



**PORT of OLYMPIA**  
Serving All of Thurston County  
**Commission Meeting**  
**Monday, May 13, 2024**  
**5:30 PM**

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

The meeting agenda is available on the Port's website as of May 10, 2024.  
<https://www.portolympia.com/commission>

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

<https://us02web.zoom.us/j/82643754702>

or Telephone: 1 253 215 8782

Webinar ID: 826 4375 4702

Written public comments may be submitted to [commissioncoordinator@portolympia.com](mailto:commissioncoordinator@portolympia.com) by 12:00 p.m. on the date of the meeting. All written comments will be compiled and sent to the Commissioners prior to the meeting.

Verbal public comment is accepted in person at the meeting.

If you are attending the meeting via Zoom, you may raise your hand during the meeting to give public comment.  
For those listening by phone, press \*9 if you wish to raise your hand and provide comment.

*Updated*

*(Executive Session added to end of Commission Meeting)*

## AGENDA

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Executive Director Report
- E. Public Comment

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.

- *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.

**Port of Olympia Mission**

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

- 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.

F. Consent Calendar

1. Minutes: Jan. 22, 2024; Jan. 29, 2024; Feb. 8, 2024; Feb. 12, 2024; Feb. 13, 2024; Feb. 20, 2024 (Special Commission Meeting); Feb. 20, 2024 (Work Session); Feb. 26, 2024; March 11, 2024; March 18, 2024; March 25, 2024; April 1, 2024; April 15, 2024; April 22, 2024; and May 6, 2024

G. Pending Issues or Business

1. Briefing: 2023 Year-End Financial Report: Tad Kopf, Director of Finance

H. Action Calendar

1. None

I. Action/Other Calendar

1. None

J. Advisory Calendar

1. Port of Olympia Small Cities Program: Tad Kopf, Director of Finance  
Public Comment on Advisory Item

K. Commissioner Reports/Discussion

L. Other Business

M. Meeting Announcements

N. Executive Session per RCW 42.30.140(4)(b) for the governing body to discuss strategy or position to be taken by the governing body during the course of collective bargaining.

O. Adjourn



**Commission Special Work Session Minutes  
Monday, May 6, 2024**

**Work Session**

Commission President Bob Iyall called the Commission Special Work Session of May 6, 2024, to order at 3:31 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; Maggie Sanders and Amy Harding.

Staff: Alex Smith, Executive Director; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Warren Hendrickson, Director of Operations; James Sommer, Capital Assets Program Manager; Jon Wolfe, Budd Inlet Project Manager; Clarita Mattox, Real Estate Senior Manager; Taber Lee, Communications and Marketing Senior Manager; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Four individuals attended in person; five individuals attended virtually over Zoom.

**Approval of Agenda**

Commissioner Vasavada moved to approve the agenda as presented; Commissioner Harding seconded the motion. Motion passed unanimously.

Destination Waterfront Center.

Presentations were given by James Sommer, Capital Assets Program Manager with the Port of Olympia; Ron Thomas, President of Thomas Architecture Studios; Annette Pitts, CEO with Experience Olympia and Beyond; Commissioner Caleb Reese with the Port of Silverdale; and Chris Patano, Principal with EHDD Architecture.

**Adjournment**

The meeting adjourned at 5:41 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



## Commission Meeting Minutes Monday, April 22, 2024

### **Work Session**

Commission President Bob Iyall called the Commission meeting of April 22, 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; Sarah Tonge, Secretary; Maggie Sanders and Amy Harding.

Attended Remotely: Commissioner Jasmine Vasavada, Vice President.

Staff: Alex Smith, Executive Director; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Warren Hendrickson, Director of Operations; Shawn Gilbertson, Director of Environmental Planning and Programs; Clarita Mattox, Real Estate Senior Manager; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Eight individuals attended virtually over Zoom; one individual attended in person.

### **Approval of Agenda**

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

### **Executive Director Report**

Executive Director Alex Smith reported on recent Port events and activities.

### **Public Comment**

None.

### **Consent Calendar**

Commissioner Harding moved to approve the Consent Calendar; Commissioner Tonge seconded the motion. Motion passed unanimously.

### **Pending Issues**

Internal Committee Discussion.

Camille St. Onge, Director of Strategic Initiatives and Commission Affairs, presented information on port commission committees and their role in the port organization. She shared cases of other standing port commission committees and their responsibilities and provided the Commission examples for their consideration within their own commission composition.

**Action Calendar**

Amendment No. 8 Option to Extend Lease Term – Olympia Marine Center. Clarita Mattox, Real Estate Senior Manager, provided background information on Amendment No. 8 Option to extend the lease term on the Olympia Marine Center.

*Motion:* Commissioner Tonge moved to ratify Amendment No. 8 to the lease with Olympia Marine Center for the purpose of extending the lease term an additional 15 years, with conditions, as presented. Commissioner Harding seconded the motion. Motion passed unanimously.

**Action/Other Calendar**

None.

**Advisory Calendar**

None.

**Commissioner Reports/Discussion**

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

**Other Business**

None.

**Meeting Announcements**

Executive Director Smith provided information on upcoming Commission meetings.

**Adjournment**

The meeting adjourned at 6:17 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



**Commission Work Session Minutes  
Monday, April 15, 2024**

**Work Session**

Commission President Bob Iyall called the Commission Work Session of April 15, 2024, to order at 3:32 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

**Present**

Commissioners: Bob Iyall, President; Sarah Tonge, Secretary; Maggie Sanders and Amy Harding.

Attended Remotely: Commissioner Jasmine Vasavada, Vice President.

Staff: Alex Smith, Executive Director; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Shawn Gilbertson, Director of Environmental Planning and Programs; Tad Kopf, Director of Finance; Jon Wolfe, Budd Inlet Project Manager; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Eight individuals attended virtually over Zoom.

**Approval of Agenda**

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

Thurston Economic Development Council: Regional Agriculture Development. Aslan Meade, Director of Strategic Alliances provided a presentation on the Regional Agriculture Development.

