.

Upon confirmation of scope and funding, ICF is prepared to proceed in accordance with the schedule presented in Figure 1.

PORT OF OLYMPIA
 Bills & Vouchers
 May 2026 Summary of Payments

GENERAL

PREPRINTED WARRANTS	\$ 804,279.96
BOND DEBT PAYMENTS	NONE
VOIDED WARRANT(S)-1 lost check/ reissued - 2 printing errors	\$ (6,276.81)
ELECTRONIC PAYMENTS	<u>\$ 452,276.19</u>

TOTAL PAYMENTS: \$ 1,250,279.34

General Fund Warrants Issued: CK# 094190-094339
 Electronic Payments Issued: EP# 001683-001700
 Bond Debt Payments Issued: NONE
 Voided Warrant(s): CK#093214,094164,094307
 Voided Electronic Payment(s): NONE

Payments over \$200,000:

<u>Warrant #</u>	<u>Amount</u>	<u>Pay To</u>
None during May 2026		

We the undersigned Board of Commissioners of the Port of Olympia, Olympia Washington, do hereby authorize the issuance of the warrants described above.

 Jasmine Vasavada, Commission President

 Sarah Montano, Commission Vice-President

 Joel Hansen, Commission Secretary

 Jerry Toompas, Commissioner

 Krag Unsoeld, Commissioner

 Alexandra K. Smith, Executive Director

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
MAY 2026
Issued 5/6/2025

WARRANTS ISSUED:

COMPUTER PREPARED
Voided Warrant(s)

WARRANT NUMBERS:

094190 to 094190
094164

\$ 2,382.53

\$ (2,071.49)

ELECTRONIC PAYMENTS:

COMPUTER PREPARED

ACH NUMBERS:

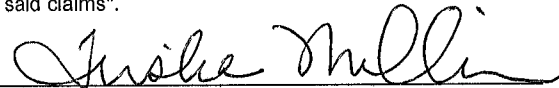
PAYROLL DIRECT DEPOSIT DATE:

Voided Electronic Payment(s)

TOTAL WARRANTS

\$ 311.04

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Trisha Miller, Controller

✓ TC

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
MAY 2026
Issued 5/7/2026

WARRANTS ISSUED:

COMPUTER PREPARED

Voided Warrant(s)

WARRANT NUMBERS:

094191 to 094237

284,847.40

0.00

ELECTRONIC PAYMENTS:

COMPUTER PREPARED

ACH NUMBERS:

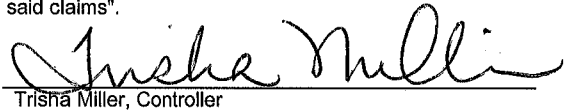
PAYROLL DIRECT DEPOSIT DATE:

Voided Electronic Payment(s)

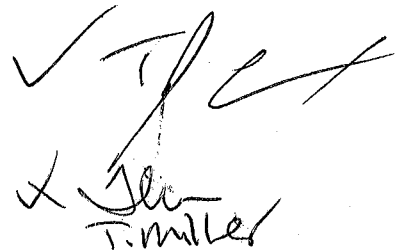
TOTAL WARRANTS

\$ 284,847.40

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".



Trisha Miller, Controller



PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
MAY 2026
Issued 5/14/2026

WARRANTS ISSUED:

COMPUTER PREPARED

Voided Warrant(s)

WARRANT NUMBERS:

094238 to 094254

124,275.31

-

ELECTRONIC PAYMENTS:

COMPUTER PREPARED

PAYROLL DIRECT DEPOSIT DATE

Voided Warrant(s)

ACH NUMBERS:

-

-

TOTAL WARRANTS

\$ 124,275.31

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Trisha Miller, Controller




T. Miller

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
MAY 2026
Issued 5/14/2026

WARRANTS ISSUED:

COMPUTER PREPARED

Voided Warrant(s)

WARRANT NUMBERS:

094255 to 094257

31,693.36

-

ELECTRONIC PAYMENTS:

COMPUTER PREPARED

PAYROLL DIRECT DEPOSIT DATE

Voided Warrant(s)

ACH NUMBERS:

-

-

TOTAL WARRANTS

\$ 31,693.36

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Trisha Miller, Controller



PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
MAY 2026
Issued 5/15/2026

WARRANTS ISSUED:

COMPUTER PREPARED

Voided Warrant(s)

WARRANT NUMBERS:

094258 to 094258

27,580.65

-

ELECTRONIC PAYMENTS:

COMPUTER PREPARED

PAYROLL DIRECT DEPOSIT DATE

Voided Warrant(s)

ACH NUMBERS:

-

-

TOTAL WARRANTS

\$ 27,580.65

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".



Trisha Miller, Controller



PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
MAY 2026
Issued 5/21/2026

WARRANTS ISSUED:

COMPUTER PREPARED

Voided Warrant(s)

WARRANT NUMBERS:

094259 to 094306

115,151.64

ELECTRONIC PAYMENTS:

COMPUTER PREPARED

Voided Electronic Payment(s)

ACH NUMBERS:


-

-

TOTAL WARRANTS

\$ 115,151.64

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Trisha Miller

PORT OF OLYMPIA
VOUCHER APPROVAL LISTING
MAY 2026
Issued 5/28/2026

WARRANTS ISSUED:

COMPUTER PREPARED

Voided Warrant(s)

WARRANT NUMBERS:

094307 to 094339

094307 to 094307

218,349.07

(2,102.66)

ELECTRONIC PAYMENTS:

COMPUTER PREPARED

PAYROLL DIRECT DEPOSIT DATE 5-25-2025

Voided Electronic Payment(s)

ACH NUMBERS:

-

-

TOTAL WARRANTS

\$ 216,246.41

RCW 42.24.080: "I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished the services rendered or the labor performed as described herein, and that the claims are just, due and unpaid obligations of the Port of Olympia, and that I am authorized to authenticate and certify to said claims".


Trisha Miller

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

Port of Olympia Warrant Register

Page: 1 of 17
 Report: 03630.rpt
 Company: PORTOLY

Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
Company: PORTOLY												
001683	EP	5/1/2026	083 WAL001	Wall & Associates LLC	05-26		078735	VO	05-2026	5/1/2026	0.00	26,350.00
001684	EP	5/5/2026	PMA001 PMA		05-26		078736	VO	05052026	5/5/2026	0.00	49,597.71
001685	EP	5/5/2026	PMA002 PMA WA PFML Only (ACH)		05-26		078737	VO	05052026	5/5/2026	0.00	45.21
001686	EP	5/18/2026	EXCISE Excise Tax		05-26		078629	VO	AUG 25 AMEND	5/18/2026	0.00	3,192.90
001687	EP	5/19/2026	KEY003 Key Bank		05-26		078738	VO	5166853	4/14/2026	0.00	15,829.87
001688	EP	5/12/2026	PMA001 PMA		05-26		078739	VO	05122026	5/12/2026	0.00	58,935.82
001689	EP	5/12/2026	PMA002 PMA WA PFML Only (ACH)		05-26		078740	VO	05122026	5/12/2026	0.00	97.55
001690	EP	5/21/2026	FEM001 FEMA		05-26		078741	VO	ACH GRANT RETUR	5/21/2026	0.00	15,000.00
001691	EP	5/19/2026	ADO001 ADOBE		05-26		078742	VO	3429373143	4/16/2026	0.00	70.92
001692	EP	5/19/2026	CRE003 Crexendo Business Solutions		05-26		078743	VO	344161	5/19/2026	0.00	1,167.81
001693	EP	5/19/2026	DIC002 Dickson Frohlich Phillips Burge		05-26		078744	VO	04-2026	4/27/2026	0.00	21,646.47
001694	EP	5/19/2026	VEL001 Velosio		05-26		078745	VO	00170085	4/30/2026	0.00	150.98
001695	EP	5/19/2026	PMA001 PMA		05-26		078746	VO	05192026	5/19/2026	0.00	62,858.05
001696	EP	5/19/2026	PMA002 PMA WA PFML Only (ACH)		05-26		078747	VO	05192026	5/19/2026	0.00	116.65

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

**Port of Olympia
 Warrant Register**
 Periods: 04-26 Through 05-26 As of: 6/1/2026

Page: 2 of 17
 Report: 03630.rpt
 Company: PORTOLY

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID	Vendor Name	Period To Post	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
001697	EP	5/26/2026	PMA001 PMA		05-26	078748	VO	05262026	5/26/2026	0.00	105,822.34
001698	EP	5/26/2026	PMA002 PMA WA PFML Only (ACH)		05-26	078749	VO	05262026	5/26/2026	0.00	129.23
001699	EP	5/27/2026	PMA001 PMA		05-26	078750	VO	05272026	5/27/2026	0.00	539.42
001700	EP	5/5/2026	DOF001 Dalton, Olmsted & Fuglevand, I		05-26	078751	VO	13041	5/29/2026	0.00	90,725.26
001701	VC	093213 5/27/2026	WES022	Missing	05-26	077186	VO	20513	11/12/2025	0.00	-200.14
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077187	VO	20515	11/12/2025	0.00	-124.25
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077188	VO	20516	11/12/2025	0.00	-114.52
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077189	VO	20517	11/12/2025	0.00	-242.51
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077190	VO	20518	11/12/2025	0.00	-204.39
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077191	VO	20519	11/12/2025	0.00	-149.94
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077192	VO	20520	11/12/2025	0.00	-329.58
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077193	VO	20521	11/12/2025	0.00	-190.31
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077194	VO	20522	11/12/2025	0.00	-291.16
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077195	VO	20523	11/12/2025	0.00	-190.31
093214	VC	5/27/2026	WES022	West Coast Mechanical Solutio	05-26	077196	VO	20524	11/12/2025	0.00	-65.55
Check Total											-2,102.66
093215	VC	094163 5/6/2026	MOD001	Missing	04-26	078053	AD	3170193 PS	2/26/2026	0.00	311.04
094164	VC	5/6/2026	MOD001	Modern Machinery Co., Inc.	04-26	078471	VO	3184873	4/22/2026	0.00	-2,693.57
094164	VC	5/6/2026	MOD001	Modern Machinery Co., Inc.	04-26	078472	AD	3170193 PS CM	2/26/2026	0.00	311.04
Check Total											-2,071.49

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

Page: 4 of 17
 Report: 03630.rpt
 Company: PORTOLY

**Port of Olympia
 Warrant Register**
 Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094199	CK	5/7/2026	CAS001 Aigas NorPac, Inc.	04-26	078543	VO	5524589950	4/30/2026	0.00	28.16
094199	CK	5/7/2026	CAS001 Aigas NorPac, Inc.	04-26	078544	VO	5524590110	4/30/2026	0.00	9.39
094200	CK	5/7/2026	CAY001 Kim Cayenne	04-26	078545	VO	apr 26 reimb	4/1/2026	0.00	37.55
094200	CK	5/7/2026	CAY001 Kim Cayenne	04-26	078546	VO	apr 26 reimb-2	4/30/2026	0.00	20.00
094201	CK	5/7/2026	CE001 Cedar Creek Corrections Cente	04-26	078547	VO	CCCC2604.0107	5/1/2026	0.00	90.48
094202	CK	5/7/2026	CEN001 Century Link	04-26	078548	VO	8013 4-26	4/20/2026	0.00	225.25
094202	CK	5/7/2026	CEN001 Century Link	04-26	078549	VO	9449 4-26	4/21/2026	0.00	125.07
094203	CK	5/7/2026	CIT001 First-Citizens Bank & Trust Co	04-26	078550	VO	49073927	5/3/2026	0.00	350.32
094204	CK	5/7/2026	COM015 Comcast	04-26	078551	VO	2344 4-26	4/27/2026	0.00	319.54
094205	CK	5/7/2026	DR1001 AIS Trust Account	04-26	078552	VO	3514408	4/29/2026	0.00	50.00
094206	CK	5/7/2026	ECO001 Economic Development	04-26	078553	VO	FTZQ126	3/31/2026	0.00	6,250.00
094207	CK	5/7/2026	FIR006 Firefly	04-26	078554	VO	30000-10483	4/29/2026	0.00	68.44
094207	CK	5/7/2026	FIR006 Firefly	04-26	078555	VO	30000-10485	4/29/2026	0.00	71.60
094207	CK	5/7/2026	FIR006 Firefly	04-26	078556	VO	30000-10617	4/30/2026	0.00	756.54
094207	CK	5/7/2026	FIR006 Firefly	04-26	078557	VO	3000-10648	4/30/2026	0.00	274.50
094208	CK	5/7/2026	GR1004 GEOTECHNICAL RESOURCES	04-26	078559	VO	38407	4/22/2026	0.00	1,171.08
094209	CK	5/7/2026	HEA001 HEALTH CARE AUTHORITY	04-26	078560	VO	P202605	4/27/2026	0.00	93,777.32

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

**Port of Olymبيا
 Warrant Register**
 Periods: 04-26 Through 05-26 As of: 6/1/2026

Page: 5 of 17
 Report: 03630.rpt
 Company: PORTOLY

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094210	CK	5/7/2026	HOG001 Britt Hoglund	04-26	078561	VO	apr 26 reimb	4/20/2026	0.00	30.00
094211	CK	5/7/2026	HOM002 HOME DEPOT	04-26	078562	VO	04132026	4/13/2026	0.00	4,242.79
094212	CK	5/7/2026	ILW001 I.L.W.U. LOCAL #47	04-26	078563	VO	14252026	4/25/2026	0.00	483.98
094213	CK	5/7/2026	LAW007 Lawn Boys Yard Maintenance	04-26	078564	VO	6226	4/22/2026	0.00	329.10
094214	CK	5/7/2026	LEM001 LeMay Mobile Shredding	04-26	078565	VO	493175S185	5/1/2026	0.00	450.00
094215	CK	5/7/2026	OLY021 OLYMPIA SUPPLY COMPANY	04-26	078566	VO	6272	4/29/2026	0.00	10.97
094215	CK	5/7/2026	OLY021 OLYMPIA SUPPLY COMPANY	04-26	078567	VO	6278	4/30/2026	0.00	15.35
094216	CK	5/7/2026	OLY031 McClatchy Company	04-26	078568	VO	121366	5/1/2026	0.00	26.32 294.66
094217	CK	5/7/2026	PAC003 HAROLD LEMAY ENTERPRIS	04-26	078569	VO	21135656S183	5/1/2026	0.00	292.08
094217	CK	5/7/2026	PAC003 HAROLD LEMAY ENTERPRIS	04-26	078570	VO	22135885S183	5/1/2026	0.00	162.29
094217	CK	5/7/2026	PAC003 HAROLD LEMAY ENTERPRIS	04-26	078571	VO	22135886S183	5/1/2026	0.00	115.30
094217	CK	5/7/2026	PAC003 HAROLD LEMAY ENTERPRIS	04-26	078572	VO	21136668S183	5/1/2026	0.00	540.03
094217	CK	5/7/2026	PAC003 HAROLD LEMAY ENTERPRIS	04-26	078573	VO	21137725S183	5/1/2026	0.00	129.47
094218	CK	5/7/2026	PAC034 Central Welding Supply Compa	04-26	078574	VO	2680630	4/30/2026	0.00	1,239.17 24.71
094219	CK	5/7/2026	PET001 PetroCard Inc.	04-26	078575	VO	C011238	4/15/2026	0.00	743.53
094219	CK	5/7/2026	PET001 PetroCard Inc.	04-26	078576	VO	C020641	4/30/2026	0.00	144.25
094219	CK	5/7/2026	PET001 PetroCard Inc.	04-26	078577	VO	C022390	4/30/2026	0.00	817.95
Check Total										1,705.73

