



Serving All of Thurston County

**Port Commission Special Meeting/Executive Session**  
**Monday, April 1, 2024**  
**4:00 - 5:00 PM**

Percival Plaza - Olympics Room  
626 Columbia Street NW  
Olympia, WA 98501

The meeting agenda is available on the Port's website as of March 29, 2024.

<https://www.portolympia.com/commission>

The public may join the meeting from their computer, tablet or smartphone at:

<https://us02web.zoom.us/j/89167846998>

or Telephone: 1 253 215 8782

Webinar ID: 891 6784 6998

## | NOTICE OF SPECIAL MEETING/EXECUTIVE SESSION |

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Consent Calendar
  - 1. Contract Amendment – Dickson Frohlich Phillips Burgess: Ben McDonald, Director of Human Resources and Administration
- E. Executive Session per RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase  
*Executive Session will last until approximately 4:30 p.m.*
- F. Reconvene after Executive Session
- G. Action/Other Calendar
  - 1. Potential Action on the Selection of a site or the acquisition of real estate by lease or purchase
  - 2. Public Comment on Action, if Taken by the Commission

Individual public comments are limited to 3 minutes per person. Members of the public may comment on agenda items and other port business.

NOTE: Guidelines for public comment can be found in the Commission Rules in Resolution 2022-09 Article VI.

#### ***Port of Olympia Mission***

*Creating economic opportunities and building community for all of Thurston County through responsible resource use.*

- Comments should be directed to Commission: Comments should be directed to the Commission as a whole and should not include comments about individual Port staff or members of the public.
- Courtesy: All speakers (members of the public, Port staff, and Commissioners) shall be courteous in language and demeanor and shall confine remarks to those facts that are germane and relevant to the question or issue under discussion.

H. Adjourn

## COVER MEMO

**Briefing Date/Time:** April 1, 2024

**Staff Contact/Title:** Ben McDonald, Director of Human Resources & Admin., [benm@portolympia.com](mailto:benm@portolympia.com), 360-528-8003

**Subject:** Dickson Frohlich Phillips Burgess Contract No. 2022-1065

**Purpose:**  Information Only  Decision Needed (consent)

### **Overview:**

This contract amendment was brought as advisory to the Commission at the March 25, 2024, commission meeting and is now being presented on the Consent Agenda. Port staff recommend amending the Phillips Burgess Contract No. 2022-1065 to ensure the Port of Olympia has adequate representation for legal matters.

### **Background:**

The Port of Olympia has a contract with the law firm of Dickson Frohlich Phillips Burgess. This firm provides several legal services to the Port including real estate acquisition and development, permitting, insurance litigation and public records requests. To continue services with Dickson Frohlich Phillips Burgess, a contract amendment is needed.

### **Summary & Financial Impact:**

The proposed amendment would change the contract “not to exceed amount” to \$200,000 through Dec. 31, 2025.

Contract History	Amount	Effective Date	End Date
Initial Contract	\$100,000	January 10, 2023	December 31, 2024
Proposed Amendment #1 increase	\$100,000	April 1, 2024	December 31, 2025
New NTE Total	<b>\$200,000</b>		