Budd Inlet Priorities and Financial Policy Review. Shawn Gilbertson, Director of Environmental Planning and Programs shared an update on the Budd Inlet priorities and reviewed the financial policy.

**Adjournment**

The meeting adjourned at 4:45 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



## Commission Special Meeting Minutes Monday, April 1, 2024

Commission President Bob Iyall called the remote Special Commission meeting of April 1, 2024, to order at 4:02 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington. This meeting was held remotely via Zoom.

### **Participating**

Commissioners: Bob Iyall, President; Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; Maggie Sanders and Amy Harding.

Staff: Alex Smith, Executive Director; Warren Hendrickson, Director of Operations; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Six individuals attended virtually over Zoom; no one attended in person.

### **Approval of Agenda**

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

### **Consent Calendar**

Commissioner Harding moved to approve the Consent Calendar as amended. Commissioner Tonge seconded the motion. Motion passed unanimously.

### **Executive Session**

Commission Bob Iyall, Port of Olympia Commission President, announced that the Commission would recess into a closed Executive Session until 4:38 p.m. to consider the selection of a site or the acquisition of real estate by lease or purchase – RCW 42.30.110(1)(b).

Commissioner Iyall returned the meeting to order at 4:38 p.m. and stated they were in Executive Session until 4:37 p.m.

### **Action/Other Calendar**

Potential Action of the Selection of a site or the acquisition of real estate by lease or purchase

*Motion: Commissioner Harding moved that the Commission authorizes the Executive Director to waive our right of first refusal on 600 Israel Road SE, Tumwater, WA, as long as the deed continues to reflect a first right of refusal for subsequent sales. Commissioner Sanders seconded the motion. Motion passed unanimously.*

Public Comment on Action  
No public comment was provided.

**Adjournment**  
The meeting adjourned at 4:46 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



## Commission Meeting Minutes Monday, March 25, 2024

Commission President Bob Iyall called the Commission meeting of March 25, 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; Maggie Sanders and Amy Harding.

Staff: Rick Hughes, Port General Counsel; Warren Hendrickson, Director of Operations; Ben McDonald, Director of Human Resources and Administration; Afsin Yilmaz, Marine Terminal Senior Manager; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Remote Attendance: Alex Smith, Executive Director; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs.

Public: Twenty-two individuals attended virtually over Zoom; one individual attended in person.

### **Approval of Agenda**

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

Commissioner Iyall moved to remove Item J.2. Lease Amendment #5 – Panattoni Option Lease Agreement from the agenda; Commissioner Sanders seconded the motion.

Motion to approve the amended agenda passed unanimously with Commissioner Harding recusing herself from the vote.

### **Executive Director Report**

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

### **Public Comment**

Four individuals provided public comments.

### **Consent Calendar**

Commissioner Harding moved to approve the Consent Calendar as amended. Commissioner Tonge seconded the motion. Motion passed unanimously.

## **Pending Issues or Business**

None.

## **Action Calendar**

Surplus of Port Property/Capital Budget Amendment. Afsin Yilmaz, Marine Terminal Senior Manager, provided background information for approval to an amendment to the 2024 capital budget to purchase up to four needed boxcar special forklifts.

*Motion:* Commissioner Harding moved to approve Resolution 2024-04, declaring the Port's four flat deck railcars, serial numbers OLYX60950, OLYX60951, OLYX60955, and OLYX60956, surplus to the Port's needs and authorizing their disposal through sale by bid. Commissioner Vasavada seconded the motion. Motion approved unanimously.

*Motion:* Commissioner Tonge moved to amend the 2024 Marine Terminal capital budget, adding a new named project "Boxcar Special Forklifts" in the amount of \$226,664. Commissioner Harding seconded the motion. Motion passed unanimously.

## **Action/Other Calendar**

None.

## **Advisory Calendar**

Contract Amendment – Philips-Burgess. Ben McDonald, Director of Human Resources and Administration presented.

## Public Comment on Advisory Item

One person 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 6:25 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



**Commission Work Session Minutes  
Monday, March 18, 2024**

**Work Session**

Commission President Bob Iyall called the Commission Work Session of March 18, 2024, to order at 3:30 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, in Olympia, Washington.

**Present**

Commissioners: Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; Maggie Sanders and Amy Harding.

Attended Remotely: Bob Iyall, President.

Staff: Alex Smith, Executive Director; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Shawn Gilbertson, Director of Environmental Planning and Programs; Clarita Mattox, Real Estate Senior Manager; Jon Wolfe, Budd Inlet Project Manager; James Sommer, Capital Assets Program Manager; Emily Girton, Marketing and Outreach Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Eight individuals attended virtually over Zoom; seven individuals attended in person.

**Approval of Agenda**

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

Briefing on Washington Department of Fish and Wildlife Threatened and Endangered Species. Michelle Tirhi, District Biologist from the Washington Department of Fish and Wildlife, provided a presentation on threatened wildlife and endangered species.

Strategic Initiatives Briefing. Camille St. Onge, Director of Strategic Initiatives and Commission Affairs shared an update on the Port of Olympia Strategic Initiatives.

**Adjournment**

The meeting adjourned at 5:36 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



## Commission Meeting Minutes Monday, March 11, 2024

### Commission Meeting

Commission President Bob Iyall called the Commission meeting of March 11, 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; Maggie Sanders and Amy Harding.

Staff: Rudy Rudolph, Interim Executive Director; Rick Hughes, Port General Counsel; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Tad Kopf, Director of Finance; Afsin Yilmaz, Marine Terminal Senior Manager; Clarita Mattox, Real Estate Senior Manager; James Sommer, Capital Assets Program Manager; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Seven individuals attended virtually over Zoom; no one attended in person.

### Approval of Agenda

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

Commissioner Harding moved to remove the January 22, 2024 minutes from the Consent Agenda. Commissioner Tonge seconded the motion. Motion passed unanimously.

It was moved and seconded to accept the agenda as amended; motion passed unanimously.

### Executive Director Report

Interim Executive Director Rudy Rudolph reported on recent Port events and activities.