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: T.JC

Port of Olympia Warrant Register

Page: 6 of 17
 Report: 03630.rpt
 Company: PORTOLY

Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094220	CK	5/7/2026	PUG001 PUGET SOUND ENERGY	078527	VO	2869 3-2026	4/23/2026	0.00	66,770.23
094221	CK	5/7/2026	RAN001 THE RANTS GROUP	078578	VO	303	4/1/2026	0.00	1,368.28
094222	CK	5/7/2026	SCO003 Scott Hamilton Design	078579	VO	26-009	4/30/2026	0.00	200.00
094223	CK	5/7/2026	SMI002 Alexandra K. Smith	078580	VO	apr 26 reimb	4/20/2026	0.00	445.00
094224	CK	5/7/2026	SNO002 Snowberry Media	078581	VO	2235	4/2/2026	0.00	4,030.00
094225	CK	5/7/2026	SOU040 South Sound Systems LLC	078582	VO	0B37648	4/30/2026	0.00	771.17
094225	CK	5/7/2026	SOU040 South Sound Systems LLC	078583	VO	0B73646	4/30/2026	0.00	299.40
094225	CK	5/7/2026	SOU040 South Sound Systems LLC	078584	VO	0B73657	4/30/2026	0.00	972.78
094225	CK	5/7/2026	SOU040 South Sound Systems LLC	078585	VO	0B73658	4/30/2026	0.00	409.97
094226	CK	5/7/2026	STA002 STANDARD INSURANCE CON	078586	VO	04202026	4/20/2026	0.00	2,453.32
094227	CK	5/7/2026	STA014 Standard Parts Main	078587	VO	322877	5/4/2026	0.00	11.60
094228	CK	5/7/2026	TER006 Teresa D Johnson CPA, Inc	078588	VO	7959	4/30/2026	0.00	14,302.81
094229	CK	5/7/2026	TOY001 Toyota Lift Northwest	078589	VO	26054857	4/30/2026	0.00	2,196.00
094230	CK	5/7/2026	TWI001 Twiggley.Co	078590	VO	2814	5/1/2026	0.00	329.40
094231	CK	5/7/2026	UNU001 First Unum Life Insurance Com	078591	VO	apr 15 2026	4/16/2026	0.00	1,778.13
094232	CK	5/7/2026	USB002 US Bank - Payment Distributor	078592	VO	apr 26	4/20/2026	0.00	21,161.68

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

**Port of Olympia
 Warrant Register**
 Periods: 04-26 Through 05-26 As of: 6/1/2026

Page: 7 of 17
 Report: 03630.rpt
 Company: PORTOLY

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094233	CK	5/7/2026	USD001	USDA, APHIS, General	04-26		078593	VO	3005647722	4/1/2026	0.00	484.08
094233	CK	5/7/2026	USD001	USDA, APHIS, General	04-26		078594	VO	3005680884	5/1/2026	0.00	6,219.63
094234	CK	5/7/2026	VER002	Verizon Wireless	04-26		078595	VO	6141805760	4/23/2026	0.00	6,703.71 1,995.88
094235	CK	5/7/2026	WAS019	WA ST DEPT OF ECOLOGY	04-26		078596	VO	008245	4/30/2026	0.00	2,436.62
094236	CK	5/7/2026	WES022	West Coast Mechanical Solutio	04-26		078597	VO	22303	4/30/2026	0.00	1,425.30
094237	CK	5/7/2026	ZZOLYMPIAC	Olympia Community Sailing	04-26		078598	VO	may 26 refund	5/7/2026	0.00	450.00
094238	CK	5/14/2026	AFL001	AFLAC	05-26		078618	VO	890265	5/12/2026	0.00	419.42
094239	CK	5/14/2026	AME012	InterFlex Payment, Inc.	05-26		078619	VO	4991728	5/1/2026	0.00	377.57
094239	CK	5/14/2026	AME012	InterFlex Payment, Inc.	05-26		078620	VO	4996275	5/8/2026	0.00	395.13
094240	CK	5/14/2026	AME028	American Heritage Life Ins CO	05-26		078621	VO	04232026-58011	5/8/2026	0.00	772.70 552.23
094241	CK	5/14/2026	AME029	Ameriflex Admin	05-26		078622	VO	978160	5/8/2026	0.00	108.00
094242	CK	5/14/2026	LAW007	Lawn Boys Yard Maintenance	05-26		078607	VO	6328	5/1/2026	0.00	575.93
094242	CK	5/14/2026	LAW007	Lawn Boys Yard Maintenance	05-26		078608	VO	6329	5/1/2026	0.00	329.10
094242	CK	5/14/2026	LAW007	Lawn Boys Yard Maintenance	05-26		078609	VO	6330	5/1/2026	0.00	3,294.00
094243	CK	5/14/2026	PLA001	Rexel USA, Inc.	05-26		078627	VO	7B59568	3/10/2026	0.00	4,199.03 479.41
094244	CK	5/14/2026	PRI003	PRIMO BRANDS	05-26		078610	VO	06D8750218286	4/26/2026	0.00	65.23

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

Port of Olympia Warrant Register

Page: 8 of 17
 Report: 03630.rpt
 Company: PORTOLY

Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094245	CK	5/14/2026	PUG001 PUGET SOUND ENERGY	05-26	078611	VO	7434 4-26	4/30/2026	0.00	968.59
094246	CK	5/14/2026	PUG016 Puget Paving & Construction, Ir	05-26	078626	VO	23-280-11	4/16/2026	0.00	46,861.32
094247	CK	5/14/2026	ROC006 ROCKCREST TECHNOLOGY:	05-26	078623	VO	45453	5/5/2026	0.00	4,282.20
094248	CK	5/14/2026	SNO002 Snowbent Media	05-26	078612	VO	2258	5/1/2026	0.00	5,397.50
094249	CK	5/14/2026	TOY001 Toyota Lift Northwest	05-26	078613	VO	26054752	4/27/2026	0.00	6,368.40
094250	CK	5/14/2026	TUM007 CITY OF TUMWATER	05-26	078614	VO	04-2026	4/30/2026	0.00	6,599.89
094251	CK	5/14/2026	WAS007 WA ST Employment Security	05-26	078624	VO	Q1/2026	5/11/2026	0.00	26,193.05
094252	CK	5/14/2026	WAS010 Department of Enterprise Servi	05-26	078625	VO	82146696	5/5/2026	0.00	1,966.25
094253	CK	5/14/2026	WAS019 WA ST DEPT OF ECOLOGY	05-26	078615	VO	008261	4/30/2026	0.00	11,933.22
094253	CK	5/14/2026	WAS019 WA ST DEPT OF ECOLOGY	05-26	078616	VO	008322	4/30/2026	0.00	5,902.50
094254	CK	5/14/2026	WES022 West Coast Mechanical Solutio	05-26	078617	VO	22302	4/30/2026	0.00	17,835.72
094255	CK	5/14/2026	APP002 World Kinect Energy Services	05-26	078601	VO	26-625247	4/30/2026	0.00	16,699.51
094256	CK	5/14/2026	DRA002 Drain Pro Inc.	05-26	078602	VO	156543	5/10/2026	0.00	678.00
094257	CK	5/14/2026	LAW007 Lawn Boys Yard Maintenance	05-26	078603	VO	6227	4/22/2026	0.00	4,168.60
094257	CK	5/14/2026	LAW007 Lawn Boys Yard Maintenance	05-26	078604	VO	6228	4/22/2026	0.00	767.90
Check Total										17,835.72
										1,206.37

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

**Port of Olympia
 Warrant Register**
 Periods: 04-26 Through 05-26 As of: 6/1/2026

Page: 9 of 17
 Report: 03630.rpt
 Company: PORTOLY

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094257	CK	5/14/2026	LAW007 Lawn Boys Yard Maintenance	05-26	078605	VO	6229	4/22/2026	0.00	4,442.85
094257	CK	5/14/2026	LAW007 Lawn Boys Yard Maintenance	05-26	078606	VO	6327	5/11/2026	0.00	4,936.50
094258	CK	5/15/2026	FLO005 FLOORET, INC.	05-26	078628	VO	0-5-11-26 SD-PR	5/11/2026	0.00	14,315.85
094259	CK	5/21/2026	AAA002 AAA Fire Protection Inc.	05-26	078630	VO	12546178	5/18/2026	0.00	1,416.42
094260	CK	5/21/2026	ALL001 Alistream	05-26	078631	VO	22343725	4/8/2026	0.00	5,257.07
094260	CK	5/21/2026	ALL001 Alistream	05-26	078632	VO	22422504	5/8/2026	0.00	5,335.93
094261	CK	5/21/2026	AMA003 AMAZON.COM SALES, INC.	05-26	078633	VO	1H7Y-HYJM-Y9W3	4/1/2026	0.00	10,593.00
094261	CK	5/21/2026	AMA003 AMAZON.COM SALES, INC.	05-26	078634	AD	A58WVKDCKFV2R	4/1/2026	0.00	837.76
094262	CK	5/21/2026	AME012 InterFlex Payment, Inc.	05-26	078635	VO	5004491	5/15/2026	0.00	-27.44
094263	CK	5/21/2026	APE001 Taunya Amansec	05-26	078636	VO	2509260	5/19/2026	0.00	810.32
094264	CK	5/21/2026	APP002 World Kinect Energy Services	05-26	078637	VO	26-630346	5/7/2026	0.00	339.56
094265	CK	5/21/2026	AQU001 Aqua Dive Services LLC	05-26	078638	VO	2026102	5/14/2026	0.00	6,704.00
094266	CK	5/21/2026	BAR011 Brent Barnes	05-26	078639	VO	may 25 reimb	5/20/2026	0.00	15,164.95
094267	CK	5/21/2026	CAM002 CAMCAL Inc.	05-26	078640	VO	55904	4/29/2026	0.00	3,742.50
094267	CK	5/21/2026	CAM002 CAMCAL Inc.	05-26	078641	VO	55905	4/29/2026	0.00	216.05
094267	CK	5/21/2026	CAM002 CAMCAL Inc.	05-26	078642	VO	55906	4/29/2026	0.00	2,549.51
Check Total										9,574.89

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

Port of Olympia Warrant Register

Page: 10 of 17
 Report: 03630.rpt
 Company: PORTOLY

Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094268	CK	5/21/2026	CAP002 CAPITAL BUSINESS MACHINE	05-26	078643	VO	4-2026	5/6/2026	0.00	797.35
094269	CK	5/21/2026	CEN001 Century Link	05-26	078644	VO	3617 5-26	5/11/2026	0.00	125.07
094270	CK	5/21/2026	CEN005 Century West Engineering Corf	05-26	078645	VO	251984	4/24/2026	0.00	14,385.24
094270	CK	5/21/2026	CEN005 Century West Engineering Corf	05-26	078646	VO	251985	4/24/2026	0.00	3,880.00
094271	CK	5/21/2026	CHM001 CSD Attorneys at Law P.S.	05-26	078647	VO	11235	4/30/2026	0.00	18,265.24 1,548.00
094272	CK	5/21/2026	CHR001 CHRISTENSEN INC.	05-26	078648	VO	837904 bd	3/27/2026	0.00	460.52
094272	CK	5/21/2026	CHR001 CHRISTENSEN INC.	05-26	078649	VO	854505	5/7/2026	0.00	4,364.86
094273	CK	5/21/2026	CUN001 Cunningham Electric	05-26	078650	VO	swantown 5-26	5/18/2026	0.00	4,825.38 374.25
094274	CK	5/21/2026	DEL004 de lage landen	05-26	078651	VO	597167920	5/15/2026	0.00	53.54
094275	CK	5/21/2026	DRA002 Drain Pro Inc.	05-26	078652	VO	156542	5/10/2026	0.00	411.00
094276	CK	5/21/2026	EAG001 Eagle Print Dynamics	05-26	078662	VO	68514-01	5/15/2026	0.00	419.25
094276	CK	5/21/2026	EAG001 Eagle Print Dynamics	05-26	078663	VO	69515-01	5/11/2026	0.00	899.97
094277	CK	5/21/2026	FER001 FERRELLGAS	05-26	078653	VO	5010181418	4/27/2026	0.00	1,319.22 853.18
094278	CK	5/21/2026	HUL002 Hultz/BHU, Inc.	05-26	078654	VO	25/108-3	4/25/2026	0.00	660.00
094279	CK	5/21/2026	ILW001 I.L.W.U. LOCAL #47	05-26	078655	VO	05012026	5/25/2026	0.00	530.32
094280	CK	5/21/2026	KON001 Konecranes Inc.	05-26	078656	VO	163143146	5/13/2026	0.00	11,070.04

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

**Port of Olympia
 Warrant Register**

Page: 12 of 17
 Report: 03630.rpt
 Company: PORTOLY

Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094293	CK	5/21/2026	POM001 Pomp's Tire Service Inc	05-26	078675	VO	2030023057	5/11/2026	0.00	302.85
094294	CK	5/21/2026	PUG001 PUGET SOUND ENERGY	05-26	078676	VO	1734 4-26	5/5/2026	0.00	424.26
094294	CK	5/21/2026	PUG001 PUGET SOUND ENERGY	05-26	078677	VO	4936 5-26	5/5/2026	0.00	103.24
094294	CK	5/21/2026	PUG001 PUGET SOUND ENERGY	05-26	078678	VO	4944 4-26	5/5/2026	0.00	86.03
094295	CK	5/21/2026	SHO001 ShowCase Media	05-26	078679	VO	6281	3/4/2026	0.00	613.53
094296	CK	5/21/2026	STA011 Securitas Technology Corporati	05-26	078680	VO	650032149	5/5/2026	0.00	228.24
094297	CK	5/21/2026	STA014 Standard Parts Main	05-26	078681	VO	324562	5/15/2026	0.00	630.95
094298	CK	5/21/2026	STU001 STUSSER ELECTRIC CO.	05-26	078682	VO	5385-1048096	5/12/2026	0.00	63.08
094299	CK	5/21/2026	TAC001 TACOMA SCREW PRODUCTS	05-26	078683	VO	170167957	5/11/2026	0.00	4.25
094300	CK	5/21/2026	THO006 Thomas Architecture Studios (T	05-26	078684	VO	2529-07	4/30/2026	0.00	360.00
094301	CK	5/21/2026	TOM001 TOM'S OUTBOARD, INC.	05-26	078685	VO	022458	5/6/2026	0.00	770.75
094302	CK	5/21/2026	TOP001 Barbara Tope	05-26	078686	VO	mar 26 reimb	4/28/2026	0.00	23.20
094303	CK	5/21/2026	UNU001 First Unum Life Insurance Com	05-26	078687	VO	05182026	5/18/2026	0.00	1,872.56
094304	CK	5/21/2026	USD001 USDA, APHIS, General	05-26	078688	VO	3005681080	5/1/2026	0.00	260.33
094305	CK	5/21/2026	WAS010 Department of Enterprise Servi	05-26	078689	VO	731152675	5/11/2026	0.00	82.24

