



## Commission Meeting Minutes Monday, December 12, 2022

Commission President Bob Iyall called the Commission Meeting of December 12, 2022 to order at 5:31 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

### **Present**

Commissioners: Bob Iyall, President; Amy Evans Harding, Vice President; and Joe Downing, Secretary.

Staff: Sam Gibboney, Executive Director; Rick Hughes, Port General Counsel; Lisa Parks, Executive Services Director; Rudy Rudolph, Operations Director; Ben McDonald, Human Resources and Administrative Director; Allyn Roe, Business Development and Real Estate Director; Warren Hendrickson, Airport Senior Manager; Danny Kim, GL Accountant; Hannah Ellis, Accounting Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Twenty participants.

Commissioner Iyall reported that an executive session to review the performance of a public employee (RCW 42.30.110.(1)(g)) was held prior to the Commission Meeting. The session started at 4:00 pm and concluded at 5:05 pm. No action was taken or decisions made.

### **Approval of Agenda**

Motion: Commissioner Evans Harding moved to amend the agenda by moving Item 1., the Resolution 2022-XX Apprenticeship Utilization from the Pending Issues or Business portion of the agenda to the Action Calendar. Commissioner Downing seconded the motion. The motion passed 3-0.

Motion: Commissioner Evans Harding moved to amend the agenda by moving Item 2., Northwest Asphalt Contract Amendment from the Pending Issues or Business portion of the agenda to the Action/Other Calendar. Commissioner Downing seconded the motion. The motion passed 3-0.

Motion: Commissioner Evans Harding moved to approve the agenda as amended. Commissioner Downing seconded the motion. Motion passed 3-0.

### **Executive Director Report**

Executive Director Sam Gibboney reported on recent Port events and activities.

### **Public Comment**

Seventeen individuals provided comments.

Motion: Commissioner Evans Harding moved to extend public comment period to include seven more individuals on the in-person Sign-In sheet and virtually over Zoom with the limit to be 6:30 pm. Commissioner Downing seconded the motion. Motion passed 3-0.

## Consent Calendar

*Motion:* Commissioner Downing moved to approve the Consent Calendar as presented. Commissioner Evans Harding seconded the motion. Motion passed 3-0.

## Pending Issues or Business

Executive Director Sam Gibboney reported on pending issues, the 1) the CACC Letter; 2) the Marine Center: Thomas Architecture Contract Amendment No. 3; 3) the Marine Center: MIG Architecture Contract; and 4) the FAA Land Release.

## Action Calendar

1. **Large Airport Lease.** Allyn Roe provided background on this project. Representatives from Swire Coca-Cola, Jenifer Freeman, Mike Rainer, (Director of Sustainability) and Christopher Friend presented information and answered questions from the Commission. John Doan, Tumwater City Administrator and Tim Schermetzler, attorney at Chmelik Sitkin & Davis also gave supporting testimony relative to this lease agreement.

*Motion:* Commissioner Evans Harding moved to approve the ground lease as presented between the Port of Olympia and Swire Land, Inc. for a 95-acre area in the vicinity of the Olympia Regional Airport and authorize the Executive Director to execute such. Commissioner Downing seconded the motion. Motion passed 3-0.

Commissioner Iyall called for a 5-minute recess at 7:32 pm. Meeting reconvened at 7:37 pm.

2. **Mojo Strategies Contract Amendment.** Lisa Parks provided background on this contract and asked for the contract to be extended through June 30, 2023.

*Motion:* Commissioner Evans Harding moved to authorize the Executive Director to sign a contract amendment with Mojo Strategies to continue providing interim communication support, extending the term of the agreement through December 31, 2023 and adding \$81,000 for a total not to exceed an amount of \$131,000. Commissioner Downing seconded the motion. Motion passed 3-0.

3. **The Becket Group Contract Amendment.** Lisa Parks presented information on this contract and requested that the contract be extended through December 31, 2023.

*Motion:* Commissioner Evans Harding moved to authorize the Executive Director to sign an agreement amendment with The Beckett Group to continue providing State Legislative Lobbying support, extending the term of the agreement through December 31, 2023 and adding \$50,000 for a total not to exceed amount of \$90,000. Commissioner Downing seconded the motion. Motion passed 3-0.