### Public Comment

No individuals provided public comment.

### Consent Calendar

Commissioner Sanders moved to approve the Consent Calendar as amended. Commissioner Harding seconded the motion. Motion passed unanimously.

### Pending Issues

None.

## **Action Calendar**

Small Cities Program and Resolution Update. Tad Kopf, Director of Finance, provided background on the Small Cities program.

*Motion:* Commissioner Harding moved to approve Resolution No. 2024-03 amending the Port's Small City Economic Development Program to add language extending the program to include unincorporated communities that have sufficient governance structure, or are otherwise qualified, to accept and administer an award from the Small Cities and Communities Program. Commissioner Tonge seconded the motion. Motion passed unanimously.

## **Action/Other Calendar**

Rick Hughes Contract Amendment. Ben McDonald, Director of Human Resources and Administration, presented information on the Rick Hughes contract amendment.

*Motion:* Commissioner Harding moved to authorize the Interim Executive Director to sign amendment #3 regarding contract number 2022-1015 for a contract authority increase of \$100,000 with the Law Office Richard L. Hughes PLLC with a term date of June 30, 2024, and a NTE amount of \$483,000. Commissioner Tonge seconded the motion. Motion passed unanimously.

## **Public Comment on Action/Other Item**

One individual provided comments.

## **Advisory Calendar**

Assignment of Lease – M&D Food LLC. Clarita Mattox, Real Estate Senior Manager, reported on this item.

Public Comment on Advisory Item: No individuals provided comments.

Lease Amendment No. 8 – Olympia Marine Center. Clarita Mattox, Real Estate Senior Manager, reported on this item.

Public Comment on Advisory Item: No individuals provided comments.

Surplus of Port Property/Capital Budget Amendment. Afsin Yilmaz, Marine Terminal Senior Manager, reported on this item.

Public Comment on Advisory Item: One individual provided comments.

## **Commissioner Reports/Discussion**

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

## **Other Business**

None.

**Meeting Announcements**

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

**Adjournment**

The meeting adjourned at 6:24 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



**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 bringing 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

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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

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Amy Harding



**Commission Work Session Minutes  
Tuesday, Feb. 20, 2024**

Commission President Bob Iyall called the Commission Work Session of Feb. 20, 2024, to order at 3:30 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; Amy Harding and Maggie Sanders.

Staff: Rudy Rudolph, Interim Executive Director; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Tad Kopf, Director of Finance; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

**Approval of Agenda**

Commissioner Vasavada moved to approve the agenda. Seconded by Commissioner Tonge. Motion approved unanimously.

**Advisory Calendar**

Small Cities Program and Resolution Update. Tad Kopf, Director of Finance reviewed the current Small Cities Program and examined potential expansion of the program.

Public Comment on Advisory Item

One individual provided comments.

Aviation Fuel Tax Interlocal Agreement. Warren Hendrickson, Director of Operations provided background information on the proposed Aviation Fuel Tax Interlocal Agreement with Chelan Douglas Regional Port Authority and the reasoning behind the proposed action.

Public Comment on Advisory Item

None.

Weyerhaeuser Lease Amendment #9. Warren Hendrickson, Director of Operations shared information supporting the execution the Lease Amendment #9 to the Weyerhaeuser Company Marine Terminal ground lease.

Public Comment on Advisory Item

None.

**Adjourn**

The meeting adjourned at 4:44 p.m.

PORT OF OLYMPIA COMMISSION

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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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Amy Harding

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Maggie Sanders



**Special Commission Meeting Minutes  
Tuesday, Feb. 20, 2024**

Commission President Bob Iyall called the Special Commission meeting of Feb. 20, 2024, to order at 4:45 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; Amy Harding and Maggie Sanders.

Staff: Rudy Rudolph, Interim Executive Director; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Tad Kopf, Director of Finance; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

**Approval of Agenda**

Commissioner Tonge moved to approve the agenda; motion was seconded by Commissioner Harding. Motion approved unanimously.

**Port of Olympia Economic Development Corporation Annual Meeting**

Tad Kopf, Director of Finance, shared the history and process of the Port of Olympia Economic Development Corporation (EDC).

Motion: Commissioner Harding moved to nominate election of officers to the EDC: Commissioners Bob Iyall, Jasmine Vasavada and Sarah Tonge. Commissioner Sanders seconded the motion. Motion passed unanimously.

Motion: Commissioner Harding moved to approve the Port of Olympia EDC financial reports for 2022 and 2023. Motion seconded by Commissioner Tonge. Motion passed unanimously.

**Adjourn**

The meeting adjourned at 5:02 p.m.

PORT OF OLYMPIA COMMISSION

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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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Amy Harding

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Maggie Sanders



## Commission Special Meeting Minutes Tuesday, Feb. 13, 2024

Commissioner President Bob Iyall called the Commission Work Session of Feb. 13, 2024, to order at 2:31 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; Maggie Sanders and Amy Harding.

Staff: Rudy Rudolph, Interim Executive Director; Ben McDonald, Director of Human Resources and Administration; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Attended Virtually: Cliff Moore, Prothman Recruiting

### **Approval of Agenda**

Commissioner Vasavada moved to approve the agenda; motion was seconded by Commissioner Harding. Motion approved unanimously.

### **Executive Session**

At 2:34 p.m. the meeting moved into Executive Session per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment.

### **Return to Order**

At 5:15 p.m. Commissioner Iyall suspended the Executive Session and returned to the Special Commission meeting to announce that the Commission would go back into Executive Session for an additional 10 minutes, from 5:17 to 5:27 p.m.

### **Executive Session**

At 5:17 p.m. the meeting moved back into Executive Session to continue discussion. At 5:29 p.m. the Executive Session was concluded.

### **Return to Order**

At 5:33 p.m. the Special Commission Meeting resumed.

*Motion: Commissioner Sanders moved to authorize Ben McDonald, Port of Olympia Director of Human Resources and Administration and Rick Hughes, general counsel to the Port of Olympia to negotiate a contract with Alexandra Smith for the position of Executive Director. Commissioner Tonge seconded the motion. Motion passed unanimously.*

**Adjourn**

The meeting adjourned at 5:37 p.m.