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

**Port of Olympia
 Warrant Register**

Periods: 04-26 Through 05-26 As of: 6/1/2026

Page: 13 of 17
 Report: 03630.rpt
 Company: PORTOLY

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094306	CK	5/21/2026	ZZHALD	Connie Hald	05-26	05-26	078690	VO	04282026	4/28/2026	0.00	40.00
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077186	VO	20513	11/12/2025	0.00	200.14
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077187	VO	20515	11/12/2025	0.00	124.25
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077188	VO	20516	11/12/2025	0.00	114.52
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077189	VO	20517	11/12/2025	0.00	242.51
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077190	VO	20518	11/12/2025	0.00	204.39
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077191	VO	20519	11/12/2025	0.00	149.94
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077192	VO	20520	11/12/2025	0.00	329.58
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077193	VO	20521	11/12/2025	0.00	190.31
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077194	VO	20522	11/12/2025	0.00	291.16
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077195	VO	20523	11/12/2025	0.00	190.31
094307	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077196	VO	20524	11/12/2025	0.00	65.55
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077186	VO	20513	11/12/2025	0.00	-200.14
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077187	VO	20515	11/12/2025	0.00	-124.25
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077188	VO	20516	11/12/2025	0.00	-114.52
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077189	VO	20517	11/12/2025	0.00	-242.51
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077190	VO	20518	11/12/2025	0.00	-204.39
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077191	VO	20519	11/12/2025	0.00	-149.94
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077192	VO	20520	11/12/2025	0.00	-329.58
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077193	VO	20521	11/12/2025	0.00	-190.31
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077194	VO	20522	11/12/2025	0.00	-291.16
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077195	VO	20523	11/12/2025	0.00	-190.31
094307	VC	5/28/2026	WES022	West Coast Mechanical Solutio	05-26	05-26	077196	VO	20524	11/12/2025	0.00	-65.55

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

Port of Olympia Warrant Register

Periods: 04-26 Through 05-26 As of: 6/1/2026

Page: 14 of 17
 Report: 03630.rpt
 Company: PORTOLY

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID	Vendor Name	Period To Post	Period Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077186	VO	20513	11/12/2025	0.00	0.00
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077187	VO	20515	11/12/2025	0.00	124.25
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077188	VO	20516	11/12/2025	0.00	114.52
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077189	VO	20517	11/12/2025	0.00	242.51
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077190	VO	20518	11/12/2025	0.00	204.39
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077191	VO	20519	11/12/2025	0.00	149.94
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077192	VO	20520	11/12/2025	0.00	329.58
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077193	VO	20521	11/12/2025	0.00	190.31
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077194	VO	20522	11/12/2025	0.00	291.16
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077195	VO	20523	11/12/2025	0.00	190.31
094308	CK	5/28/2026	WES022	West Coast Mechanical Solutio	05-26		077196	VO	20524	11/12/2025	0.00	65.55
Check Total											2,102.66	2,481.48
094309	CK	5/28/2026	AAA002	AAA Fire Protection Inc.	05-26		078691	VO	12546267	5/20/2026	0.00	570.96
094309	CK	5/28/2026	AAA002	AAA Fire Protection Inc.	05-26		078692	VO	12546272	5/20/2026	0.00	1,103.49
094309	CK	5/28/2026	AAA002	AAA Fire Protection Inc.	05-26		078693	VO	12546307	5/20/2026	0.00	910.51
094309	CK	5/28/2026	AAA002	AAA Fire Protection Inc.	05-26		078694	VO	12546308	5/20/2026	0.00	5,066.44
094310	CK	5/28/2026	APE002	Apex Laboratories, LLC	05-26		078695	VO	2603977	5/6/2026	0.00	8,754.00
094311	CK	5/28/2026	APP002	World Kinect Energy Services	05-26		078696	VO	26-637464	5/20/2026	0.00	1,044.35
094311	CK	5/28/2026	APP002	World Kinect Energy Services	05-26		078697	VO	26-637467	5/20/2026	0.00	15,898.76
094312	CK	5/28/2026	CAY001	Kim Cayenne	05-26		078698	VO	5-26 reimb	5/20/2026	0.00	16,943.11
094313	CK	5/28/2026	CHR001	CHRISTENSEN INC.	05-26		078699	VO	859392	5/21/2026	0.00	4,377.91
Check Total											20.00	20.00

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

Port of Olympia Warrant Register

Page: 15 of 17
 Report: 03630.rpt
 Company: PORTOLY

Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Period To Post Closed	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094314	CK	5/28/2026	CIN001 CINTAS	05-26	078700	VO	0F93158099	5/5/2026	0.00	176.91
094315	CK	5/28/2026	COM015 Comcast	05-26	078701	VO	271408809	5/15/2026	0.00	727.05
094316	CK	5/28/2026	CUN001 Cunningham Electric	05-26	078702	VO	2024-1037 5-26	5/18/2026	0.00	2,840.08
094317	CK	5/28/2026	DEL004 de lage landen	05-26	078703	VO	597215438	5/21/2026	0.00	211.39
094318	CK	5/28/2026	EAG001 Eagle Print Dynamics	05-26	078704	VO	67507-01	5/14/2026	0.00	1,685.24
094319	CK	5/28/2026	ECO001 Economic Development	05-26	078705	VO	Q1PrfOly26	5/13/2026	0.00	15,000.00
094320	CK	5/28/2026	FOR006 Forestry Suppliers Inc.	05-26	078706	VO	798221	3/17/2026	0.00	200.80
094321	CK	5/28/2026	IRO001 Ironseele	05-26	078707	VO	25966	4/29/2026	0.00	301.95
094322	CK	5/28/2026	LAN002 LANDAU ASSOCIATES, INC.	05-26	078708	VO	65766	2/26/2026	0.00	22,041.45
094322	CK	5/28/2026	LAN002 LANDAU ASSOCIATES, INC.	05-26	078709	VO	66769	5/14/2026	0.00	6,281.40
094323	CK	5/28/2026	MAL001 Mallory Safety and Supply LLC	05-26	078710	VO	6428625	5/26/2026	0.00	28,322.85
094324	CK	5/28/2026	MET001 Mettler Toledo	05-26	078711	VO	655516627	5/19/2026	0.00	759.09
094325	CK	5/28/2026	MOF001 Moffatt & Nichol	05-26	078712	VO	808994	4/8/2026	0.00	54,025.00
094325	CK	5/28/2026	MOF001 Moffatt & Nichol	05-26	078713	VO	809719	4/29/2026	0.00	3,543.75
094325	CK	5/28/2026	MOF001 Moffatt & Nichol	05-26	078714	VO	809974	5/5/2026	0.00	2,555.00
Check Total										60,123.75

Date: Monday, June 1, 2026
 Time: 04:53PM
 User: TJC

Page: 16 of 17
 Report: 03630.rpt
 Company: PORTOLY

**Port of Olymphia
 Warrant Register**
 Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID Vendor Name	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094326	CK	5/28/2026	OLY005 CITY OF OLYMPIA	078715	VO	1830-1869 fire	5/19/2026	0.00	510.00
094326	CK	5/28/2026	OLY005 CITY OF OLYMPIA	078716	VO	1830-1869 fire26	5/19/2026	0.00	510.00
094326	CK	5/28/2026	OLY005 CITY OF OLYMPIA	078717	VO	1832/1871 fire26	5/19/2026	0.00	170.00
094326	CK	5/28/2026	OLY005 CITY OF OLYMPIA	078718	VO	4499/5178 fire26	5/19/2026	0.00	85.00
Check Total									1,275.00
094327	CK	5/28/2026	OLY021 OLYMPIA SUPPLY COMPANY	078719	VO	6468	5/22/2026	0.00	23.05
094327	CK	5/28/2026	OLY021 OLYMPIA SUPPLY COMPANY	078720	VO	6489	5/27/2026	0.00	11.52
Check Total									34.57
094328	CK	5/28/2026	PET001 PetroCard Inc.	078721	VO	C033174	5/15/2026	0.00	1,380.14
094329	CK	5/28/2026	PIO004 Pioneer Technologies Corp.	078734	VO	26-1155	5/5/2026	0.00	502.80
094330	CK	5/28/2026	SKI001 SKILLINGS-CONNOLLY, INC.	078722	VO	15106	5/6/2026	0.00	4,893.38
094331	CK	5/28/2026	SMA004 SMARTSIGHTS, LLC	078723	VO	25122717200	2/5/2026	0.00	7,686.00
094332	CK	5/28/2026	STA012 Staples Business Advantage	078724	VO	7010011435	5/25/2026	0.00	491.00
094333	CK	5/28/2026	STA014 Standard Parts Main	078725	VO	325499	5/21/2026	0.00	16.44
094333	CK	5/28/2026	STA014 Standard Parts Main	078726	VO	325534	5/21/2026	0.00	38.40
Check Total									54.84
094334	CK	5/28/2026	STE009 Stericycle Inc	078727	VO	8014281720	5/15/2026	0.00	20.72
094335	CK	5/28/2026	THO006 Thomas Architecture Studios (T	078728	VO	2539-07	4/30/2026	0.00	26,753.50
094336	CK	5/28/2026	THU021 Thurston County Chamber	078729	VO	20865	3/9/2026	0.00	23,778.00

**Port of Olympia
 Warrant Register**

Periods: 04-26 Through 05-26 As of: 6/1/2026

Warrant Nbr	Warrant Type	Warrant Date	Vendor ID	Vendor Name	Period To Post	Ref Nbr	Doc Type	Invoice Number	Invoice Date	Discount Taken	Amount Paid
094337	CK	5/28/2026	WAS010	Department of Enterprise Servi	05-26	078730	VO	731152763	5/12/2026	0.00	49.74
094337	CK	5/28/2026	WAS010	Department of Enterprise Servi	05-26	078731	VO	731152955	5/22/2026	0.00	154.17
094338	CK	5/28/2026	WAX001	Waxie's Enterprises Inc.	05-26	078732	VO	83941659	5/21/2026	0.00	203.91
094339	CK	5/28/2026	WOR001	World Resources Company	05-26	078733	VO	2506149	4/30/2026	0.00	449.00
094340	ZC	5/6/2026	MOD001	Missing	04-26	078472	AD	3170193 PS CM	2/26/2026	0.00	-311.04
200060	ZC	5/6/2026	MOD001	Modern Machinery Co., Inc.	04-26	078526	AC	094164 void	5/6/2026	0.00	311.04
200060	ZC	5/6/2026	MOD001	Modern Machinery Co., Inc.	04-26	078526	AC	094164 void	5/6/2026	0.00	311.04
Check Total											0.00

Warrant Count: 154

Acct Sub Total: 1,250,279.34

Check Type	Count	Amount Paid
Regular	150	804,279.96
Hand	0	0.00
Void	3	-6,276.81
Stub	0	0.00
Zero	1	0.00
Mask	0	0.00
Electronic Payment	18	452,276.19
Total:	154	1,250,279.34

Company Disc Total: 0.00 Company Total: 1,250,279.34

COVER MEMO

Briefing Date/Time:	June 8, 2026
Staff Contact/Title:	Mike Reid, Director of Community and Economic Development, 360.764.5395, miker@portolympia.com
Subject:	Economic Impact Study – BERK Contract
Purpose:	<input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Decision Needed

Type of Agenda Item:

- Action

Background:

In October 2025, the Port issued RFP 20251047 seeking a consultant to complete an updated Economic Impact Study across all Port business lines. Seven proposals were evaluated by Port staff and members of the Port’s Community Advisory Committee, who unanimously recommended BERK Consulting. BERK’s proposal emphasized methodological transparency, defensibility, and clear public communication.

As a first phase of the project BERK conducted pre-scoping interviews with each Commissioner to ensure alignment with Commission expectations. A revised Scope of Work was developed (May 11, 2026) that reflected these priorities. On May 18, 2026, BERK presented the revised scope (also referred to as Phase II) at the Commission work session, walked through methodology, and addressed questions. Staff is now seeking Commission approval of the contract and scope to begin the study.

Summary and Financial Impact:

The proposed Phase II scope includes:

- Economic and fiscal impact modeling (direct, indirect, induced, and fiscal effects)
- Transparent explanations of multipliers and job classifications
- Analysis of ongoing and anticipated operational, capital, and climate-related costs
- Qualitative community impact assessment, including storytelling and business vignettes
- Public engagement and a communication plan
- Commission presentations at key milestones

The total proposed contract amount for Phase II is **\$85,355**.

Alignment with Vision 2050:

The Economic Impact Study directly supports the Vision 2050 Action Plan by enhancing transparency and public understanding of the Port's value. Most prominently, it aligns with:

Action 51 – "Communicate community benefits of Port activities: Expand messaging about the value of investments that may not directly benefit the Port but otherwise benefit the community."

Environmental Considerations and Review:

This contract does not authorize any development activity or physical changes to the environment. No environmental impacts are anticipated.

Alternatives Considered:

- Approve the BERK contract and proceed with the Economic Impact Study
- Decline approval, delaying progress on needed baseline economic analysis
- Request revisions to the scope, potentially affecting timeline or cost

Staff Recommendation:

Sample motion: *"Move to approve the proposed Scope of Work and contract with BERK Consulting for the Economic Impact Study."*

Document(s) Attached:

- BERK Consulting – Revised Scope of Work (May 11, 2026)
- BERK Consulting – Original Proposal
- May 18, 2026 Commission Work Session Presentation

Port of Olympia Economic Impact Study

Phase II Scope of Work | May 13, 2026

This scope of work presents BERK's revised approach to an economic impact study for the Port of Olympia. The analysis will include:

- Educational information about the role and functioning of the port.
- A clear explanation of direct job creation, economic multipliers, and other factors, as well as a transparent process with opportunities for members of the public and stakeholders to review our results and ask questions.
- A comprehensive assessment of the benefits and costs associated with Port activities. This analysis will include:
 - **Economic and fiscal benefits (Task 2 and Task 3):** the gross change in economic activity (via direct, indirect, and induced impact expressed as jobs, business revenue, and labor income) and taxes generated.
 - **Costs (Task 4):** ongoing and anticipated costs associated with operating and maintaining port assets, including future capital investments.
 - **Community value assessment (Task 5):** qualitative evaluation of the public good provided by the Port to Thurston County taxpayers, including emergency response and preparedness, access to waterfront and other quality of life enhancements.

Task 1: Project Kick-off and Ongoing Project Management

Throughout the project, we will coordinate with Port of Olympia staff to ensure that we meet project expectations and adhere to the budget and schedule as planned.

Our team will facilitate a **kick-off meeting** with the Port of Olympia project team to build a common understanding of the ultimate goals of this work and how we will advance the work plan. As part of this effort, we will discuss overall project goals, scope, and timeline; proposed methodology and any refinements; data sources and requests for data and information; stakeholders to interview; project deliverables, including expectations for review; and communications protocols for the remainder of the project.

We will also set up a **regular meeting schedule** for coordination with the Port of Olympia project manager and other designated staff to communicate progress, review interim analysis, and address any project challenges as they arise.

Deliverables: Project kick-off agenda and meeting materials; final project schedule.

Task 2: Direct Impacts Analysis

Building upon the frameworks used in the 2016 and 2021 studies, our team proposes the following methodology for estimating direct impacts for each of the Port’s four business lines, including any visitor industry impacts (such as off-site spending by recreational boaters). This approach will be finalized following conversations with the Port regarding available data and any changes to Port footprints and activities since 2021.

Economic Impact of Marine Terminal

The Port of Olympia’s 66-acre Marine Terminal—featuring break bulk/container yards, log export, on-dock rail, and deep-water berths—drives economic impact by requiring labor for cargo handling and logistics, directly generating jobs, income, and revenue in transportation, warehousing, and marine services. The BERK team will estimate these impacts alongside Port operational effects, as detailed below.

