



## **Commission Meeting Minutes Monday, September 11, 2023**

Commission President Amy Harding called the Commission Meeting of September 11, 2023, to order at 5:30 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

### **Present**

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

Staff: Rudy Rudolph, Interim Executive Director; Rick Hughes, Port General Counsel; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; James Sommer, Capital Assets Program Senior Manager; Clarita Mattox, Real Estate Senior Manager; Hannah Ellis, Payroll and Disbursements Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Three attendees attended virtually over Zoom.

### **Approval of Agenda**

Commissioner Iyall moved to approve the agenda as presented; Commissioner Downing seconded the motion; Commissioner Harding moved to amend the agenda to add after Meeting Announcements, Item N., Executive Session, pursuant to RCW 42.30.110 to discuss with legal counsel representing the agency potential litigation to which the agency is likely to become a party. Commissioner Downing seconded. Motion passed unanimously.

Commissioner Iyall moved to approve the agenda as amended; Commissioner Downing seconded the motion. Motion passed unanimously.

### **Executive Director Report**

Interim Executive Director Rudy Rudolph reported on recent Port events and activities.

### **Public Comment**

Three individuals provided public comment.

### **Consent Calendar**

Commissioner Iyall moved to approve the Consent Calendar as amended. Commissioner Downing seconded. Motion passed unanimously.

### **Pending Issues**

An update to the Capitol Little League situation was shared.

## **Action Calendar**

Commission Compensation. Ben McDonald, Director of Human Resources and Administration, provided background and an overview regarding considering approving a salary increase to future and/or re-elected commissioners. Commission compensation is guided by RCW 53.12.260.

*Motion: Commissioner Downing moved to approve Resolution 2023-06 which authorizes an increase in the amount of \$400/month to the Port of Olympia Commission salaries to take effect on January 1, 2024, which will apply to newly elected commissioners and existing commissioners only after they are re-elected. Commissioner Iyall seconded the motion. Motion passed 2 to 1.*

Capitol Lake – Deschutes Estuary (CL-DE) Resolution 2023-04 and Future Interlocal Agreement (ILA) Language and Letter. Jim Maul, Gemini Environmental Solutions, presented a draft resolution and supporting documentation for commission consideration.

*Motion: Commissioner Harding moved to approve the Capitol Lake – Deschutes Estuary (CL-DE) Resolution 2023-04 and Future Interlocal Agreement (ILA) Language and Resolution 2023-05 as well as the accompanying Letter as presented. Commissioner Iyall seconded the motion. Motion passed unanimously.*

## **Public Comment**

Commissioner Harding asked for public comment on the above agenda item; five individuals provided public comment.

## **Action/Other Calendar**

Bid Authorization – Asphalt Paving Open Order Contract. James Sommer, Capital Assets Program Manager, provided background information regarding the request to authorize the port to solicit for a new asphalt paving open order contract.

*Motion: Commissioner Downing moved to authorize the Executive Director to solicit proposals for a new 3-year asphalt paving open order contract with a not to exceed amount of \$1,000,000 as presented. Commissioner Iyall seconded the motion. Motion passed unanimously.*

Contract Award – CBC Building 2 Roof Replacement. James Sommer, Capital Assets Program Manager, shared lowest bid information received for this project.

*Motion: Commissioner Iyall moved to award the CBC Building 2 Roof Replacement bid to the lowest responsive, responsible bidder, Chehalis Sheet Metal, in the amount of \$326,310.00 and authorize the Executive Director to execute a contract with the low bidder pursuant to the bid award. Commissioner Downing seconded the motion. Motion passed unanimously.*

## **Public Comment on Action/Other Items:**

No comments were provided.

## **Advisory Calendar**

None.

## Public Comment on Advisory Items

None.

## Commissioner Reports/Discussion

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

*Motion:* Commissioner Downing moved to increase Rudy Rudolph's pay by an additional 5% for the duration of the term (in addition to the 10%) effective September 1, 2023. Commissioner Iyall seconded the motion. Motion passed unanimously.

## Other Business

None.

## Meeting Announcements

Interim Executive Director Rudy Rudolph provided information on upcoming Commission meetings.

The Commission Meeting adjourned into Executive Session at 6:46 pm to discuss potential litigation.

Executive Session adjourned at 7:01 pm.

Commission Meeting reconvened at 7:03 pm.

## Adjournment

The meeting adjourned at 7:03 p.m.

PORT OF OLYMPIA COMMISSION

Comm. Harding

Comm. Harding (Jan 2, 2024 08:25 PST)

President, Amy Harding

Comm. Downing

Comm. Downing (Dec 26, 2023 21:58 PST)

Vice President, Joe Downing

Comm. Iyall

Comm. Iyall (Jan 2, 2024 07:06 PST)

Secretary, Charles "Bob" Iyall