PORT OF OLYMPIA COMMISSION

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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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Amy Harding

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Maggie Sanders



**Commission Meeting Minutes  
Monday, Feb. 12, 2024**

Commission President Bob Iyall called the Commission meeting of Feb. 12, 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: Rudy Rudolph, Interim Executive Director; Rick Hughes, Port General Counsel; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Shawn Gilbertson, Director of Environmental Planning and Programs; 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 Sanders seconded the motion.

Commissioner Tonge made a motion to move Consent Item No. 1, Delegation of Authority Resolution 2024-03, to the Advisory Calendar as Item No. 4. Commissioner Vasavada seconded the motion; motion passed unanimously.

It was moved and seconded to accept the agenda as amended; motion passed unanimously.

**Executive Director Report**

Interim Executive Director Rudy Rudolph reported on recent Port events and activities.

**Public Comment**

One individual provided public comment.

**Consent Calendar**

Commissioner Sanders moved to approve the amended Consent Calendar. Commissioner Tonge seconded the motion. Motion passed unanimously.

**Pending Issues**

None.

**Action Calendar**

None.

**Action/Other Calendar**

None.

**Advisory Calendar**

CSD Contract. Ben McDonald, Director of Human Resources and Administration provided background information on the legal services the CSD Attorneys at Law provides. The current contract is expiring and is in need of renewal. Scope of services, updated costs and new term dates were shared.

FAA Grant Funding Process. Warren Hendrickson, Director of Operations shared information on the unique aspects of the FAA funding process.

Climate Resilience Grant – Olympia Sea Level Rise and Deschutes Estuary. Shawn Gilbertson, Director of Environmental Planning and Programs

Delegation of Authority Resolution 2024-03. Rudy Rudolph, Interim Executive Director shared an updated Delegation of Authority Resolution for consideration.

**Public Comment on Advisory Items**

Two individuals provided comments.

**Commissioner Reports/Discussion**

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

**Other Business**

None.

**Meeting Announcements**

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

**Adjournment**

The meeting adjourned at 7:25 p.m.

PORT OF OLYMPIA COMMISSION

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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

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Amy Harding



## Special Commission Meeting Minutes Thursday, Feb. 8, 2024

Commission President Bob Iyall called the Special Commission meeting of Feb. 8, 2024, to order at 4:01 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; Amy Harding and Maggie Sanders.

Staff: Rudy Rudolph, Interim Executive Director; Ben McDonald, Director of Human Resources and Administration; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Attended Virtually: Cliff Moore, Prothman Recruiting

### **Approval of Agenda**

Commissioner Sanders moved to approve the agenda; motion was seconded by Commissioner Harding. Motion approved unanimously.

### **Executive Session**

At 4:01 p.m. the meeting moved into Executive Session per RCW 42.30.110(1)(g) to evaluate the qualifications of an applicant for public employment. The session lasted for 30 minutes.

### **Return to Order**

At 4:33 p.m. Commissioner Iyall suspended the Executive Session and returned to the Special Commission meeting to announce that the Commission would go back into Executive Session for an additional 20 minutes, concluding at 4:53 p.m.

### **Executive Session**

At 4:33 the meeting moved back into Executive Session per RCW 42.30.110(1)(g) to continue evaluating the qualifications of an applicant for public employment.

### **Return to Order**

At 4:53 p.m. the Special Commission meeting resumed.

Cliff Moore from Prothman Recruiting reviewed the timeline for the executive director recruitment.

*Motion: Commissioner Tonge moved to continue the selection process for Port of Olympia Executive Director by inviting candidates Mike Reid and Alex Smith for a second interview with Commissioners and to release candidates Josh Cummings and Anthony Hemstad. The second round of interviews will be held*

Tuesday, Feb. 13 from 2:30 to 5:30 p.m. Commissioner Harding seconded the motion. Motion passed unanimously.

**Adjourn**

The meeting adjourned at 5:02 p.m.

PORT OF OLYMPIA COMMISSION

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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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Amy Harding

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Maggie Sanders



## Commission Special Meeting Minutes Monday, Jan. 29, 2024

Commission Vice President Jasmine Vasavada called the Special Commission meeting of Jan. 29, 2024, to order at 3:30 p.m. at the Percival Plaza at 626 Columbia Street NW, Suite 1B, Olympics Room, In Olympia, Washington.

### **Present**

Commissioners: Jasmine Vasavada, Vice President; Sarah Tonge, Secretary; Amy Harding and Maggie Sanders.

Excused Absence: Commissioner Bob Iyall, President.

Staff: Rudy Rudolph, Interim Executive Director; Rick Hughes, General Counsel; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Shawn Gilbertson, Director of Environmental Planning and Programs; Ben McDonald, Director of Human Resources and Administration; Jon Wolfe, Budd Inlet Project Manager; Taber Lee, Communications and Marketing Senior Manager; Hannah Ellis, Contracts Coordinator; and Emily Girton, Marketing and Outreach Coordinator.

### **Approval of Agenda**

Commissioner Harding moved to approve the agenda; motion was seconded by Commissioner Tonge.

Commissioner Harding moved to amend the agenda, removing item D. Executive Session from the agenda. Motion seconded by Commissioner Sanders. Motion passed unanimously.

Motion to approve the amended agenda approved unanimously.

### **Advisory Item**

Deschutes Estuary Briefing. Ann Larson and her team from the Department of Enterprise Services presented a project overview and primary benefits to the Deschutes Estuary project. Her presentation included information on the current design schedule, key milestones, governance responsibilities, dredging information, cost estimates and coordination between agencies.

The Commission took a brief break at 4:56 p.m. and resumed the meeting at 5:01 p.m.

### **Action Item**

Executive Director Recruitment. Cliff Moore with Prothman Recruiting provided an update on the executive director recruitment and provided his recommendations for the four finalists for this position, in alphabetical order: Joshua Cummings, Anthony Hemstad, Mike Reid and Alexandra Smith.

