



**Commission Meeting Minutes
Monday, Feb. 26, 2024**

Commission President Bob Iyall called the Commission meeting of February 26, 2024, 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; Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; and Amy Harding.

Excused Absence: Commissioner Maggie Sanders.

Staff: Rudy Rudolph, Interim Executive Director; Rick Hughes, Port General Counsel; Warren Hendrickson, Director of Operations; Ben McDonald, Director of Human Resources and Administration; Camille St. Onge, Director Strategic Initiatives and Commission Affairs; Clarita Mattox, Real Estate Senior Manager; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Approval of Agenda

Commissioner Tonge moved to approve the agenda as presented; Commissioner Harding seconded the motion.

Commissioner Harding moved to add an agenda item to the Action/Other Calendar: Item No. 4, entitled Executive Director Contract. Commissioner Tonge seconded the motion. Motion approved unanimously.

Motion to approve the amended agenda passed unanimously.

Executive Director Report

Rudy Rudolph, Interim Executive Director, provided an update on port events and activities.

Public Comment

One individual provided public comments.

Consent Calendar

None.

Pending Issues or Business

None.

Action Calendar

CSD Contract Authorization. Ben McDonald, Director of Human Resources and Administration, provided services, updated costs and new term dates for a proposed renewal of contract with CSD Attorneys at Law.

Motion: Commissioner Vasavada moved to authorize the Interim Executive Director to sign contract number 2024-1004 with CSD Attorneys at Law P.S. with a term date of December 31, 2025, and a NTE amount of \$25,000. Commissioner Tonge seconded the motion. Motion approved unanimously.

Commissioner Harding moved to amend the motion to authorize the Interim Executive Director to sign contract number 2024-1004 with CSD Attorneys at Law P.S. with a term date of December 31, 2025, and a NTE amount of \$50,000; Commissioner Vasavada seconded the motion. Motion approved unanimously.

Action/Other Calendar

Aviation Fuel Tax Interlocal Agreement. Warren Hendrickson, Director of Operations provided information on a request to authorize the interim executive director to executive the Chelan Douglas Regional Port Authority Interlocal agreement and authorizing a legal fee contribution in support of brining the state into compliance with regard to aviation fuel taxes.

Motion: Commissioner Harding moved to authorize the Executive Director to approve the Chelan Douglas Regional Port Authority ILA as presented. Commissioner Iyall seconded the motion. Motion passed.

Motion: Commissioner Harding moved to authorize a legal fee contribution of \$2,000 to the Chelan Douglas Regional Port Authority in support of the ILA, as presented. Commissioner Vasavada seconded the motion. Motion passed unanimously.

Public Comment on Action Other Item: two individuals provided comments.

Cleanwater Centre 206 Land Lease – Launch Negotiations LLC. Clarita Mattox, Real Estate Senior Manager, presented information related to ratifying and approving the Purchase and Sale Agreement and Land Lease as presented.

Motion: Commissioner Harding moved to ratify the purchase and sale agreements and long-term land leases with Launch Negotiations LLC, as presented. Commissioner Tonge seconded the motion. Motion passed unanimously.

Public Comment on Action/Other Item: none.

Cleanwater Centre 210 Land Lease – Launch Negotiations LLC. Clarita Mattox, Real Estate Senior Manager, presented information related to ratifying and approving the Purchase and Sale Agreement and Land Lease as presented.

Motion: Commissioner Harding moved to ratify the purchase and sale agreements and long-term land leases with Launch Negotiations LLC, as presented. Commissioner Tonge seconded the motion. Motion passed unanimously.

Public Comment on Action/Other Item: none

Executive Director Employment Contract. Ben McDonald, Director of Human Resources and Administration provided information and sought approval of a new employment contract with Alexandra Smith for the position of Executive Director for the Port of Olympia.

Motion: Commissioner Harding moved to authorize the President of the Commission of the Port of Olympia to sign an employment contract with Alexandra Smith for the position of Executive Director to begin on March 18, 2024. Commissioner Tonge seconded the motion. Motion passed unanimously.

Public Comment on Action/Other Item: One individual provided comments.

Advisory Calendar

None.

Commissioner Reports/Discussion

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

Other Business

Rick Hughes, General Counsel, reported that he would be concluding his contract with the Port of Olympia in June of 2024.

Meeting Announcements

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

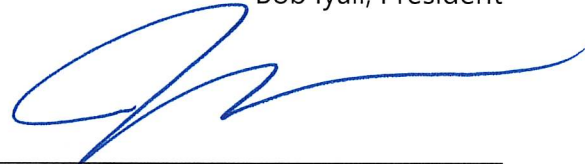
Adjournment

The meeting adjourned at 6:54 p.m.

PORT OF OLYMPIA COMMISSION



Bob Iyall, President



Jasmine Vasavada, Vice President



Sarah Tonge, Secretary

Maggie Sanders

Maggie Sanders

Amy Harding

Amy Harding