



## Commission Work Session Minutes Monday, Dec. 11, 2023

Commission President Amy Harding called the Commission meeting of Dec. 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; Bob Iyall, Secretary; Maggie Sanders and Sarah Tonge.

Staff: Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Rick Hughes, General Counsel; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Danny Kim, Senior Financial Analyst and Budget Officer; TJ Quandt, Harbor Senior Manager; Clarita Mattox, Real Estate Senior Manager; Taber Lee, Communications and Marketing Senior Manager; Conley Booth, Marine Terminal Operations Manager; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Others: Jasmine Vasavada, Commissioner-Elect; and Cliff Moore, Prothman.

### **Approval of Agenda**

Commissioner Downing moved to approve the agenda as presented; Commissioner Iyall seconded the motion.

Commissioner Harding moved to amend the agenda, adding Public Comment, after #4 on the Action Calendar. Commissioner Sanders seconded the motion; motion passed unanimously.

Commissioner Harding moved to amend the agenda this evening, allowing a member of the public to make comments on two different Action items if they wish, and that they be given two opportunities to do so, with each comment period lasting three minutes each. Commissioner Tonge seconded the motion. Motion passed unanimously.

### **Executive Director Report**

Camille St. Onge, Director of Strategic Initiatives and Commission Affairs, reported on recent Port events and activities.

### **Public Comment**

Five individuals provided public comment.

### **Consent Calendar**

Commissioner Iyall moved to approve the Consent Agenda as presented; Commissioner Downing seconded the motion; motion passed unanimously.

## Pending Issues or Business

None.

## Action Calendar

1. PUBLIC HEARING: Resolution 2023-12 Surplus Property – 2641 Willamette Dr. NE, 2633 Willamette Dr. NE, and 2625 Willamette Dr. NE respectively, all in Lacey Washington, and all improvements located on the parcels, including three buildings. Pursuant to RCWs 53.08.090, 53.20.010, and 53.02.020, the Port of Olympia Commission will hold a public hearing to consider a change to the Port Comprehensive Scheme of Harbor Improvements (CSHI) to declare the property at 2641 Willamette Dr. NE, 2633 Willamette Dr. NE, and 2625 Willamette Dr. NE respectively, all in Lacey Washington, and all improvements located on the parcels, including three buildings, (Tax Parcel numbers 4204-00-00100, 4204-00-00200, and 4204-00-00300), as no longer needed for district purposes and to be subsequently sold to 1892 Holdings, LLC.
  - a. Open Public Hearing. Six individuals provided public comments.
  - b. Presentation regarding Resolution 2023-12 Surplus Property – Commerce Business Center (CBC). Clarita Mattox, Real Estate Senior Manager, presented information to surplus property in order to conduct a sales transaction.
  - c. Public Testimony. Six individuals provided comments.
  - d. The Public Hearing was closed.
2. Resolution 2023-12 Surplus Property - 2641 Willamette Dr. NE, 2633 Willamette Dr. NE, and 2625 Willamette Dr. NE. Clarita Mattox, Real Estate Senior Manager, presented background information to surplus property in order to conduct a sales transaction.

*Motion: Commissioner Downing moved to adopt Resolution 2023-12 declaring Thurston County Tax Parcels #4204-00-00100, 4204-00-00200, and 4204-00-00300 – described as Commerce Business Center at 2641, 2633, and 2625 Willamette Drive NE, Lacey, WA – surplus to Port district needs, amending the Comprehensive Scheme of Harbor Improvements to delete the property, and allowing negotiated transfer. Commissioner Iyall seconded the motion. Motion passed unanimously.*

3. Commerce Business Center (CBC) Purchase and Sale Agreement. Clarita Mattox, Real Estate Senior Manager, provided background information on the purchase and sale agreement of the Commerce Building Center.