Source of Impact	Method/Data Source
Port revenues from operations related to the marine terminal	<ul style="list-style-type: none"> Request the number of jobs, revenue, labor income for the Port of Olympia that are related to marine terminal operations.
Activities associated with the flow of cargo through the Port in sectors such as surface transportation, marine transportation, vessel operations, cargo handling etc.	<ul style="list-style-type: none"> Assemble a list of businesses in related sectors with associated unique business identifier codes using data from the Port of Olympia, private sources such as ESRI Business Analyst, industry association member lists, and other supplemental sources. Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector. Calculate average gross business income per worker and average wage per worker by industry using data from the Washington State Department of Revenue (DOR) and U.S. Bureau of Labor Statistics (BLS) and multiply by the number of direct jobs from ESD.

As part of this subtask, the BERK team will also conduct an analysis of marine cargo activity over time at the Port of Olympia to describe recent trends in types of cargo and commodities handled, cargo volumes, cargo value, vessel traffic, and other metrics of interest. This will also include an assessment of the impact of the tariffs on cargo activity at the Port of Olympia.

Another component of this analysis is the **cargo volume user impacts**. The Port of Olympia facilitates the movement of hundreds of thousands of tons of domestic and international cargo each year, including bulk commodity exports (e.g., logs) to East Asia. Commodity-producing regions throughout Washington benefit from access to the port for the export of these goods, which in turn support capital inflows and employment. We will assess the cargo volumes over time and estimate the number of Washington-based jobs supported directly by these (primarily export) volumes, leveraging data from the U.S. Census Bureau (USA Trade Online), output-per-worker estimates by industry, and commodity production data series published by the U.S. Department of Agriculture, as well as other state and federal sources.

Economic Impact of Marina and Boatworks

Swantown Marina and Boatworks, a full-service public harbor with over 700 slips and haul out and boatyard facilities, generates direct economic impact through several distinct activities, which the BERK team will estimate as summarized below.

Source of Impact	Method/Data Source
Port revenues from moorage fees, leasing of slips, fuel sales, parking, dry and mini storage space rental, etc.	<ul style="list-style-type: none"> Request the number of jobs, revenue, labor income for the Port of Olympia that are related to marina and Boatworks operations.
On-site activity of tenants and various mobile contractors located at Boatworks who directly create employment and business revenue in marine repair, maintenance, and specialized retail trade sectors	<ul style="list-style-type: none"> Assemble a list of businesses in related sectors with associated unique business identifier codes. Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector. Calculate average gross business income per worker and average wage per worker by industry using data from the DOR and BLS and multiply by the number of direct jobs from ESD.
Off-site spending by permanent and transient boaters on items like food, lodging, retail goods, and entertainment in relation to being a moorage tenant or visiting the marina	<ul style="list-style-type: none"> Derive spending profiles per permanent and transient boaters using data and information from published studies on the impact of recreational boating (e.g. Economic Impact of Washington's Maritime Industry, Economic Impact of Port of Skagit marinas) and data on visitor spending by county from State of Washington Tourism. Apply the average spending per boater by industry to the total number of permanent and transient boaters received from the Port of Olympia to estimate total expenditures by industry.

Economic Impact of Olympia Regional Airport

The Olympia Regional Airport offers a range of services, including aircraft maintenance, flight instruction, hangars, and land/buildings for lease, all of which create direct economic impacts that the BERK team will estimate as follows.

Source of Impact	Method/Data Source
Port revenues from hangar and tie down rentals, leasing airport property to businesses, charging fees for services like landing and fuel and other sources	<ul style="list-style-type: none"> Request the number of jobs, revenue, labor income for the Port of Olympia related to airport operations.
On-site activity by businesses located on airport property (including at the New Market Industrial Campus and Cleanwater Center in Tumwater)	<ul style="list-style-type: none"> Assemble a list of businesses in related sectors with associated unique business identifier codes. Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector. Calculate average gross business income per worker and average wage per worker by industry using data from the DOR and BLS and multiply by the number of direct jobs from ESD.

Source of Impact	Method/Data Source
Off-site spending by hangar and tie down tenants on items like food, lodging, retail goods, and entertainment in relation to being an airport tenant	<ul style="list-style-type: none"> Derive spending profiles for airport tenants using data and information from similar published studies and data on visitor spending by county from State of Washington Tourism. Apply the average spending per tenant by industry to the total number of hangar and tie down tenants from the Port of Olympia to estimate total expenditures by industry.

Economic Impact of Commercial & Industrial Real Estate Portfolio

The Port’s real estate portfolio consists of a wide range of commercial (office, retail, etc.) as well as industrial properties. BERK will estimate the economic impact as follows:

Source of Impact	Method/Data Source
Port revenues from leasing out space at Peninsula properties and non-aeronautical real estate in Tumwater	<ul style="list-style-type: none"> Request the number of jobs, revenue, labor income for the Port of Olympia related to real estate operations.
On-site activity by businesses located on Port property at Peninsula properties and non-aeronautical real estate in Tumwater	<ul style="list-style-type: none"> Assemble a list of businesses in related sectors with associated unique business identifier codes. Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector. Calculate average gross business income per worker and average wage per worker by industry using data from the DOR and BLS and multiply by the number of direct jobs from ESD.

Economic Impact of Port Events

The Port of Olympia hosts and promotes a variety of events year-round, including large annual festivals like Olympia Harbor Days and the Olympic Air Show, as well as seasonal activities such as Movies at the Marina and Summer Nights at the Port. Local events create economic impact through spending by event organizers, vendors, and other participants, and attendees on things like food, lodging, and merchandise. The events also boost tourism, support local business, and enhance community identity. BERK will estimate the economic and fiscal impact of these events on the local economy. The Port of Olympia will provide data on number of events sponsored or hosted by the Port, number of attendees at each event, number and type of vendors, and vendor and event organizer revenue.

Stakeholder Interviews

BERK proposes conducting up to 10 interviews with Port tenants and users to better understand their operations and potential impact and refine preliminary direct impact estimates. We will work with Port staff to identify interviewees, develop interview questions, and coordinate introductions through the Port as needed.

Deliverables: Direct economic impacts by the four distinct Port business lines and for port events, with breakdowns by economic sector; Interview questions and interview findings summarized in the report.

Task 3: Total Economic and Fiscal Impacts Analysis

The estimated direct economic impacts from Task 2 will be entered into the input-output model to generate indirect and induced impacts. Fiscal impacts will include direct taxes paid by Port tenants, as well as additional estimated state taxes paid through upstream business-to-business transactions (indirect) and household spending among tenant workers and suppliers (induced). For direct taxes, we will consult with the port and DOR, including a custom data request to the DOR based on company records. Indirect and induced-supported taxes will be estimated through computed ratios of effective tax rates per industry.

Economic and fiscal impacts will be estimated for 2025 (depending on data availability), for Thurston County and by city. BERK will start out with a county-level model for impacts and then allocate the impacts by city (based on each jurisdiction's share of countywide employment by industry).

BERK will provide a **comparison of economic and fiscal impact results** to the 2016 and 2021 economic impact studies and an explanation of what has changed and why. We will review the results of the comparison with Port staff and discuss the implications of any data shifts and ensure the messaging accurately distinguishes between methodology changes and organic growth. We will also **compare results to other Ports** for which comparable economic impact studies have been conducted and data is available.

Lastly, an important component of the economic impact analysis is the **evaluation of job quality**, moving beyond simple job counts to assess the value provided to the local and regional economy. Port of Olympia activities are highly concentrated in sectors that support high-wage, family-supporting employment, notably in longshore labor, specialized marine trades, and skilled aviation professions. Our team will provide an analysis of the type of occupations and their wages.

Deliverables: Total economic and fiscal impacts by the four distinct Port business lines; Comparison of results to past studies and to the impacts of other Ports from comparable studies.

Task 4: Ongoing and Anticipated Costs Analysis

To provide a balanced economic perspective, BERK will conduct a comprehensive assessment of the economic and fiscal costs associated with the Port's operations and long-term viability. This analysis will rely on data provided by the Port regarding historical, current, and planned expenditures. The analysis will include:

- **Operational costs:** Based on data provided by the Port, BERK will analyze the ongoing costs required to operate Port assets across all four business lines, identifying trends in documented spending and facility upkeep.
- **Capital improvement and infrastructure costs:** Our team will review the Port's existing capital investment plan and related records to summarize the anticipated investments the Port has identified as necessary to keep facilities competitive and functional.
- **Climate change and sea level rise mitigation:** BERK will summarize the costs the Port has identified or projected in existing planning documents for protecting assets from climate-related risks. This includes a review of Port-provided data on necessary investments for sea-level rise adaptation and coastal resilience, with a focus on the 66-acre Marine Terminal and Peninsula properties.

- **Taxpayer impact:** We will also summarize the cost of public support provided to the Port by Thurston County taxpayers.

Deliverables: A comprehensive summary of ongoing and anticipated costs.

Task 5: Community Impacts and Vignettes

The Port of Olympia has impacts extending beyond its traditional port functions. The Port develops and operates many public amenities and actively participates with many community organizations in programmatic economic development. The Port hosts and promotes various events that attract visitors to the area to support tourism and trade. The Port also makes strategic investments in infrastructure and public amenities, such as transforming the Port Peninsula into a Destination Waterfront. Additionally, the Port serves as a vital regional hub for emergency services and disaster response, providing critical infrastructure that supports public safety and essential service delivery during crises. BERK will include a qualitative assessment of the community impacts of the Port of Olympia to round out the story and understand the impact beyond the economic impact numbers. The interviews in Task 2 can also be used to gather information to support the community impacts assessment.

BERK can include storytelling vignettes throughout the report that go beyond the numbers to animate and personalize the Port's story. For example, these might feature particularly dynamic or growing businesses on Port property, recent Port investments, and their benefits to the community and local economy. The topics of these vignettes would be determined in collaboration with Port staff.

Deliverables: A comprehensive summary of community impacts + vignettes included in the report.

Task 6: Draft and Final Report Development

Our team will work with Port Communications staff to develop a compelling, accessible **report** for sharing findings from this study with different audiences, including the legislature, local decision makers, and members of the public. We will blend quantitative data, narrative, and visual elements to describe the economic, fiscal, and community contributions of the Port of Olympia in clear non-technical language. Key data will be summarized through informative, well-designed graphs, charts, and other infographics. The report will also include a technical appendix detailing the methodology and all data sources used. We will submit a draft report to the Port for review and incorporate feedback in the final report. To ensure the study meets the highest standards of objectivity and rigor, the consultant team will also collaborate with university representatives to facilitate a review of the study and incorporate their expert feedback and suggestions for improvement.

As part of this task, we will also help the Port develop a **communication plan** to support roll-out of the report's findings and produce a **one- to two-page summary** to illustrate key findings.

BERK will develop **presentation** materials and provide one virtual interim briefing and one in-person final presentation of findings to Port Commissioners.

Deliverables: Draft and final report; Support to develop a communication plan; One- to two-page summary of key findings; Two presentations to Port Commissioners.

Proposed Schedule

Assuming a kick-off date mid-June, BERK can complete the above scope of work within five to six months.

	Start	on	2026					
			Jun	Jul	Aug	Sep	Oct	Nov
Task 1: Project Kick-off + Ongoing Project Management								
Kick-off + Ongoing Communication (~6 months)	1	6	★					
Task 2: Direct Impacts Analysis								
Economic Impact of Marine Terminal	1	4						
Economic Impact of Marina and Boatworks	1	4						
Economic Impact of Olympia Regional Airport	1	4						
Economic Impact of Commercial & Industrial Real Estate Portfolio	1	4						
Economic Impact of Port Events	2	3						
Stakeholder Interviews (up to 10)	2	3						
Task 3: Total Economic and Fiscal Impacts Analysis								
Total Economic & Fiscal Impact Modeling	4	2						
Comparison of Results	5	1						
Evaluation of Job Quality	5	1						
Task 4: Ongoing and Anticipated Costs Analysis								
Costs Analysis	3	2						
Task 5: Community Impacts and Vignettes								
Community Impacts	4	3						
Task 6: Draft and Final Report Development								
Draft + Final Report	4	3						
Communication Plan	5	2						
One-page Summary of Impacts	5	2						
Presentation of Findings (1 virtual + 1 in-person)	7	1						

Cost Proposal

The table below outlines our anticipated level of effort by staff person by task. This initial estimate is based on the scope of work included in this proposal and our current understanding of the project needs. We are flexible in our approach and happy to refine this estimate after more conversation with the Port.

	BERK Consulting				HPS	Total Hours and Estimated Cost by Task
	Madalina Calen Project Manager + Lead Economist	Brian Murphy Principal in Charge	Oliver Hirn Analyst	Ruby Barnes Designer	Spencer Cohen Strategic Advisor + Economic Impact Analysis	
2026 Hourly Rate	\$200	\$275	\$155	\$110	\$300	
Task 1: Project Kick-off and Ongoing Project Management						
Project Kick-off Meeting	2	2	2		2	
Ongoing Communication + Coordination (~6 months)	12				2	
Subtotal	14	2	2	0	4	22 \$4,860
Task 2: Direct Impacts Analysis						
Economic Impact of Marine Terminal	16		30		8	
Economic Impact of Marina and Boatworks	10		16		4	
Economic Impact of Olympia Regional Airport	10		16		4	
Economic Impact of Commercial & Industrial Real Estate Portfolio	6		12		4	
Economic Impact of Port Events	6		24			
Stakeholder Interviews (up to 10)	6		10		1	
Subtotal	54	0	108	0	21	183 \$33,840
Task 3: Total Economic and Fiscal Impacts Analysis						
Total Economic and Fiscal Impact Modeling (including impacts by city)	16	2	16		8	
Comparison of Results	4		10		2	
Evaluation of Job Quality	6		8			
Subtotal	26	2	34	0	10	72 \$14,020
Task 4: Ongoing and Anticipated Costs Analysis						
Costs Analysis	8		24		4	
Subtotal	8	0	24	0	4	36 \$6,520
Task 5: Community Impacts and Vignettes						
Community Impacts	8		24		2	
Subtotal	8	0	24	0	2	34 \$5,920
Task 6: Draft and Final Report Development						
Draft + Final Report	14	2	26	9	8	
Communication Plan	4	2	4			
One-page Summary of Impacts	4	1		6		
Presentation of Findings (1 virtual + 1 in-person)	8	2	10	2	6	
Subtotal	30	7	40	17	14	108 \$20,195
Total Estimated Hours	140	11	232	17	55	455
Cost (Hours*Rate)	\$28,000	\$3,025	\$35,960	\$1,870	\$16,500	\$85,355
Subtotal Consultant Cost						\$85,355
Estimated Project Total						\$85,355



RFP No. 2025-1047

Port of Olympia 2025 Economic Benefit Study

Submittal: October 31, 2025

 **BERK**

October 31, 2025

Attn: Mike Reid, Contract Manager
Port of Olympia
SENT VIA EMAIL

RE: RFP No. 2025-1047 Port of Olympia 2025 Economic Benefit Study | PROPOSAL

Dear Mike and the Consultant Selection Panel,

BERK Consulting, Inc. (BERK), partnered with High Peak Strategy (HPS), is pleased to provide our proposal and qualifications for the Port of Olympia 2025 Economic Benefit Study. We understand the important role of this study to not only quantify the Port's vital economic role but also to communicate a clear narrative for the Port's many stakeholders. This narrative will demonstrate value and public accountability, help the Port attract funding, and support its economic development initiatives.

