



## Special Commission Meeting Minutes Monday, July 22, 2024

Commission President Bob Iyall called the Special Commission meeting of July 22, 2024, to order at 10:00 a.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; Amy Harding and Maggie Sanders.

Staff: Alex Smith, Executive Director; Chris Pierce-Wright, 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; James Sommer, Capital Assets Program Manager; Chris Paolini, Airport Senior Manager; Clarita Mattox, Real Estate Senior Manager; Taber Lee, Marketing and Communications Senior Manager; Karen Andrade, Environmental Communications Specialist; 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**

Three individuals provided public comments.

### **Consent Calendar**

Commissioner Harding moved to approve the consent agenda as presented; Commissioner Tonge seconded the motion. The motion passed unanimously.

### **Pending Issues or Business**

Briefing: Budget Season Prep – Anatomy of the Port Budget. Tad Kopf, Director of Finance, provided an overview of the Port of Olympia's budget process.

### **Action Calendar**

Budd Inlet Remediation and Integrated Port Peninsula Master Plan – Dalton, Olmsted & Fugelvand Contract Amendment #3. Shawn Gilbertson, Director of Environmental Planning and Programs and

Camille St. Onge, Director of Strategic Initiatives and Commission Affairs, provided historical information as well as what the contract amendment would provide.

*Motion: Commissioner Harding moved to authorize the Executive Director to sign Amendment #3 regarding contract number 2022-1002 increasing the Dalton, Olmsted and Fuglevand budget by \$5,240,000 for a not-to-exceed amount of \$11,831,936 and with a new term date of December 31, 2026. Commissioner Tonge seconded the motion. Motion passed unanimously.*

Port Management Agreement Application to Washington Department of Natural Resources. Clarita Mattox, Real Estate Senior Manager, explained why the Port is submitting an application to the Washington Department of Natural Resources for a new Port Management Agreement (PMA) and requested approval to authorize the Port's Executive Director to submit the application and sign the PMA on behalf of the port.

*Motion: Commissioner Harding moved to adopt Port of Olympia Resolution 2024-06 approving submitting application to the Washington Department of Natural Resources for an official management Agreement, providing for the management of those state-owned aquatic lands which meet the criteria established for such agreement by the Port of Olympia, and authorizing the executive director to sign the Agreement on behalf of the Port of Olympia. Commissioner Tonge seconded the motion. Motion passed unanimously.*

PUBLIC HEARING: Resolution 2024-07 Comprehensive Scheme of Harbor Improvements. Pursuant to RCW 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).

Commissioner Iyall opened the Public Hearing.

Resolution 2024-07 Comprehensive Scheme of Harbor Improvements. Warren Hendrickson, Director of Operations, presented information regarding the Port's Comprehensive Scheme of Harbor Improvements and the resolution supporting the change.

Public Testimony was provided by three individuals.

The Public Hearing was closed.

*Motion: Commissioner Harding moved to adopt Resolution 2024-07, amending the Port of Olympia Comprehensive Scheme of Harbor Improvements, as presented. Commissioner Tonge seconded the motion. Motion passed unanimously.*

*Motion: Commissioner Tonge moved to adopt a plan to amend the Port of Olympia Comprehensive Scheme of Harbor Improvements on an annual basis, in concert with the annual budget public hearing and approval process each November. Commissioner Harding seconded the motion. Motion passed unanimously.*

## Action/Other Calendar

None.

## Advisory Calendar

Waterfront Center Architectural Contract Award. James Sommer, Capital Assets Program Manager, and Clarita Mattox, Real Estate Senior Manager, presented information on the Waterfront Center Architectural Contract.

Four individuals provided public comment.

**Commissioner Iyall called for a 5-minute break at 12:20 p.m. The meeting resumed at 12:25 p.m.**

*Motion: Commissioner Harding moved to relocate Advisory Item #3 (POCAC Update) to follow Advisory Item #1 (Waterfront Center Architectural Contract Award) due to time constraints. Commissioner Vasavada seconded the motion. Motion passed unanimously.*

Port of Olympia Citizens Advisory Committee Update, Subcommittee Formation, Operating Updates, Resolution Update. Camille St. Onge, Director of Strategic Initiatives and Commission Affairs, and Joel Hansen, Port of Olympia Citizens Advisory Committee Chair, provided an update on the recent activities of the Port's Citizen Advisory Committee.

Option to Ground Lease 5<sup>th</sup> Amendment – Panattoni/New Market Industrial Campus. Warren Hendrikson, Director of Operations, provided information on an upcoming amendment to this ground lease.

No public comments were provided.

## 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.

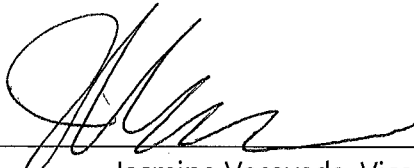
## Adjournment

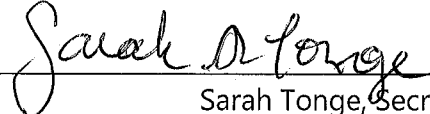
The meeting adjourned at 12:50 p.m.

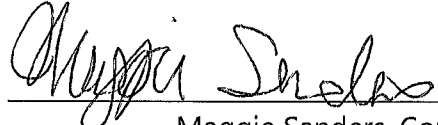
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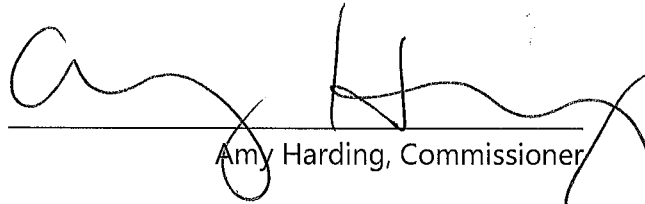


Bob Iyall, President

  
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Jasmine Vasavada, Vice President

  
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Sarah Tonge, Secretary

  
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Maggie Sanders, Commissioner

  
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Amy Harding, Commissioner