*Motion: Commissioner Harding moved that Joshua Cummings, Anthony Hemstad, Mike Reid and Alexandra Smith move forward as finalists for the Port of Olympia executive director position. Commissioner Sanders seconded the motion. Motion passed unanimously.*

**Adjourn**

The meeting adjourned at 5:13 p.m.

PORT OF OLYMPIA COMMISSION

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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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Amy Harding

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Maggie Sanders



**Commission Meeting Minutes**  
**Monday, Jan. 22, 2024**

Commission President Amy Harding called the Commission meeting of Jan. 22, 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: Amy Harding, President; Bob Iyall, Secretary; Sarah Tonge, Maggie Sanders and Jasmine Vasavada.

Staff: Rudy Rudolph, Interim Executive Director; Rick Hughes, Port General Counsel; Camille St. Onge, Director of Strategic Initiatives and Commission Affairs; Ben McDonald, Director of Human Resources and Administration; Warren Hendrickson, Director of Operations; Shawn Gilbertson, Director of Environmental Planning and Programs; James Sommer, Capital Assets Program Manager; Taber Lee, Marketing and Communications Senior Manager; Emily Girton, Marketing and Outreach Coordinator; Hannah Ellis, Contracts Coordinator; and Missy Goodell, Executive and Commission Coordinator.

Public: Nine individuals attended virtually over Zoom; four individuals attended in person.

**Executive Session**

Commissioner Harding reported that a special meeting was held earlier today that included an executive session -from 3:00 to 5:10 p.m. to evaluate the qualifications of an applicant for public employment, RCW 42.30.110(1)(g). No action was taken and no decisions were made during this special meeting.

**Approval of Agenda**

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

*Motion: Commissioner Harding moved to remove Consent Agenda item #2, CBC #2 Roof Replacement Final Acceptance from the agenda. Commissioner Tonge seconded the motion; motion passed unanimously.*

*Motion: Commissioner Vasavada moved to move agenda item #3 on the Action/Other Calendar, "Commission Rules Resolution 2023-08," to item #1 on the Action/Other Calendar. Motion seconded by Commissioner Tonge. Motion passed unanimously.*

Commissioner Vasavada moved to accept the agenda as amended; motion seconded by Commissioner Tonge; motion passed unanimously.

**Executive Director Report**

No update on port events and activities.

**Public Comment**

Six individuals provided public comment.

**Consent Calendar**

Commissioner Sanders moved to approve the Consent Calendar as amended. Commissioner Tonge seconded the motion. Motion passed unanimously.

**Pending Issues**

None.

**Action Calendar**

None.

**Action/Other Calendar**

Commission Rules Resolution 2023-08. Rudy Rudolph, Interim Executive Director, presented proposed changes to Commission Rules Resolution 2023-08 related to the duties of the Commission Vice President as requested by the Commission.

*Motion: Commissioner Vasavada moved to adopt amendments to Resolution 2023-08 as listed in the presentation cover memo, which was previously provided to the public and the Commission and was shown in the presentation, incorporating those items into the Rules Resolution, creating Resolution 2024-02. Commissioner Tonge seconded the motion. Motion passed unanimously.*

**Public Comment**

None.

2024 Commissioner Committee Assignments. Camille St. Onge, Director of Strategic Initiatives and Commission Affairs presented the list of Commissioner Committees that are supported by Port of Olympia Commissioners. 2023 assignments were provided for reference.

*Motion: Commissioner Iyall moved to approve the list of 2024 Commissioner Committee Assignments adding Commissioner Tonge to support the Thurston County Chamber. Commissioner Tonge seconded the motion. Motion passed unanimously. See below for 2024 Commission Committee assignments.*

## 2024 Commissioner Assignments

Entity/Group/Board	Scheduled Meeting	Commissioner
Visitors Convention Bureau (VCB)	Monthly 3 <sup>rd</sup> Tuesday 3:30 PM	Commissioner Tonge Commissioner Harding
Thurston County Chamber	Monthly 2 <sup>nd</sup> Wednesday 11:30 AM	Commissioner Tonge
Transportation Policy Board	Monthly 2 <sup>nd</sup> Wednesday 7:00 AM	Commissioner Vasavada
Solid Waste Advisory Committee	Monthly 1 <sup>st</sup> Wednesday at 10:00 AM	Commissioner Harding
Tenino Chamber	Monthly 3 <sup>rd</sup> Wednesday 11:30 AM	Commissioner Sanders
Economic Development Council	Monthly 4 <sup>th</sup> Wednesday 12:00 PM	Commissioner Vasavada
Yelm Chamber	Monthly 2 <sup>nd</sup> Tuesday 11:30 AM	Commissioner Iyall
Lacey Chamber	Monthly 1 <sup>st</sup> Wednesday 11:30 AM	Commissioner Tonge
Makers Space	Monthly 2 <sup>nd</sup> Tuesday at 4:00 PM	Commissioner Tonge
Thurston Regional Planning Council	Monthly 1 <sup>st</sup> Friday 8:30 AM	Commissioner Harding
Capital Lake-Deschutes Estuary Executive Work Group	Scheduled Quarterly	Commissioner Sanders Commissioner Vasavada
Sea Level Rise Collaborative: Executive Committee	Scheduled Quarterly	Commissioner Sanders Commissioner Vasavada
Tumwater Chamber	Monthly 3 <sup>rd</sup> Wednesday at 11:30 PM	Commissioner Harding
Grand Mound Rochester Chamber	Monthly 1 <sup>st</sup> Wednesday at 12:00 PM	Commissioner Sanders
STEDI (South Thurston Economic Development Initiative)	Monthly 3 <sup>rd</sup> Friday 8 am	Commissioner Sanders
Washington Public Ports Association Trustee	Two Annual Meetings & As Needed	President, Commissioner Iyall
Joint Base Lewis McChord Community Connector Program Representative	Scheduled As Needed	Commissioner Iyall

Public Comment on Action/Other Item

None.