Our interest in this project is driven by our commitment to translating complex regional economic data into accessible, compelling community narratives. We combine the technical ability to produce defensible economic modeling with the storytelling expertise necessary to effectively communicate the Port's value. Our team has the following qualifications that will be key to the success of this project:

- **Extensive expertise in economic impact analyses.** Our team has deep knowledge of the specific data sources and tools required for high-quality economic impact analysis. We will ensure that the study utilizes a sound and transparent methodology to update and extend the Port's past economic impact study, deliver a fully reproducible analysis, and allow for easy comparison to other ports.
- **Communication and storytelling.** We are adept at combining the power of data with the craft of storytelling and professional design capabilities. Our team will deliver a compelling narrative that connects people to the topic, within a well-laid-out, visually engaging final report that maximizes accessibility and impact.
- **Collaboration and thought partnership.** We commit to working collaboratively with Port staff in the initial phases to define the core objectives and expected outcomes of the study. Our process will be fully transparent, ensuring the Port is informed and engaged at every decision point, from methodology design to final report presentation.

We look forward to discussing this project with you in detail. In the interim, more information about our firm, approach, team, and client satisfaction can be found on our website: www.berkconsulting.com.

Sincerely,



Brian Murphy, Principal
BERK Consulting, Inc.



Madalina Calen, Project Manager
BERK Consulting, Inc.

Narrative

Team Qualifications

The BERK and High Peak Strategy team possesses decades of combined experience in executing rigorous economic impact analyses for public ports, regional airports, and major industry organizations across the Pacific Northwest. Our core capability lies in developing transparent and reproducible methodologies, utilizing input-output models like IMPLAN to accurately quantify direct, indirect, and induced economic effects. We excel not only at calculating primary metrics, such as jobs, labor income, and business output, but also at performing critical secondary analyses, including assessing job quality and social, cultural, and community benefits to deliver a comprehensive, trustworthy, and actionable picture of benefits and contributions.

The BERK team will be led by **Madalina Calen**, a Senior Economist with over a decade of experience leading economic impact studies throughout the region for different industries and organizations, including maritime, aerospace, tourism, and entertainment. **Oliver Hirn** will provide analytic support. **Dr. Spencer Cohen** from High Peak Strategy will provide strategic advice and analysis support to the project team related to economic impacts of port activities. BERK Principal **Brian Murphy** will serve as Principal in Charge and have final authority for the project deliverables.

Our firms are currently working on an economic impact study for the Port of Bremerton. We frequently collaborate on economic and financial analysis studies throughout the region, working seamlessly and efficiently as a project team. More about each firm is below.

BERK is an interdisciplinary consultancy integrating strategy, planning, and policy development; financial and economic analysis; and facilitation, design, and communications. Founded in 1988, our passion is working in the public interest, helping public and nonprofit agencies address complex challenges and position themselves for success. Our Mission is: *Helping Communities and Organizations Create Their Best Futures*. Our website is www.berkconsulting.com.

High Peak Strategy LLC was founded in 2020. Our mission is to provide analysis and insights that drive executive and policy decision-making. Analytic rigor, transparency, and client accessibility are the pillars of our approach. We specialize in international trade, ports, regional economic development, and labor force economics. Our services include economic impact analysis, industry research, trade analysis, labor force analysis, and economic development strategy. Our website is www.highpeakstrategy.com.

High Peak Strategy LLC works with a diverse range of clients, including ports, corporations, economic development organizations, engineering firms, industry and trade associations, and local governments. We have worked with clients across the U.S. and abroad, including in Washington, California, Texas, Louisiana, Arizona, Nevada, Colorado, Georgia, North Carolina, Florida, and the Asian Development Bank.

Key Staff Experience



Madalina Calen (Project Manager + Lead Economist, BERK) is a Senior Economist specializing in community development and transportation economics. Her expertise includes economic and fiscal impact analysis, cost-benefit analysis, and feasibility studies. She is passionate about using data and engaging communities to drive social and economic change.

Madalina has over a decade of public sector consulting experience, which includes economic analysis for local governments, state agencies, and economic development organizations. At BERK, Madalina is leading economic and fiscal impact analysis for a study of tourism impacts in Chelan County. In a previous role, Madalina worked on several economic impact studies, including the Economic Impact of Ports in Washington State for the Washington Public Ports Association, the Maritime and Clean Economy Economic Analysis for Washington Maritime Blue, the Economic and Social Impact and Reach of Washington Agricultural Fairs for the Washington State Department of Agriculture, and the economic impact of the Port of Seattle's maritime and aviation business, including the Sea-Tac International Airport, maritime cargo, and commercial fishing and recreational boating.

Before moving to Washington, she worked as a Transportation Economist at a consultancy in Glasgow, Scotland. She has a Master of Science in Operational Research from the University of Strathclyde and a Master of Science in Economics from the University of Amsterdam. She earned a Bachelor of Science in International Economics and Business from the Academy of Economic Studies in Romania.



Brian Murphy (Principal in Charge, BERK) is a Principal at BERK with over 25 years of experience in public policy consulting. His expertise includes facilitation, strategic and business planning, economic development and market analysis, and management consulting. Brian has worked on economic impact, return on investment, and community benefits studies statewide and nationwide, including projects for Alaska Airlines, the City of Edmonds, and multiple library systems. He is currently serving as Project Manager for a tourism impact study for Chelan County.

Brian joined the firm in 2002 and is a skilled manager of complex analytic and planning projects with many moving pieces and nuanced policy choices. Brian received a B.A with Honors from UC Santa Cruz and an M.B.A from the University of Washington, where he led the school's Net Impact chapter. Previously, he was a program director for Volunteers in Asia, a non-profit cross-cultural exchange organization based at Stanford University. He is a 2003 graduate of Leadership Tomorrow.



Oliver Hirn (Analyst, BERK) specializes in financial and economic analysis for local government agencies. He is currently working on economic impact studies for the Port of Bremerton and Chelan County. Prior to joining BERK, he worked with a local human services organization in its fundraising and grant writing department. During graduate school, he worked on public sector financing and financial modeling projects for several local jurisdictions. Oliver has a Master of Public Administration from the Evans School of Public Policy & Governance at the University of Washington and a Bachelor of

Business Administration from the University of Notre Dame.



Dr. Spencer Cohen (Strategic Advisor + Economic Impact Analysis Support, HPS) is principal and founder of High Peak Strategy LLC. He brings 15 years’ experience in economic consulting, serving clients across the U.S. and abroad. Dr. Cohen is a leading expert in port and trade economics, economic impact modeling, labor market analysis, and regional economic development. Prior to establishing High Peak Strategy LLC, he held senior economist and policy advisor positions in consulting and state government.

Dr. Cohen holds a PhD in geography from the University of Washington, where his research examined land markets and local government finance in China. Spencer serves on the board of the Seattle Economics Council and is an affiliate professor in the University of Washington Department of Geography. He holds a BA in mathematics and history (double major) from the University of Connecticut and an MA in China Studies from the University of Washington.

Related Project Experience + Work Samples

Port of Bremerton Facilities Economic Impact Study

BERK is currently working with the Port of Bremerton to update their 2019 Economic Impact study. Our approach includes research, two online surveys with marina and airport tenants, and interviews to gather direct spending figures for the Port of Bremerton airport, marina, and industrial park. BERK is also estimating the impact of spending by cruise ship passengers arriving at the Port of Bremerton and spending by event organizers, participants, and attendees at community events sponsored and hosted by the Port. The indirect and induced economic and fiscal impacts of this direct investment will be estimated using the Washington State Input-Output Model. BERK is ensuring consistency in methodology with the prior study and providing a comparison to 2019 study results. Economic impacts are estimated for Kitsap County and Washington state and broken down by industry. In addition to the economic impacts, our team will include a qualitative assessment of the social and community impacts of the Port of Bremerton to round out the story. The total budget for this study is \$75,000.

Port of Seattle Sea-Tac International Airport Economic Impacts

Madalina served as lead analyst for the Sea-Tac International Airport Economic Impacts study. The study quantified direct and secondary jobs, labor income, and business and tax revenues across several categories of airport operations and off-site visitor spending activities. Analytics profiled the impacts of the airport on six South King County cities surrounding the airport, including the City of SeaTac. The study included data analysis, stakeholder interviews, an intercept survey, as well as infographics and design to convey the airport’s impacts. The analysis of economic and fiscal impacts used the Washington State Input-Output model, with customizations to localize the model to economic conditions within each of the six cities. This work was conducted while Madalina was with another consulting firm.



- Final report is available [online here](#).

Chelan County Tourism Impact Study

BERK has been engaged by Chelan County to conduct a comprehensive evaluation of the impacts of tourism. BERK is assessing the economic, fiscal, sociocultural, environmental, and community impacts of tourism on Chelan County, as summarized in the graphic. The results of the study will inform strategies to enhance the positive impacts of tourism while mitigating negative impacts.



City of Ferndale and Port of Bellingham Grandview Sewer Facility Expansion Economic Analysis

BERK led a study to assess the economic benefits to utility ratepayers of different development scenarios in the Grandview Area (located to the north of Ferndale). The study aimed to inform the City of Ferndale’s and Whatcom County’s long-term vision for the area, inform the city’s plan for growth over the next 20 years, and consider the value of utility investments (sewer expansion) to current utility ratepayers. The study included a land capacity analysis to assess the development capacity and limitations of the area; an economic and market analysis to assess market demand for industrial, office and retail development in the area and inform development of growth scenarios, and financial analysis to evaluate the feasibility of sewer expansion. Stakeholder outreach in the form of two open houses and interviews was conducted to inform the study and validate findings from the market analysis. Lastly, BERK provided recommendations for future action related to the Grandview study area, which will include an action plan and provisions for risk management strategies, acknowledging the range of possible outcomes.

Puget Sound Regional Council Washington State Space Economy Study + Update

BERK completed studies of the regional and statewide space sector for PSRC in 2018 and 2022. The studies provided an overview of the space economy and major global trends, local and statewide economic impacts, a competitive analysis against other regions, and an assessment of potential strategies to bolster the strength of the state and the Central Puget Sound Region in commercial space. The assessment of the regional economic impacts of space-related activities was conducted using the IMPLAN package. BERK also supported PSRC in developing a two-page summary of the key findings from the 2022 study.

- The project materials are available [online here](#).

Alaska Airlines Economic Impact Analysis

BERK worked with Alaska Airlines, the fifth-largest air carrier in the United States, to provide an assessment of the economic impacts associated with the operations of Alaska Airlines and the other Alaska Airline Group (AAG) companies on the state of Washington and the Seattle region. The analysis was conducted using the IMPLAN economic impact model, and data provided by Alaska Airlines. Impacts analyzed included jobs, business revenues from operations of AAG companies, total cargo revenue, and corporate donations. BERK also developed a one-page summary of findings to provide a simple and accessible communication product for future outreach.

- Final report is available [online here](#).

City of Redmond Southeast Market Study

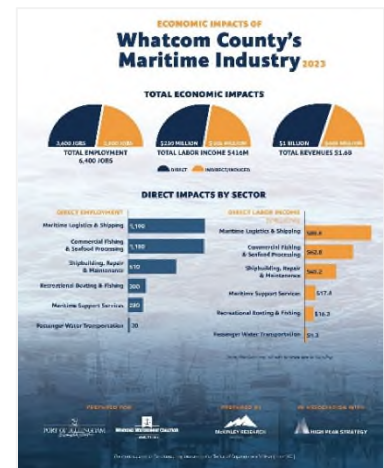
BERK is currently working with the City of Redmond to develop a market study for the Southeast Redmond Manufacturing & Industrial Center (SE-MIC). The study began with an analysis of existing conditions and market drivers to support the application for Countywide Industrial Center designation with King County. Currently, the BERK team is analyzing several industries and clustering opportunities to assess their potential for expanding or locating in the SE-MIC and will identify several potential sites for business development related to these opportunities. Lastly, BERK will develop economic development strategies to strengthen the area for both existing and emerging businesses and achieve the level of growth anticipated in the Comprehensive Plan.

- Existing Conditions and Market Drivers Report is available [online here](#).

Port of Bellingham Whatcom County Maritime Economic Impact Study

Spencer worked with McKinley Research Group to produce an economic impact analysis for the Washington state maritime sector in Whatcom County, WA. The analysis includes detailed impact assessments for maritime logistics and shipping, commercial fishing and seafood processing, shipyards, recreational boating, and various maritime services.

- The project materials are available [online here](#).



Washington Maritime Federation Economic Impact Study Update

Spencer worked with McKinley Research Group to produce a statewide economic impact analysis for the Washington state maritime sector. The analysis includes detailed impact assessments for maritime logistics and shipping, commercial fishing and seafood processing, shipyards, recreational boating, and various maritime services.

- The project materials are available [online here](#).

Washington Public Ports Association Marine Cargo Forecast

Spencer served as lead economist, working with McKinley Research Group, EBP US, and the Kemmsies Group to produce a forecast of marine cargo flows through Washington state ports to 2045, including by mode, and capacity constraints. The Marine Cargo Forecast report includes an analysis of cargo trends, a cargo forecast through 2045, modal split analysis (i.e., trucks, rail, transload, barge), and a port-level assessment of challenges and opportunities. He also developed port profiles for all cargo seaports and riverports (including the Port of Olympia) that summarize data and information on port revenues and employment, marine cargo facilities, marine cargo operations and trends, and planned cargo projects. Findings will inform strategic planning and state legislative investment policy.



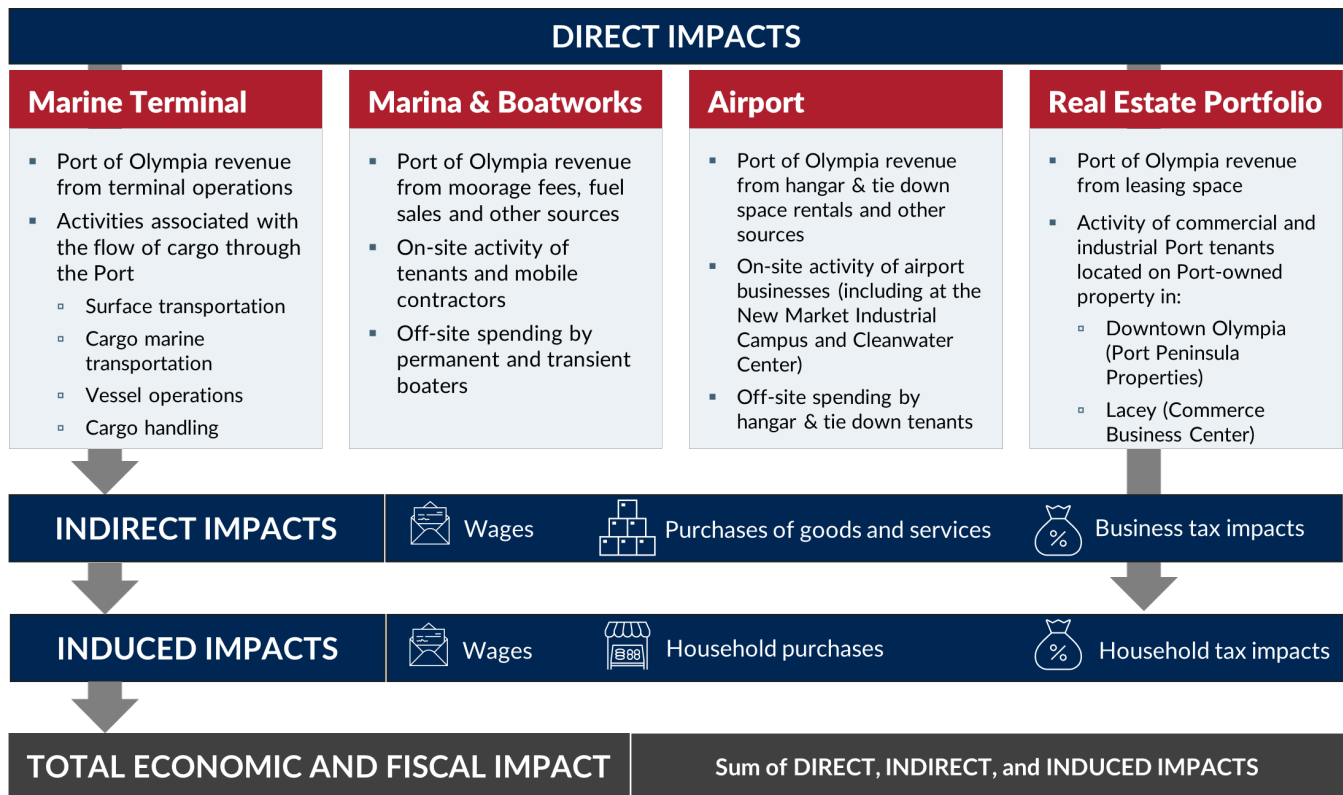
- The project materials are available [online here](#).

