



## Commission Meeting Minutes Monday, June 24, 2024

Commission President Bob Iyall called the Commission meeting of June 24, 2024, 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: Bob Iyall, President; Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; and Maggie Sanders.

Excused Absence: Commissioner Amy Harding.

Staff: Alex Smith, Executive Director; Rick Hughes, Port General Counsel; Warren Hendrickson, Director of Operations; Camille St. Onge, Director Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; Tad Kopf, Director of Finance; Shawn Gilbertson, Director of Environmental Planning and Programs; Trisha Miller, Controller; James Sommer, Capital Assets Program Manager; Chris Paolini, Airport Senior Manager; Clarita Mattox, Real Estate Senior Manager; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

### **Approval of Agenda**

Commissioner Tonge moved to approve the agenda as presented; Commissioner Sanders seconded the motion. Motion passed unanimously.

### **Executive Director Report**

Alex Smith, Executive Director, provided an update on port events and activities.

### **Public Comment**

Two individuals provided public comments.

### **Consent Calendar**

Commissioner Sanders moved to approve the consent agenda as presented; Commissioner Tonge seconded the motion. The motion passed unanimously with Commissioner Vasavada abstaining.

### **Pending Issues or Business**

Briefing: Capital Projects Progress Report. James Sommer, Capital Assets Program Manager, provided an update on the approved 2024 capital projects.

Briefing: Q1 2024 Financial Report. Tad Kopf, Director of Finance, reviewed the fiscal performance of the first quarter of 2024.

**Action Calendar**

Recommendation of General Counsel. Ben McDonald, Director of Human Resources and Administration, provided background information related to interviews in the selection process for a new contract for legal services for the Port of Olympia.

*Motion:* Commissioner Sanders moved to authorize the Executive Director to execute a contract with Dickson Frohlich Phillips Burgess to provide general counsel services to the Port of Olympia, beginning July 1, 2024, to June 20, 2025, for an amount not to exceed \$250,000. Commissioner Iyall seconded the motion. Motion passed unanimously.

**Action/Other Calendar**

None.

**Advisory Calendar**

Legislative Services. Alex Smith, Executive Director, detailed the Port’s need to continue state legislative services as the Port’s current legislative representative is retiring. Action at a future meeting will be requested.

No one provided public comment.

**Commissioner Reports/Discussion**

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

**Other Business**

None.

**Meeting Announcements**

Executive Director Alex Smith provided information on upcoming Commission meetings.

**Adjournment**

The meeting adjourned at 7:10 p.m.

PORT OF OLYMPIA COMMISSION



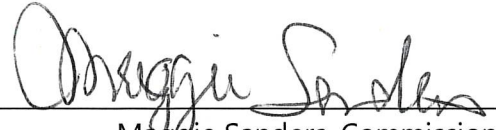
Bob Iyall, President



Jasmine Vasavada, Vice President



Sarah Tonge, Secretary



Maggie Sanders, Commissioner



Amy Harding, Commissioner