Election of Officers. Camille St. Onge, Director of Strategic Initiatives and Commission Affairs presented options regarding the election of officers for the new Port of Olympia Commission.

As points of information, it was suggested to schedule future Election of Officers agenda item as a last item of business on next term's agenda. It was also shared that nominations for these elections require no second motion.

*Nominations for President*

Motion: Commissioner Vasavada moved to nominate Commissioner Iyall as President of the Port of Olympia Commission for calendar year 2024.

Public Comment on Action/Other Item

Four individuals provided comments.

Commissioner Iyall accepted the nomination. Motion passed unanimously.

*Nominations for Vice President*

*Motion: Commissioner Tonge moved to nominate Commissioner Vasavada as Vice President of the Port of Olympia Commission for calendar year 2024.*

Public Comment on Action/Other Item

None.

Commissioner Vasavada accepted the nomination. Motion passed unanimously.

*Nominations for Secretary*

*Motion: Commissioner Harding moved to nominate Commissioner Tonge as Secretary of the Port of Olympia Commission for calendar year 2024.*

Public Comment on Action/Other Item

None.

Commissioner Tonge accepted the nomination. Motion passed unanimously.

Commissioner Harding then passed the gavel to newly-elected President, Commissioner Iyall, who then conducted the remainder of the Commission meeting.

Interim Executive Director Performance/Compensation. Rudy Rudolph, Interim Executive Director, presented executive director performance review requests for action.

*Motion: Commissioner Harding moved to approve a 4% Cost of Living increase for the Interim Executive Director, effective January 1, 2024, consistent with other Port staff. Commissioner Tonge seconded the motion.*

Public Comment on Action/Other Item

One individual provided comments.

Motion passed unanimously.

*Motion: Commissioner Harding moved to authorize 80 hours of vacation leave cash-out for the Interim Executive Director effective immediately. Commissioner Sanders seconded the motion.*

Public Comment on Action/Other Item

None.

Motion passed unanimously.

*Motion: Commissioner Tonge moved to authorize four weeks of vacation for the Interim Executive Director prior to separation from Port service. Commissioner Harding seconded the motion.*

Public Comment on Action/Other Item

None.

Motion passed unanimously.

**Advisory Calendar**

Contract Amendment for Chris Rieve. Shawn Gilbertson, Director of Environmental Planning and Programs provided background information related to ongoing Budd Inlet insurance recovery efforts.

**Public Comment on Advisory Calendar**

None.

**Commissioner Reports/Discussion**

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

**Other Business**

Commissioner Harding suggested a future discussion topic on the use of subcommittees within the Port Commission. Commissioner Vasavada requested to continue the conversation regarding the Delegation of Authority memo and the three supporting resolutions that comprise the delegation of authority and would like to have available those three documents for all to review. Commissioner Iyall summarized that these two topics will be added to a future agenda after meeting with Interim Executive Director Rudolph.

**Meeting Announcements**

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

**Adjournment**

The meeting adjourned at 7:02 p.m.

PORT OF OLYMPIA COMMISSION

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Amy Harding

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Bob Iyall

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Maggie Sanders

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Sarah Tonge

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Jasmine Vasavada

## COVER MEMO

**Briefing Date/Time:** May 13, 2024

**Staff Contact/Title:** Tad Kopf, Director of Finance, 360.528.8043,  
[tadk@portolympia.com](mailto:tadk@portolympia.com)

**Subject:** 2023 Fiscal Review

**Purpose:**  Information Only  Decision Needed

### **Overview:**

This is a briefing that reviews the 2023 fiscal performance. There is no action associated with this briefing.

### **Background:**

The Port of Olympia's fiscal year operates on the calendar year. The presentation given at this meeting was developed to share the 2023 fiscal performance. The presentation also includes the Financial Indicators Tool (FIT), which measures resource sufficiency, operating results, financial assets, and debt management.

### **Documents Attached:**

- PowerPoint

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

The summary of the financial impact is within the presentation.

### **Staff Recommendation:**

Please provide feedback and make inquiries as needed.

### **Next Steps/Timeframe:**

Continue to develop increasingly meaningful reporting with actionable data.



# 2023 Year-End Financial Report

Tad Kopf  
 Director of Finance  
 May 13, 2024

1



## 2023 Year End Financial Report *Briefing*

- Results of operations
- Statement of net position
- State Auditor financial health indicators – FIT (Financial Intelligence Tool)
- Port financial measures from Policy 1202

2

## 2023 Business Unit Financial Report

*Operating Revenues & Expenses (\$ in ,000s)*

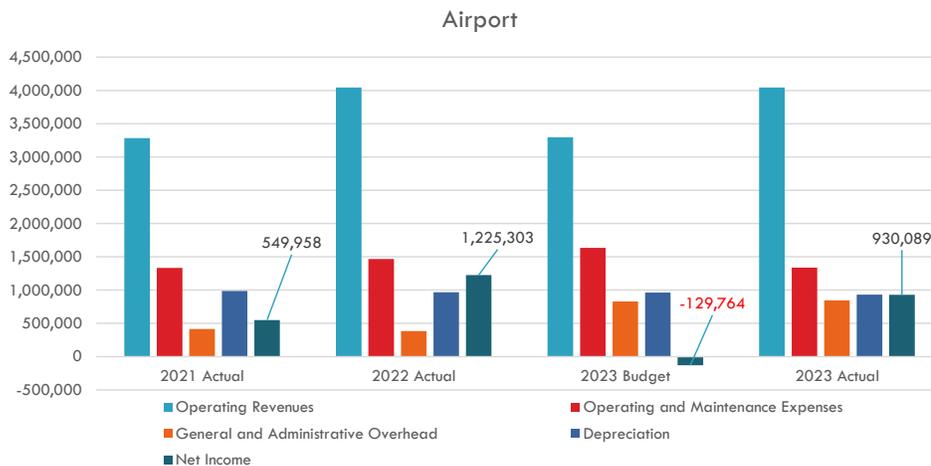
	Airport	Marina	Terminal	Properties	Total
Operating Revenues	\$ 4,045	\$ 4,558	\$ 6,553	\$ 1,963	\$ 17,119
Ops. & Maint. Expenses	(1,339)	(3,213)	(3,941)	(867)	(9,360)
Gen. & Admin. Expenses	(846)	(845)	(911)	(551)	(3,153)
<b>Gross Operating Income</b>	<b>\$ 1,860</b>	<b>\$ 500</b>	<b>\$ 1,701</b>	<b>\$ 545</b>	<b>\$ 4,606</b>
Depreciation	(931)	(716)	(1,798)	(388)	(3,833)
<b>Income Net Depreciation</b>	<b>\$ 929</b>	<b>\$ (216)</b>	<b>\$ (97)</b>	<b>\$ 157</b>	<b>\$ 773</b>
Bond Interest Expense	(31)	(146)	(214)	(366)	(757)