Project Approach

The Port of Olympia is one of only six ports in Washington that owns and operates four distinct business lines: a specialized break bulk marine terminal, the Swantown Marina and Boatworks, the Olympia Regional Airport, and a diverse commercial and industrial real estate portfolio. These business lines directly generate economic activity as summarized in the graphic below under direct impacts. They also support additional economic activities through 1) operations and upstream business-to-business transactions (indirect impacts); and 2) the spending of worker earned income associated with Port activities on various types of household consumption (induced effects).

BERK will model the sum of these impacts – direct, indirect, and induced – through use of an industry-standard input-output modeling approach. We recommend using the Washington State Input-Output (I/O) Model as the primary analytic tool for computing these impacts. It is custom built and published by the Washington State Office of Financial Management and provides a much more accurate representation of the Washington state economy than REMI II or IMPLAN. However, we are also experienced users of RIMS II and IMPLAN and can use one of those models if the Port prefers.

Port of Olympia Economic and Fiscal Impacts



The results of the economic and fiscal impact analysis will be estimated across the four dimensions listed below. Taken together, these provide a comprehensive view of the economic footprint of the Port of Olympia, demonstrating its pivotal role in driving economic activity and prosperity in the region.

- **Employment:** provides an indication of how many residents are employed because of the Port’s activity within the region.
- **Labor income:** illustrates the Port’s contribution to household incomes and living standards.

- **Business revenue:** reflects the value of goods and services produced as a result of the Port's operations and the value of intermediate products used by Port industries.
- **State and local taxes:** measure the tax revenue to state and local governments from the operations of the Port and Port-related industries.

Task 1: Project Kick-off and Ongoing Project Management

Throughout the project, we will coordinate with Port of Olympia staff to ensure that we meet project expectations and adhere to the budget and schedule as planned. Our team will facilitate a **kick-off meeting** with the Port of Olympia project team to build a common understanding of the ultimate goals of this work and how we will advance the work plan. As part of this effort, we will discuss overall project goals, scope, and timeline; proposed methodology and any refinements; data sources and requests for data and information; stakeholders to interview; project deliverables, including expectations for review; and communications protocols for the remainder of the project. We will also set up a **regular meeting schedule** for coordination with the Port of Bremerton project manager and other designated staff to communicate progress, review interim analysis, and address any project challenges as they arise.

Deliverables: Project kick-off agenda and meeting materials; Final project schedule.

Schedule: Weeks 1 - 16

Task 2: Direct Impacts Analysis

Building upon the frameworks used in the 2016 and 2021 studies, our team proposes the following methodology for estimating direct impacts for each of the Port's four business lines, including any visitor industry impacts (such as off-site spending by recreational boaters). This approach will be finalized following conversations with the Port regarding available data and any changes to Port footprints and activities since 2021.

2.1 Economic Impact of Marine Terminal

The Port of Olympia's 66-acre Marine Terminal—featuring break bulk/container yards, log export, on-dock rail, and deep-water berths—drives economic impact by requiring labor for cargo handling and logistics, directly generating jobs, income, and revenue in transportation, warehousing, and marine services. The BERK team will estimate these impacts alongside Port operational effects, as detailed below.

Source of Impact	Method/Data Source
Port revenues from operations related to the marine terminal	Request the number of jobs, revenue, labor income for the Port of Olympia that are related to marine terminal operations.
Activities associated with the flow of cargo through the Port in sectors such as surface transportation, marine transportation, vessel operations, cargo handling etc.	<p>Assemble a list of businesses in related sectors with associated unique business identifier codes using data from the Port of Olympia, private sources such as ESRI Business Analyst, industry association member lists, and other supplemental sources.</p> <p>Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector.</p> <p>Calculate average gross business income per worker and average wage per worker by industry using data from the Washington State Department of Revenue (DOR) and U.S. Bureau of Labor Statistics (BLS) and multiply by the number of direct jobs from ESD.</p>

As part of this subtask, the BERK team will also conduct an analysis of marine cargo activity over time at the Port of Olympia to describe recent trends in types of cargo and commodities handled, cargo volumes, cargo value, vessel traffic, and other metrics of interest. This will also include an assessment of the impact of the tariffs on cargo activity at the Port of Olympia.

2.2 Economic Impact of Marina and Boatworks

Swantown Marina and Boatworks, a full-service public harbor with over 700 slips and haul out and boatyard facilities, generates direct economic impact through several distinct activities, which the BERK team will estimate as summarized below.

Source of Impact	Method/Data Source
Port revenues from moorage fees, leasing of slips, fuel sales, parking, dry and mini storage space rental, etc.	Request the number of jobs, revenue, labor income for the Port of Olympia that are related to marina and Boatworks operations.
On-site activity of tenants and various mobile contractors located at Boatworks who directly create employment and business revenue in marine repair, maintenance, and specialized retail trade sectors	<p>Assemble a list of businesses in related sectors with associated unique business identifier codes.</p> <p>Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector.</p> <p>Calculate average gross business income per worker and average wage per worker by industry using data from the DOR and BLS and multiply by the number of direct jobs from ESD.</p>
Off-site spending by permanent and transient boaters on items like food, lodging, retail goods, and entertainment in relation to being a moorage tenant or visiting the marina	<p>Derive spending profiles per permanent and transient boaters using data and information from published studies on the impact of recreational boating (e.g. Economic Impact of Washington's Maritime Industry, Economic Impact of Port of Skagit marinas) and data on visitor spending by county from State of Washington Tourism.</p> <p>Apply the average spending per boater by industry to the total number of permanent and transient boaters received from the Port of Olympia to estimate total expenditures by industry.</p>

2.3 Economic Impact of Olympia Regional Airport

The Olympia Regional Airport offers a range of services, including aircraft maintenance, flight instruction, hangars, and land/buildings for lease, all of which create direct economic impacts that the BERK team will estimate as follows.

Source of Impact	Method/Data Source
Port revenues from hangar and tie down rentals, leasing airport property to businesses, charging fees for services like landing and fuel and other sources	Request the number of jobs, revenue, labor income for the Port of Olympia related to airport operations.
On-site activity by businesses located on airport property (including at the Newport Industrial Center and Cleanwater Center in Tumwater)	<p>Assemble a list of businesses in related sectors with associated unique business identifier codes.</p> <p>Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector.</p>

Source of Impact	Method/Data Source
	Calculate average gross business income per worker and average wage per worker by industry using data from the DOR and BLS and multiply by the number of direct jobs from ESD.
Off-site spending by hangar and tie down tenants on items like food, lodging, retail goods, and entertainment in relation to being an airport tenant	Derive spending profiles for airport tenants using data and information from similar published studies and data on visitor spending by county from State of Washington Tourism. Apply the average spending per tenant by industry to the total number of hangar and tie down tenants from the Port of Olympia to estimate total expenditures by industry.

2.4 Economic Impact of Commercial & Industrial Real Estate Portfolio

The Port’s real estate portfolio consists of a wide range of commercial (office, retail, etc.) as well as industrial properties. BERK will estimate the economic impact as follows:

Source of Impact	Method/Data Source
Port revenues from leasing out space at Peninsula Properties and Lacey Commerce Business Center	Request the number of jobs, revenue, labor income for the Port of Olympia related to real estate operations.
On-site activity by businesses located on Port property at Peninsula Properties and Lacey Commerce Business Center	Assemble a list of businesses in related sectors with associated unique business identifier codes. Submit the list to the Washington State Employment Security Department (ESD) for custom employment totals by sector. Calculate average gross business income per worker and average wage per worker by industry using data from the DOR and BLS and multiply by the number of direct jobs from ESD.

Deliverables: Direct economic impacts by the four distinct Port business lines, with breakdowns by economic sector.

Schedule: Weeks 1 - 8

Task 3: Stakeholder Interviews

BERK proposes conducting up to 10 interviews with Port tenants and users to better understand their operations and potential impact and refine preliminary direct impact estimates. We will work with Port staff to identify interviewees, develop interview questions, and coordinate introductions through the Port as needed.

Deliverables: Interview questions and interview findings summarized in the report

Schedule: Weeks 2 - 5

Task 4: Total Economic and Fiscal Impacts Analysis

The estimated direct economic impacts from Task 2 will be entered into the input-output model to generate indirect and induced impacts. Fiscal impacts will include direct taxes paid by Port tenants, as well as additional estimated state taxes paid through upstream business-to-business transactions (indirect) and household spending among tenant workers and suppliers (induced). For direct taxes, we

will consult with the port and DOR, including a custom data request to the DOR based on company records. Indirect and induced-supported taxes will be estimated through computed ratios of effective tax rates per industry.

Economic and fiscal impacts will be estimated for 2025 (depending on data availability), for Thurston County and by city. BERK will start out with a county-level model for impacts and then allocate the impacts by city (based on each jurisdiction's share of countywide employment by industry).

BERK will provide a **comparison of economic and fiscal impact results** to the 2016 and 2021 economic impact studies and an explanation of what has changed and why. We will also **compare results to other Ports** for which comparable economic impact studies have been conducted and data is available.

Lastly, an important component of the economic impact analysis is the **evaluation of job quality**, moving beyond simple job counts to assess the value provided to the local and regional economy. Port of Olympia activities are highly concentrated in sectors that support high-wage, family-supporting employment, notably in longshore labor, specialized marine trades, and skilled aviation professions. Our team will provide an analysis of the type of occupations and their wages.

Deliverables: Total economic and fiscal impacts by the four distinct Port business lines; Comparison of results to past studies and to the impacts of other Ports from comparable studies.

Schedule: Weeks 9 - 12

Task 5: Port Users Benefits Analysis

Our team will also assess and quantify, when applicable, the benefits associated with users of the Port's facilities, for example, the use of Olympia Airport by emergency response services. We will work with Port staff to identify the different categories of users and understand the benefits associated with the use of Port facilities.

One component of this is the **cargo volume user impacts**. The Port of Olympia facilitates the movement of hundreds of thousands of tons of domestic and international cargo each year, including bulk commodity exports (e.g., logs) to East Asia. Commodity-producing regions throughout Washington benefit from access to the port for the export of these goods, which in turn support capital inflows and employment. We will assess the cargo volumes over time and estimate the number of Washington-based jobs supported directly by these (primarily export) volumes, leveraging data from the U.S. Census Bureau (USA Trade Online), output-per-worker estimates by industry, and commodity production data series published by the U.S. Department of Agriculture, as well as other state and federal sources.

Deliverables: Benefits associated with "users" of the Port's facilities

Schedule: Weeks 11 - 13

Task 6: Draft and Final Report Development (including Communication Plan)

Our team will work with Port Communications staff to develop a **communication plan** and a compelling, accessible **report** for sharing findings from this study with different audiences, including the legislature, local decision makers, and members of the public. We will blend quantitative data, narrative, and visual elements to describe the economic, fiscal, and community contributions of the Port of Olympia in clear non-technical language. Key data will be summarized through informative, well-designed graphs, charts, and other infographics. The report will also include a technical appendix detailing the methodology and

all data sources used. We will submit a draft report to the Port for review and incorporate feedback in the final report.

The BERK team will also produce a **one- to two-page summary** to illustrate the economic and fiscal impacts and distill the findings of the study into something that can be used for different applications and is easily digestible for all audiences. Lastly, our team will develop **presentation materials** and provide one final presentation of findings to the Port Commission in a public meeting.

Deliverables: Draft and final report (including technical appendix); Communication plan; One- to two-page summary of economic and fiscal impacts; One presentation of findings.

Schedule: Weeks 11 - 16

Optional Task 7: Community Impacts and Vignettes

The Port of Olympia has impacts extending beyond its traditional port functions. The Port develops and operates many public amenities and actively participates with many community organizations in programmatic economic development. The Port hosts and promotes various events that attract visitors to the area to support tourism and trade. The Port also makes strategic investments in infrastructure and public amenities, such as transforming the Port Peninsula into a “Destination Waterfront”. BERK can include a qualitative assessment of the community impacts of the Port of Bremerton to round out the story and understand the impact beyond the economic impact numbers. The interviews in Task 3 can also be used to gather information to support the community impacts assessment.

BERK can include storytelling vignettes throughout the report that go beyond the numbers to animate and personalize the Port’s story. For example, these might feature particularly dynamic or growing businesses on Port property, recent Port investments, and their benefits to the community and local economy. The topics of these vignettes would be determined in collaboration with Port staff.

Optional Task 8: Port Events Impacts

The Port of Olympia hosts and promotes a variety of events year-round, including large annual festivals like Olympia Harbor Days and the Olympic Air Show, as well as seasonal activities such as Movies at the Marina and Summer Nights at the Port. Local events create economic impact through spending by event organizers, vendors, and other participants, and attendees on things like food, lodging, and merchandise. The events also boost tourism, support local business, and enhance community identity. BERK can estimate the economic and fiscal impact of these events on the local economy.

Estimated Schedule for Completion + Commitment of Availability

Our team can complete the proposed scope of work in approximately four months. The estimated duration of each task is included under each task in the project approach section previously. We will work with Port staff to finalize a project schedule following the kick-off meeting.

Staff Availability. We confirm that the staff included in this proposal have the capacity and capabilities needed to deliver this project on time and on budget.

Cost Proposal

The table below outlines our anticipated level of effort by staff person by task. This initial estimate is based on the scope of work included in this proposal and our current understanding of the project needs. We are flexible in our approach and happy to refine this estimate after more conversation with the Port.