*Motion: Commissioner Iyall moved to authorize the Interim Executive Director to execute the Purchase and Sale Agreement of Thurston County Tax Parcels #4204-00-00100, 4204-00-00200, and 4204-00-00300 - described as Commerce Business Center at 2641, 2633, and 2625 Willamette Drive NE, Lacey, WA - to 1892 Holdings, LLC as presented. Commissioner Tonge seconded the motion. Motion passed unanimously.*

4. Panattoni New Market Industrial Campus (NMIC) Standard Lease Form Revision.

Commissioner Harding read the following statement prior to the Panattoni NMIC presentation:

"Pursuant to RCW 42.23.040, I am disclosing on the record that I have a remote interest in the Panattoni agreement by virtue of owning less than a 1% share of the broker for Panattoni, Kidder Mathews. Therefore, I will not participate in the discussion of this agenda item or otherwise attempt to influence the Commission's decision, and I will not vote on this item."

Commissioner Harding then left the dias.

Clarita Mattox, Real Estate Senior Manager, presented information on a revision to the Standard Lease Form with Panattoni, specifically incorporating a cost-sharing agreement for the Port's reimbursement of Panattoni's Center Street Improvements. Approval was requested.

*Motion: Commissioner Iyall moved to approve the revised Panattoni Standard Lease Form, as presented, for Lot 1. Commissioner Downing seconded the motion. Commissioner Harding recused herself; motion passed unanimously.*

5. Public Comment. Six individuals provided public comment.

**Action/Other Calendar**

1. Janitorial Services Contract.

TJ Quandt, Harbor Senior Manager, brought forward this item to expedite janitorial services and to avoid a lapse in service.

*Motion: Commissioner Tonge moved to award the Janitorial Purchased Services contract to the most qualified, responsive, responsible bidder, Apex Janitorial LLC, with a not to exceed amount of \$250,000 and authorize the Interim Executive Director to execute a two-year contract pursuant to the bid award. Commissioner Sanders seconded the motion. Motion passed unanimously.*

2. Security Contract.

TJ Quandt, Harbor Senior Manager, brought forward this item to expedite security services and to avoid a lapse in service.

*Motion: Commissioner Downing moved to award the Security Guard Purchased Services contract to the most qualified, responsive, responsible bidder, Parker Corporate Services Inc. dba Pacific Security, with the not to exceed amount of \$950,000 and authorize the Interim Executive Director to execute a two-year contract pursuant to the bid award. Commissioner Tonge seconded the motion. Motion passed unanimously.*

## **Advisory Calendar**

### 1. Executive Director Recruitment Update.

Cliff Moore with Prothman Recruiting, provided an update to the Port's Executive Director Recruitment process.

### 2. Q3 Financial Results.

Danny Kim, Senior Financial Analyst and Budget Officer, presented the detailed financial report for the third quarter of 2023.

## **Public Comment on Advisory Calendar**

Five individuals provided public comment.

## **Commissioner Reports/Discussion**

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

## **Other Business**

*Motion: Commissioner Downing moved that the Commission instruct the Interim Executive Director and Port of Olympia Commission President to schedule a special commission meeting the week of December 18 to add input to the current executive director recruitment and job description material sent to current applicants. Commissioner Tonge seconded the motion. Motion passed unanimously.*

## **Public Comment**

Four individuals provided comments.

*Motion: Commissioner Harding moved to include/add the Olympia Downtown Alliance to the Commission's roster of sitting committees that the Port of Olympia Commissioners support and attend. Commissioner Downing seconded the motion. Motion passed unanimously.*

## **Public Comment**

None.

## **Special Presentation**

Commissioner Downing was thanked for his years of service on the Port of Olympia Commission and presented a plaque in his honor.

## **Meeting Announcements**

Camille St. Onge, Director of Strategic Initiatives and Commission Affairs, shared upcoming Commission meeting dates.

## **Adjourn**

The meeting adjourned at 8:42 p.m.

PORT OF OLYMPIA COMMISSION

*Comm. Amy Harding*

Comm. Amy Harding (Mar 4, 2024 12:02 PST)

President, Amy Harding

*Joe Downing*

Comm. Joe Downing (Mar 3, 2024 21:06 MST)

Vice President, Joe Downing

*Comm. Bob Iyall*

Comm. Bob Iyall (Mar 5, 2024 06:58 PST)

Secretary, Charles "Bob" Iyall