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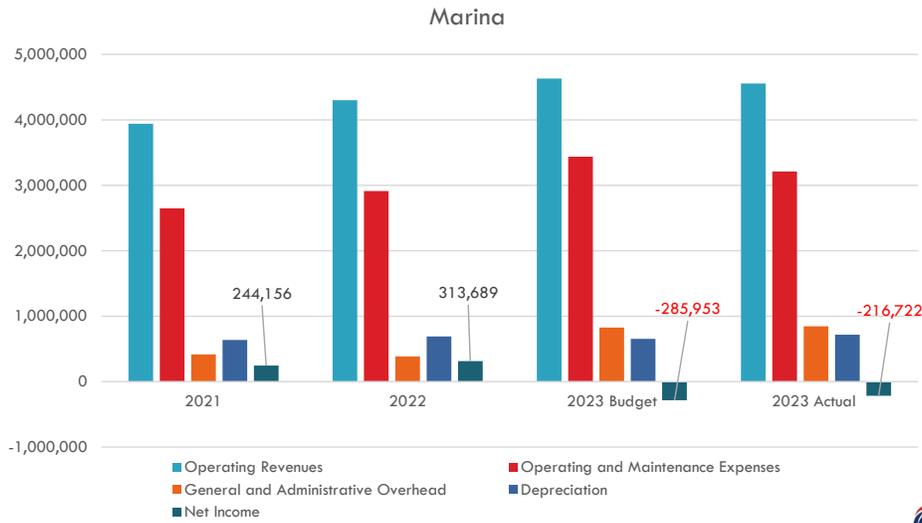
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## 2023 Airport Net Income from Operations



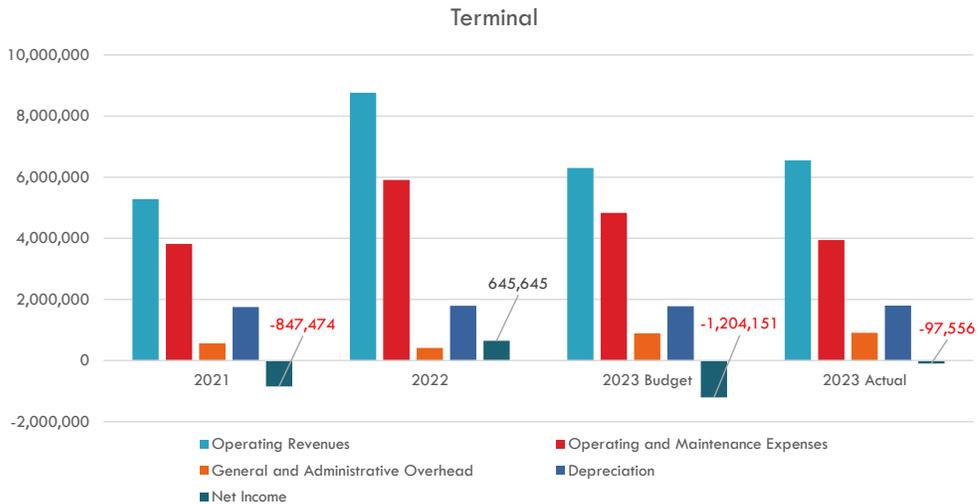
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## 2023 Marina Net Income from Operations



5

## 2023 Terminal Net Income from Operations



6

## 2023 Properties Net Income from Operations



7

## 2023 Tax Levy Uses (\$ in ,000s)

	Budgeted	Actual
<b>Tax Levy</b>	<b>\$ 7,592</b>	<b>\$ 7,588</b>
Principal & Interest, G.O. Bonds	(4,605)	(4,605)
Environmental Expenses & Other	(4,139)	(3,043)
Public Amenities	(323)	(257)
Commission Expense	(705)	(539)
Commission Projects	(471)	(371)
<b>Total Uses of Taxes</b>	<b>(10,243)</b>	<b>(8,815)</b>
<b>Net</b>	<b>\$ (2,651)</b>	<b>\$ (1,227)</b>



8

8

## 2023 End of Year Financial Report

*Comprehensive Income Statement (\$ in ,000s)*

	2023 Budget	2023 Actual	2023 Variance
Total Operating Revenues	\$15,890	\$17,118	\$1,228
Total Operating Expense	(15,424)	(\$13,238)	\$2,186
Total Maintenance Expense	(3,486)	(2,130)	\$1,356
Depreciation, Interest Exp, Overhead, Cost Allocation to Non-Ops	965	(504)	\$461
<b>Net Operating Income (Loss)</b>	<b>(\$2,055)</b>	<b>\$1,246</b>	<b>\$5,231</b>
Non Operating Revenues	9,361	8,942	(\$419)
Non Operating Expenses	(6,977)	(5,561)	\$1,416
<b>Non Operating Income (Loss)</b>	<b>\$2,384</b>	<b>\$3,381</b>	<b>\$997</b>
<b>Total Income</b>	<b>\$329</b>	<b>\$4,627</b>	<b>\$4,298</b>