	BERK Consulting				HPS	Total Hours and Estimated Cost by Task
	Madalina Calen Project Manager + Lead Economist	Brian Murphy Principal in Charge	Oliver Hirn Analyst	Ruby Barnes Designer	Spencer Cohen Strategic Advisor + Economic Impact Analysis	
2025 Hourly Rate	\$195	\$260	\$150	\$105	\$300	
Task 1: Project Kick-off and Ongoing Project Management						
Project Kick-off Meeting	2	2	2		2	
Ongoing Communication + Coordination (~4 months)	10					
Subtotal	12	2	2	0	2	18 \$3,760
Task 2: Direct Impacts Analysis						
2.1 Economic Impact of Marine Terminal	10		20		6	
2.2 Economic Impact of Marina and Boatworks	10		16		4	
2.3 Economic Impact of Olympia Regional Airport	10		16		4	
2.4 Economic Impact of Commercial & Industrial Real Estate Portfolio	6		12		4	
Subtotal	36	0	64	0	18	118 \$22,020
Task 3: Stakeholder Interviews						
Prepare, Schedule, and Conduct Interviews (up to 10)	10		16		1	
Subtotal	10	0	16	0	1	27 \$4,650
Task 4: Total Economic and Fiscal Impacts Analysis						
Total Economic and Fiscal Impact Modeling (including impacts by city)	16	2	16		9	
Comparison of Results	6		10		2	
Evaluation of Job Quality	6		8			
Subtotal	28	2	34	0	11	75 \$14,380
Task 5: Port Users Benefits Analysis						
Cargo Volume User Impacts	6		8		2	
Other User Benefits	4		8		2	
Subtotal	10	0	16	0	4	30 \$5,550
Task 6: Draft and Final Report Development						
Draft + Final Report (incl. Technical Appendix)	14	2	20	8	6	
Communication Plan	4	2	4			
One-page Summary of Impacts	4	1		5		
Presentation of Findings	6	1	10		2	
Subtotal	28	6	34	13	8	89 \$15,885
Total Estimated Hours	124	10	166	13	44	357
Cost (Hours*Rate)	\$24,180	\$2,600	\$24,900	\$1,365	\$13,200	\$66,245
Subtotal Consultant Cost	\$66,245					
Estimated Project Total	\$66,245					
Optional Items						
Task 7: Community Impacts and Vignettes	\$3,800					
Task 8: Port Events Impacts	\$4,800					

References

Reference 1: City of Ferndale/Port of Bellingham Grandview Sewer Expansion Economic Analysis (2024)

- Reference: Jori Burnett, City Administrator, City of Ferndale, 360-685-2351, joriburnett@cityofferndale.org
- Staff person: Madalina Calen
- Working Relationship: Jori served as the Project Manager for the client and interfaced directly with Madalina. Madalina was the Lead Economist for the project and Ariel provided analytic support.
- Communication Style: Regular and frequent communication via email and phone were essential to the success of the project. Meetings with City/Port Staff, the public, and/or stakeholders were typically conducted in-person or via hybrid format.
- Scope of Work: Land capacity analysis; economic and market assessment; development feasibility; and stakeholder engagement and outreach. See project examples above for more detail.
- Project Budget: \$129,045

Reference 2: Chelan County Tourism Impact Study (current)

- Reference: Ron Cridlebaugh, Economic Services director, Chelan County, 509-667-6883, ron.cridlebaugh@co.chelan.wa.us
- Staff persons: Brian Murphy, Madalina Calen
- Working Relationship: Brian is serving as Project Manager, and Madalina as Lead Analyst for the economic and fiscal impacts, working in collaboration with the County project team.
- Communication Style: This project involves regular internal coordination by the BERK team as well as frequent client check-ins and status updates. The work has been delivered in a hybrid format.
- Scope of Work: Analysis of the economic, fiscal, sociocultural, environmental, and community impacts of tourism on Chelan County. See project examples above for more detail.
- Project Budget: \$214,605

Reference 3: Washington Public Ports Association Marine Cargo Forecast (2024)

- Reference: Eric Fitch, Executive Director, Washington Public Ports Association, 360-763-1179, effitch@washingtonports.org
- Staff person: Spencer Cohen
- Working Relationship: Spencer was the Lead Economist, in partnership with McKinley Research Group, EBP US, and the Kemmsies Group.
- Communication Style: This project included regular, bi-weekly meetings with WPPA staff and the consultant team.
- Scope of Work: As part of a consultant team, Spencer led forecasting, analysis of trends and modes, and an assessment of challenges and opportunities for the port. He also helped developed port profiles. See project examples above for more detail.
- Project Budget: \$300,000



APPENDIX B: ADDENDA ACKNOWLEDGEMENT

SUBMITTERS SHALL COMPLETE AND SIGN THE FORM BELOW

We acknowledge that all Addenda (1 through 1) have been examined as part of the RFP documents.

Company Name:	BERK Consulting, Inc.				
Address:	2200 Sixth Avenue Suite #1000	City/State/Zip Code:	Seattle, WA 98121		
Original Signature:	Authorized Representative / Title (Please Print): Brian Murphy, Prinicipal				
E-mail:	brian@berkconsulting.com	Phone:	206-324-8760	Fax:	N/A

APPENDIX C: BUSINESS ENTERPRISE QUESTIONNAIRE

Please complete the following information:

Is your firm a:

Women Business Enterprise (WBE)? Yes

Minority Business Enterprise (MBE)? Yes

Disadvantaged Business Enterprise (DBE)? Yes

Small Business Enterprise (SBE)? Yes

Veteran-Owned Business (VOB)? Yes

Do you have a certification number? Yes

If yes, please provide certification number and state or entity that issued the number below:

Certificate No.: _____ State or Entity Issued: WA (self-certified)



Port of Olympia Economic Impact Study

PHASE II SCOPE OF WORK | May 18, 2026

Image source: Port of Olympia Facebook, 2025

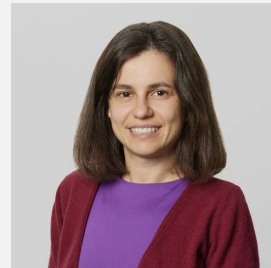
Project Team



Project Lead



Brian Murphy
Principal in Charge



Madalina Calen
Project Manager +
Lead Economist



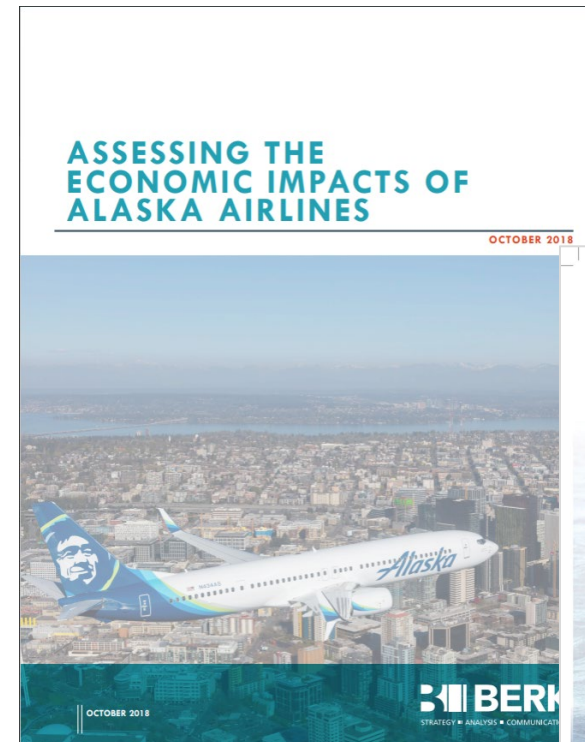
Spencer Cohen
Strategic Advisory +
Economic Impact Analysis



Oliver Hirn
Financial Analyst

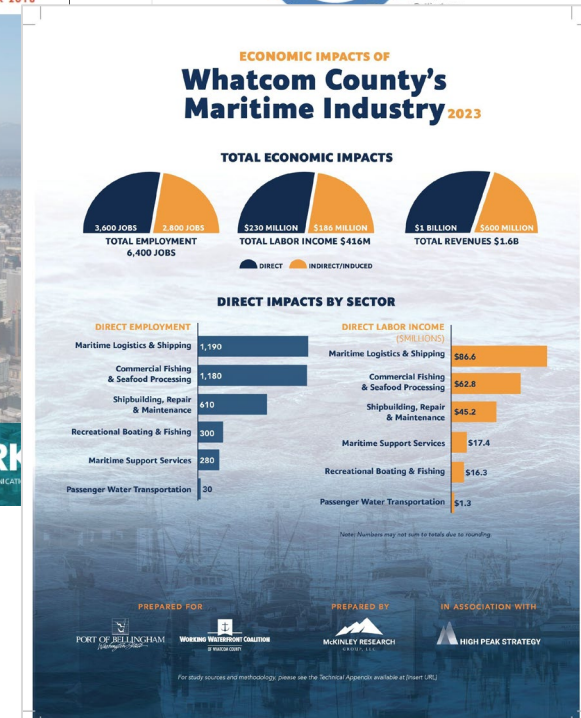
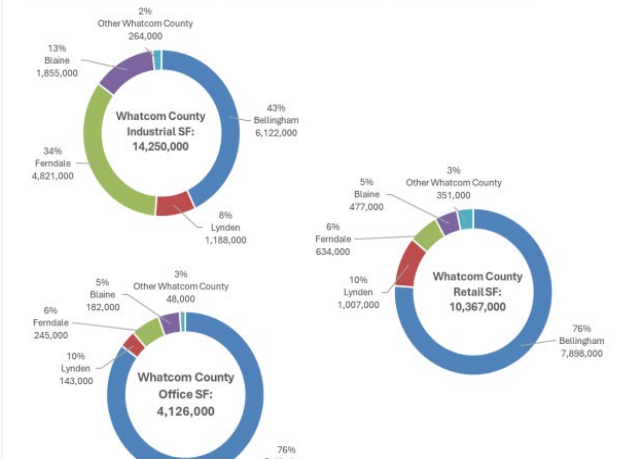
About the Consultant Team

- Significant prior experience with economic impact studies.
- Specialized knowledge of Ports, maritime industry, aviation, and industrial lands.



Port of Bellingham/City of Ferndale Grandview Sewer Expansion Economic Analysis

Exhibit 29. Whatcom County Rentable Building Area by Market and City/Area, 2024 Q4



Process Overview

- BERK and High Peak Strategy responded to an RFP for an Economic Impact Study update for the Port of Olympia.
- We began with a pre-scoping phase to align project expectations between the consultants and the Port.
- As part of this initial phase, we interviewed all Port Commissioners and integrated feedback into a revised scope of work.
- ***Today's objective: Provide a walkthrough of the revised scope of work, address questions, and receive any additional Commission feedback.***

Economic Impact Study Goals

Study Goal: Provide a baseline understanding of the economic impact of the Port's current activity.

Economic and Fiscal Benefits

Quantify economic and fiscal contributions of the Port: jobs, business revenue, labor income, and taxes generated.

Costs

Assess ongoing and anticipated costs associated with operating and maintaining port assets, including future capital investments.

Community Impacts

Evaluate the public good provided by the Port to Thurston County taxpayers.

This study will include...

- Educational information about the role and functions of the Port.
- Clear definitions, a robust methodology, and transparent analysis.

Economic and Fiscal Benefits

DIRECT IMPACTS

Marine Terminal	Marina & Boatworks	Airport	Real Estate Portfolio	Port Events
<ul style="list-style-type: none"> Port of Olympia revenue from terminal operations Activities associated with the flow of cargo through the Port <ul style="list-style-type: none"> Surface transportation Cargo marine transportation Vessel operations Cargo handling 	<ul style="list-style-type: none"> Port of Olympia revenue from moorage fees, fuel sales and other sources On-site activity of tenants and mobile contractors Off-site spending by permanent and transient boaters 	<ul style="list-style-type: none"> Port of Olympia revenue from hangar & tie down space rentals and other sources On-site activity of airport businesses (including at the New Market Industrial Campus and Cleanwater Center) Off-site spending by hangar & tie down tenants 	<ul style="list-style-type: none"> Port of Olympia revenue from leasing space Activity of commercial and industrial Port tenants located on Port-owned property (Peninsula properties and non-aeronautical real estate in Tumwater) 	<ul style="list-style-type: none"> Spending by event organizers, local vendors, and visitors from outside the region at Port sponsored and hosted events

INDIRECT IMPACTS	Wages	Purchases of goods and services	Business tax impacts
			

INDUCED IMPACTS	Wages	Household purchases	Household tax impacts
			

TOTAL ECONOMIC AND FISCAL IMPACT	Sum of DIRECT, INDIRECT, and INDUCED IMPACTS

Economic and Fiscal Benefits

Marine Terminal Additional Analysis

- Analysis of marine cargo activity over time
- Assessment of the impact of tariff on cargo activity
- Analysis of cargo volume user impacts

Economic Impact Study Data Sources

- Port of Olympia data
- Publicly available data
 - Washington State Employment Security Department
 - Washington State Department of Revenues
 - U.S. Census Bureau (USA Trade Online)
- Interviews with Port tenants
- Washington State Input-Output model

Ongoing and Anticipated Costs Analysis

Assess the economic and fiscal costs associated with Port operations and long-term viability.

- **Operational costs.** Ongoing costs required to operate port assets across all lines of business.
- **Capital improvement and infrastructure costs.** Anticipated investments necessary to maintain competitive and functional facilities.
- **Climate change and sea level rise mitigation.** Anticipated costs the port has identified for protecting assets from climate-related risks.
- **Cost to taxpayers.** Costs of public support provided to the Port by Thurston County taxpayers.

Community Impacts

Provide a qualitative assessment of the Port's community impacts.

- **Community benefits.** Mapping Port investments directly to local economic and social prosperity.
- **Storytelling vignettes.** Personalized accounts that illustrate the Port's benefits beyond statistical tables.
- **Dynamic business spotlights.** Showcasing growing businesses operating on Port property.



Image source: Experience Olympia.

Deliverables

Draft and Final Report

Compelling, accessible narrative blending quantitative data and visual elements.

One-page Summary & Communication Plan

A high-impact, standalone overview of key insights paired with support to roll-out findings.

Port Commission Presentations

Formal briefings and updates presented directly to the Commission at key milestones.