4. **Resolution 2022-13 Revision of Policy No. 207 – Employment Salary Review and Pay for Performance.** Ben McDonald provided background on the Port of Olympia's Policy 207 – Pay for Performance and the reasoning for a temporary move away from the traditional process of providing merit increases based on annual performance reviews.

*Motion:* Commissioner Downing moved to approved Resolution 2022-13 authorizing the suspension of Port Policy 207 – Salary Review and Pay for Performance merit pool allocation for FY 2023 and instituting a Retention Incentive for FY 2023. Commissioner Evans Harding seconded the motion. Motion passed 3-0.

Motion: Commissioner Downing moved to implement for all Port staff a Cost-of-Living Adjustment (COLA) of 4% as provided in the 2023 Operating Budget. Commissioner Evans Harding seconded the motion. Motion passed 3-0.

5. **Resolution 2022-14 to Adopt Re-Districting Plan.** Sam Gibboney presented to the Commission for its consideration Resolution 2022-14 to Adopt a Five Commissioner District Map establishing five newly drawn districts.

Motion: Commissioner Downing moved to approve Resolution 2022-14 adopting a Five Commissioner District map establishing five newly drawn commission districts. Commissioner Iyall seconded the motion. Motion passed 2-1.

### **Action/Other Calendar**

1. **Resolution 2022-15 POCAC Resolution Revision.** Dan Penrose from SCJ Alliance, provided background and reasoning behind increasing the number of POCAC members from 13 to 17.

Motion: Commission Evans Harding moved to approve Resolution 2022-15, as presented, increasing the maximum number of Citizen Advisory Council Members to 17. Commissioner Downing seconded the motion. Motion passed 3-0.

2. **POCAC Recommendation on Slate of Candidates to Serve as New POCAC Members.** Dan Penrose with SCJ Alliance gave background information on the process to recruit and interview new members of the POCAC. Candidates interviewed for the open positions included: Don Krug, Harry Branch, Quentin Phillips, Shannon Glenn, Sue Patnude, Anthony Hemstad, Bob Butts, Bob Wubbena, Darlene Kemery and James Thornton.

Motion: Commission Downing moved to appoint the 10 candidates, as presented, to serve on the Port of Olympia Citizens' Advisory Committee, and to determine staggered terms for these 10 members during the first calendar quarter of 2023. Commissioner Evans Harding seconded the motion. Motion passed 3-0.

3. **Resolution 2022-14 Apprenticeship Utilization – Policy Revision.** Sam Gibboney provided background on this public works requirement and the suggested revision.

Motion: Commissioner Evans Harding moved to approve Resolution 2022-16 creating an apprenticeship utilization requirement for public works projects with a cost estimate of more than \$1,000,000 (one million dollars). Commissioner Downing seconded the motion. Passed unanimously.

4. **Northwest Asphalt Contract Amendment.** Rudy Rudolph provided information on the amended contract with Northwest Asphalt to provide paving services to the Port of Olympia.

Motion: Commissioner Evans Harding moved to authorize the Executive Director to execute a contract amendment for Contract No. 2020-1008 with Northwest Asphalt, Inc., for an additional \$30,000 and a new total amount not to exceed \$330,000, with an expiration date of January 31, 2023. Commissioner Downing seconded the motion. Motion passed unanimously.

**Public Comment on Action/Other Calendar**

One individual provided comments on Action/Other items.

**Advisory Calendar**

None.

**Public Comment on Advisory Calendar**

No comments were received on the Advisory Calendar.

**Commission Reports/Discussion**

Commissioners provided updates to their recent community activities.

**Other Business**

The Commissioners commented briefly on other business and their activities.

**Meeting Announcements**

Executive Director Gibboney provided information on upcoming Commission meetings:

**Adjournment**

The meeting adjourned at 8:37 p.m.

PORT OF OLYMPIA COMMISSION

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President, Bob Iyall

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Vice President, Amy Evans Harding

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Secretary, Joe Downing