Proposed Project Timeline

		2026							
		Start	on	Jun	Jul	Aug	Sep	Oct	Nov
Task 1: Project Kick-off + Ongoing Project Management									
Kick-off + Ongoing Communication (~6 months)		1	6						
Task 2: Direct Impacts Analysis									
Economic Impact of Marine Terminal		1	4						
Economic Impact of Marina and Boatworks		1	4						
Economic Impact of Olympia Regional Airport		1	4						
Economic Impact of Commercial & Industrial Real Estate Portfolio		1	4						
Economic Impact of Port Events		2	3						
Stakeholder Interviews (up to 10)		2	3						
Task 3: Total Economic and Fiscal Impacts Analysis									
Total Economic & Fiscal Impact Modeling		4	2						
Comparison of Results		5	1						
Evaluation of Job Quality		5	1						
Task 4: Ongoing and Anticipated Costs Analysis									
Costs Analysis		3	2						
Task 5: Community Impacts and Vignettes									
Community Impacts		4	3						
Task 6: Draft and Final Report Development									
Draft + Final Report		4	3						
Communication Plan		5	2						
One-page Summary of Impacts		5	2						
Presentation of Findings (1 virtual + 1 in-person)		7	1						

Questions & Discussion

Budget

	BERK Consulting				HPS	
	Madalina Calen Project Manager + Lead Economist	Brian Murphy Principal in Charge	Oliver Hirn Analyst	Ruby Barnes Designer	Spencer Cohen Strategic Advisor + Economic Impact Analysis Support	Total Hours and Estimated Cost by Task
2026 Hourly Rate	\$200	\$275	\$155	\$110	\$300	
Task 1: Project Kick-off and Ongoing Project Management						
Project Kick-off Meeting	2	2	2		2	
Ongoing Communication + Coordination (~6 months)	12				2	
Subtotal	14	2	2	0	4	22 \$4,860
Task 2: Direct Impacts Analysis						
Economic Impact of Marine Terminal	16		30		8	
Economic Impact of Marina and Boatworks	10		16		4	
Economic Impact of Olympia Regional Airport	10		16		4	
Economic Impact of Commercial & Industrial Real Estate Portfolio	6		12		4	
Economic Impact of Port Events	6		24			
Stakeholder Interviews (up to 10)	6		10		1	
Subtotal	54	0	108	0	21	183 \$33,840
Task 3: Total Economic and Fiscal Impacts Analysis						
Total Economic and Fiscal Impact Modeling (including impacts by city)	16	2	16		8	
Comparison of Results	4		10		2	
Evaluation of Job Quality	6		8			
Subtotal	26	2	34	0	10	72 \$14,020
Task 4: Ongoing and Anticipated Costs Analysis						
Costs Analysis	8		24		4	
Subtotal	8	0	24	0	4	36 \$6,520
Task 5: Community Impacts and Vignettes						
Community Impacts	8		24		2	
Subtotal	8	0	24	0	2	34 \$5,920
Task 6: Draft and Final Report Development						
Draft + Final Report	14	2	26	9	8	
Communication Plan	4	2	4			
One-page Summary of Impacts	4	1		6		
Presentation of Findings (1 virtual + 1 in-person)	8	2	10	2	6	
Subtotal	30	7	40	17	14	108 \$20,195
Total Estimated Hours	140	11	232	17	55	455
Cost (Hours*Rate)	\$28,000	\$3,025	\$35,960	\$1,870	\$16,500	\$85,355
Subtotal Consultant Cost						\$85,355
Estimated Project Total						\$85,355

COVER MEMO

Briefing Date/Time: June 8, 2026

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

Subject: 2026 Action Plan

Purpose: Information Only Decision Needed

Type of Agenda Item:

Advisory

Background:

In 2019, the Port Commission unanimously passed Resolution 2019-08, which adopted the Vision 2050 Action Plan as the Port’s “organizational focus for the future.” Vision 2050 identifies ten overarching policy goals:

1	Preserve and enhance Thurston County’s working waterfront and connection to global trade by diversifying Marine Terminal operations, improving communication and securing community support.
2	Make investments and improvements that ensure Swantown Marina and Boatworks remains a premier and priority destination for visitors and tenants alike.
3	Turn the Port Peninsula into a premier destination by adding attractions, increasing accessibility and maintaining a clean and safe environment.
4	Leverage the Port’s unique statutory authority to catalyze economic opportunities in partnership with local jurisdictions and economic development organizations.
5	Explore the potential for the Port to serve as a cruise ship destination and regional commuter node.
6	Maximize the economic and community value of the Olympia Regional Airport in accordance with FAA Master Plan regulations.
7	Emphasize sustainability in all planning and actions and provide regular updates to the community.
8	Improve the Port’s ability to make decisions, resolve issues, achieve its objectives and mission and implement Vision 2050 recommendations to become an innovative economic development leader.

9	Develop a long-term finance strategy that supports the Port’s mission and responsibility to generate sustainable economic and community development.
10	Build community partnerships and expand communication and public participation strategies.

Vision 2050 contemplates annual and five-year action plans to implement these policy goals. Staff have developed a draft five-year action plan but wanted to first receive Commission feedback and approval for the 2026 Action Plan. As staff and the Commission develop the budget and capital investment plan for 2027 and beyond, staff will work with the Commission to develop a five-year action plan.

The Commission reviewed and provided input on the 2026 Action Plan at a retreat held March 24, 2026. The draft that accompanies this Cover Memo reflects the Commission’s changes and priorities from both the March 24th retreat, and an earlier February Commission retreat.

The 2026 Action Plan identifies the actions Port staff plan to take pursuant to Vision 2050’s ten policy goals.

Summary and Financial Impact:

The items in the 2026 Action Plan are funded by the 2026 Annual Budget and 2026 Capital Investment Plan, approved by the Port Commission on November 24, 2026.

Alignment with Vision 2050:

The 2026 Action Plan is the plan for implementing Vision 2050 for calendar year 2026.

Environmental Considerations and Review:

Individual capital projects detailed in the 2026 Action Plan will undergo environmental review as part of their permitting processes.

Staff Recommendation:

Staff recommends the Commission adopt the 2026 Action Plan at their next regular Commission Meeting.

Document(s) Attached:

- 2026 Action Plan



PORT of OLYMPIA



2026 Action Plan

POST-COMMISSION RETREAT DRAFT

Port of Olympia 2026 Action Plan

This action plan identifies major projects and efforts that align with the Port of Olympia’s Vision 2050 plan over the next year. Every day, our organization does the work necessary to operate a Marina, Airport, Boatyard, Marine Terminal, and Real Estate operation. The actions identified in this action plan are the initiatives that go above and beyond that day-to-day work.



Port of Olympia 2026 Action Plan

Vision 2050 Goals

1	Preserve and enhance Thurston County’s working waterfront and connection to global trade by diversifying Marine Terminal operations, improving communication and securing community support.
2	Make investments and improvements that ensure Swantown Marina and Boatworks remains a premier and priority destination for visitors and tenants alike.
3	Turn the Port Peninsula into a premier destination by adding attractions, increasing accessibility and maintaining a clean and safe environment.
4	Leverage the Port’s unique statutory authority to catalyze economic opportunities in partnership with local jurisdictions and economic development organizations.
5	Explore the potential for the Port to serve as a cruise ship destination and regional commuter node.
6	Maximize the economic and community value of the Olympia Regional Airport in accordance with FAA Master Plan regulations.
7	Emphasize sustainability in all planning and actions and provide regular updates to the community.
8	Improve the Port’s ability to make decisions, resolve issues, achieve its objectives and mission and implement Vision 2050 recommendations to become an innovative economic development leader.
9	Develop a long-term finance strategy that supports the Port’s mission and responsibility to generate sustainable economic and community development.
10	Build community partnerships and expand communication and public participation strategies.

Port of Olympia 2026 Action Plan

MARINE TERMINAL



Goal 1: Preserve and enhance Thurston County's working waterfront and connection to global trade by diversifying marine terminal operations, improving communication and securing community support.

2026:

1. **Warehouse B:** Add a second warehouse to support cargo storage.
2. **Warehouse Mural:** Partner with Olympia Artspace Alliance to add murals showcasing Salish tribal history and Olympia's working waterfront.
3. **Port Peninsula Master Plan:** Identify future Marine Terminal land use options.
4. **Maritime Industrial Development:** Participate in WPPA efforts to increase opportunities for shipbuilding and/or other maritime manufacturing enterprises.
5. **City of Olympia Permitting:** Work with the City of Olympia to improve process and clarity concerning shoreline and marine terminal permitting process so that we can be nimble and respond quickly to potential opportunities.

Port of Olympia 2026 Action Plan

SWANTOWN MARINA & BOATWORKS



Goal 2: Make investments and improvements that ensure Swantown Marina and Boatworks remain a premier and priority destination for visitors and tenants alike.

2026:

6. **Boatyard Expansion:** Expand the paved perimeter of the boatyard to provide additional revenue-generating capacity with a focus on the ability to manage an increased role in derelict vessel demolition.
7. **Boatyard Stormwater:** Install an enhanced stormwater filtration system to ensure current and future environmental compliance.
8. **Waterfront Hotel Project:** Secure a qualified development partner for Site D consistent with existing planning documents.
9. **Waterfront Hotel Project:** Negotiate lease terms with developer for construction and maintenance of a hotel and adjacent facilities that support the recreational boating community, water-related recreation, tourism, and a new marina office.
10. **Human Powered Watercraft:** Inclusion and prioritization of human powered watercraft accessibility and growth within the Swantown district operations and real estate planning.
11. **Olympia Community Sailing:** Work with Olympia Community Sailing to establish a site for their operations in the Swantown District.

Port of Olympia 2026 Action Plan

DESTINATION WATERFRONT



Goal 3: Turn the Port Peninsula into a premier destination by adding attractions, increasing accessibility and maintaining a clean and safe environment.

2026:

12. **Waterfront Hotel Project:** Referenced in Goal #2
13. **Peninsula Master Plan:** Identify future development opportunities on the Port Peninsula including developing public spaces with specificity towards public amenities such as gathering spaces, outdoor music amphitheater, or public plaza at Northpoint while using private sector development in the district as a primary funding source.

Port of Olympia 2026 Action Plan

COUNTYWIDE ECONOMIC DEVELOPMENT FRAMEWORK



Goal 4: Leverage the Port’s unique statutory authority to catalyze economic opportunities in partnership with local jurisdictions and economic development organizations.

2026:

14. **Strategy for Supporting Industrial/Commercial Development in Yelm and Lacey:** Work with the EDC to explore how the Port can support industrial and commercial development in Yelm, Lacey, and south Thurston County. Examples could be freight mobility studies, business incubation needs, or industrial development opportunity analysis.
15. **Economic Benefit Study:** Complete an Economic Benefit Study
16. **Panattoni Development Agreement:** Pursue a development agreement for the Panattoni development project in Tumwater to provide a greater sense of clarity and predictability to the effort, and to clearly identify community benefits for Tumwater residents.
17. **Eastbay Solicitation:** Develop Commission project principles for gauging market interest and identifying potential development partners for the remaining East Bay properties.
18. **Small Cities Program:** Create a long-term funding source for the Small City Fund Program and improve its ability to serve partner cities.
19. **Low-Use Property Evaluation:** Evaluate use-limited properties (like runway approach zones in Tumwater) for temporary uses that generate community benefits.

Port of Olympia 2026 Action Plan

NON-TRADE MARITIME FUNCTIONS



Goal 5: Explore the potential for the Port to serve as a cruise ship destination and regional commuter node

2026

20. **Ferry Service:** Continue to track State-led ferry service studies and evaluate the feasibility of the Port's potential role as the southernmost passenger terminal in South Puget Sound.
21. **Ferry Demand Study:** Evaluate the feasibility of establishing a "Mosquito Fleet" water-taxi system that provides limited-scale transportation service for commuters south of Tacoma through a demand study to assess community interest.
22. **Cruise Ships:** Initiate conversations with private cruise line operators to determine interest and viability of hosting a cruise line stop in Olympia.

Port of Olympia 2026 Action Plan AIRPORT



Goal 6: Maximize the economic and community value of the Olympia Regional Airport in accordance with airport master plan and FAA regulations.

2026:

- 23. RW 17/35 Pavement Rehabilitation:** Overlay asphalt on the southernmost portion of runway pavement.
- 24. Apron & Taxiway Rehabilitation:** Crack seal and overlay airport parking apron and adjacent taxiways.
- 25. Unleaded Avgas Implementation Plan:** Determine the means and methods to establish unleaded avgas as an on-airport fuel source
- 26. Airport Office Move:** Relocate airport office staff to a shared facility, repurposing the existing office to a revenue-generating leased asset.
- 27. New Market Vocational Skills Center:** Partner with New Market Vocational Skill Center: Execute a lease with NMVC to have them locate in the former Terminal Building and offer an aviation workforce training program for it's students.

Port of Olympia 2026 Action Plan

ENVIRONMENT & SUSTAINABILITY



Goal 7: Emphasize sustainability in all planning and actions and provide regular updates to the community

28. **Budd Inlet Sediment Cleanup:** Finish sampling in Subarea C
29. **Budd Inlet Sediment Cleanup:** Develop a strategy for recovering cleanup costs from liable parties
30. **Bush Prairie Habitat Conservation Plan:** Submit HCP draft to USFWS and begin National Environmental Policy Act (NEPA) process
31. **Bush Prairie Habitat Conservation Plan:** Develop public outreach and communication strategy
32. **Bush Prairie Habitat Conservation Plan:** Identify mitigation opportunities
33. **Cascade Pole Site:** Examine alternatives to the pump and treat system to reduce annual costs
34. **Climate Change and Sustainability:** Complete greenhouse gas emissions inventory for 2025
35. **Climate Change and Sustainability:** Finalize Climate Change Policy & Sustainability Plan
36. **Climate Change and Sustainability:** Incorporate greenhouse gas emissions data into cover memos or commission presentations when relevant to the discussion or decision requested.
37. **Environmental Compliance:** Revise SEPA Policy to align with state laws and regulations
38. **Environmental Stewardship:** Create a tenant/lessee environmental incentive program
39. **Environmental Stewardship:** Continue to participate, highlight, and advance the Port's participation in the Deschutes Estuary Partnership.

Port of Olympia 2026 Action Plan

ADMINISTRATION



Goal 8: Improve the Port’s ability to make decisions, resolve issues, achieve its objectives and mission and implement Vision 2050 recommendations to become an innovative economic development leader

2026:

40. **Software Upgrade:** Upgrade accounting software to MS Dynamics Business Central to add functionality and integrate existing systems across the Port
41. **Port Office Consolidation:** Begin the move to new Port headquarters by moving staff on the third floor of 606 Columbia Street NW to the second floor. Conduct records cleanup and management as part of the move.
42. **Update Governance Documents:** Update the Delegation of Authority
43. **Update Planning Documents:** Update planning documents like the Comprehensive Scheme of Harbor Improvements and align them with Vision 2050 and Destination Waterfront.
44. **GIS/Mapping Capacity:** Build internal GIS/Mapping capacity
45. **5 Year Action Planning:** Initiate work on the next 5-year component of action planning consistent with V2050.

Port of Olympia 2026 Action Plan FINANCE & FUNDING



Goal 9: Develop a long-term finance strategy that supports the Port’s mission and responsibility to generate sustainable economic and community development.

2026:

46. **Long-Term Funding Strategy:** Develop a funding strategy for long-term needs of the Port
47. **Complete Software Upgrade:** Migration to upgraded accounting platform- MS Dynamics Business Central to allow for systems integration and more accurate and timely reporting
48. **Optimize Finance Team Capacity:** Increase finance staffing ability and capacity so that Commission requests for financial data are timelier and more simplified in their presentation.
49. **Optimize Finance Team Capacity** Use additional personnel to take on financial priorities, including action items from the last state audit
50. **Evaluate Changes to Budget Format:** Institute a “Community and Economic Development” departmental budget to consolidate and report expenses and activities associated with these efforts.
51. **Evaluate Changes to Budget Format:** Evaluate how revenues and expenses associated with Port-owned properties are accounted for in the budget and identify options
52. **Evaluate Changes to Budget Format:** Improve process of how/when Commission are asked about their goals, objectives, or concerns for the forthcoming so that they can be incorporated into budget.

Port of Olympia 2026 Action Plan

COMMUNICATIONS & ENGAGEMENT



Goal 10: Build community partnerships and expand communication and public participation strategies.

2026:

53. **Hold Commission Meetings Throughout Thurston County:** Hold meetings throughout Thurston County to enhance relationships and increase access.
54. **Develop a Communications Strategy:** Develop a communications strategy tailored to our unique communications environment.
55. **Communications Support:** Develop a process for Commissioners and staff to receive timely Communications support for Communications needs.
56. **Vision 2050 Reporting:** Develop a template and execute Vision 2050 Annual Report that is the standard for annual reporting.
57. **Intranet Launch/Website Update:** Create and deploy intranet for Commissioners and Port staff, continue update of Port website.
58. **Support 2026 Events:** Shoestring Circus, South Sound Block Party, FIFA Fan Zone, Concerts, Movies, Airshow, Harbor Days.
59. **Non-Profit Policy:** Develop a policy that recognizes organizations that provide community and public benefits by allowing them to use Port facilities at discounted rates.