9



9

## 2023 Capital Investment Plan

2023 Capital Budget: \$2.722M

Actual Spend: \$0.9M

*(\$ in ,000s)*

Capital Investment Plan	Airport	Marina	Terminal	Properties	Non-Ops, Admin	Total
Budget	\$320	\$998	\$483	\$298	\$623	\$2,722
Actual	\$0	\$262	\$42	\$421	\$197	\$922

10



10

## Statement of Net Position

(\$ in Millions)

Assets	2023	2022	Variance
Cash & Current Assets	\$ 23.5	\$ 20.3	\$ 3.2
Capital Assets, net	161.0	163.1	\$ (2.1)
Other Noncurrent Assets	1.6	1.9	\$ (0.3)
<b>Total Assets</b>	<b>\$ 186.1</b>	<b>\$ 185.3</b>	<b>\$ 0.8</b>
Liabilities & Net Assets			
Current Liabilities	\$ 9.1	\$ 8.6	\$ 0.5
Non-Current Liabilities	30.6	34.5	\$ (3.9)
Other Liabilities	48.5	48.9	\$ (0.4)
Total Net Position	97.9	93.3	\$ 4.6
<b>Total Liabilities &amp; Net Position</b>	<b>\$ 186.1</b>	<b>\$ 185.3</b>	<b>\$ 0.8</b>

11



11

## State Auditor – Financial Health Indicators

*FIT Guidelines*

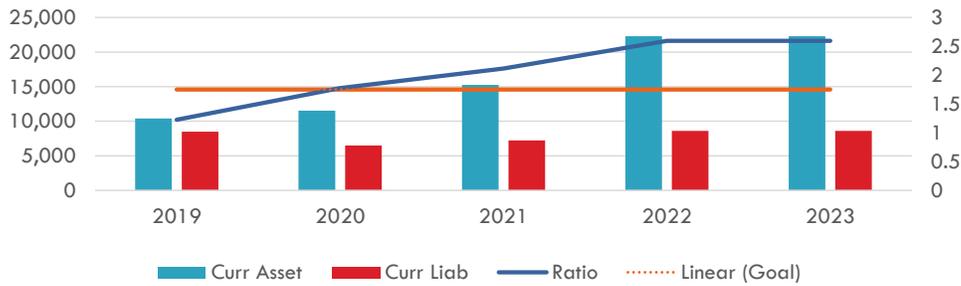
- Review State Auditor's Office Financial Intelligence Tool (FIT) analysis
  - Current ratio
  - Debt load
  - Cash balance sufficiency
  - Enterprise fund cost recovery



12

## SAO FIT Ratio – Current Ratio *(\$ in ,000s)*

Current Ratio	2019	2020	2021	2022	2023
<b>Current Assets</b>	\$ 10,402	\$ 11,519	\$ 15,255	\$ 22,296	\$ 23,531
<b>Current Liabilities</b>	8,482	6,488	7,213	8,594	9,146
<b>Current Ratio</b>	<b>1.23</b>	<b>1.78</b>	<b>2.11</b>	<b>2.59</b>	<b>2.57</b>
<b>Goal</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>



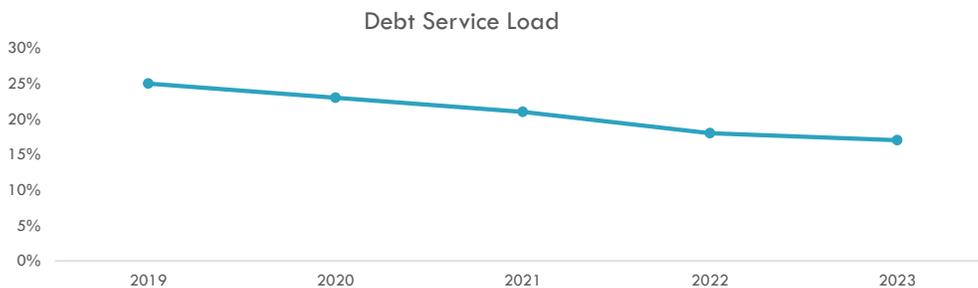
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13

## SAO FIT Ratio – Debt Load *(\$ In ,000s)*

Debt Service as a percentage of revenue	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual
Principal Payments	\$ 2,998	\$ 3,081	\$ 3,145	\$ 3,258	\$ 3,310
Interest Payments	\$ 1,693	\$ 1,566	\$ 1,457	\$ 1,343	\$ 1,239
Total Revenues	\$18,552	\$19,988	\$21,532	\$ 25,965	\$ 26,060
<b>Debt Service Load</b>	<b>25%</b>	<b>23%</b>	<b>21%</b>	<b>18%</b>	<b>17%</b>



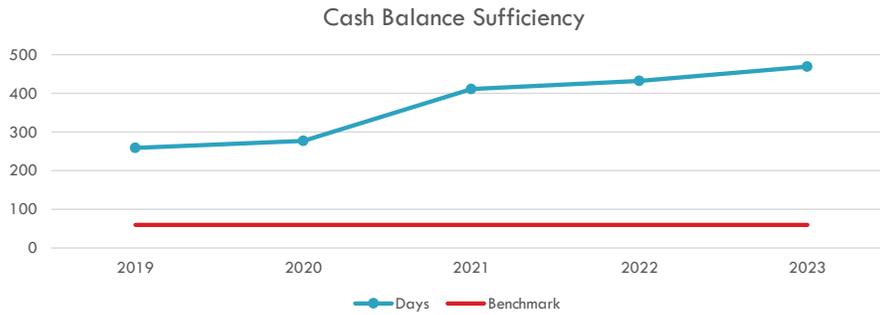
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14

## SAO FIT – Cash Balance Sufficiency (\$ In,000s)

Cash Balance Sufficiency	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual
Ending Cash (Unrestricted)	\$7,792	\$8,554	\$12,873	\$16,872	\$19,728
Operating Expenses	\$11,002	\$11,267	\$11,433	\$14,262	\$15,359
Benchmark	60 Days				
Cash Balance Sufficiency (days)	259 Days	277 Days	411 Days	432 Days	469 Days



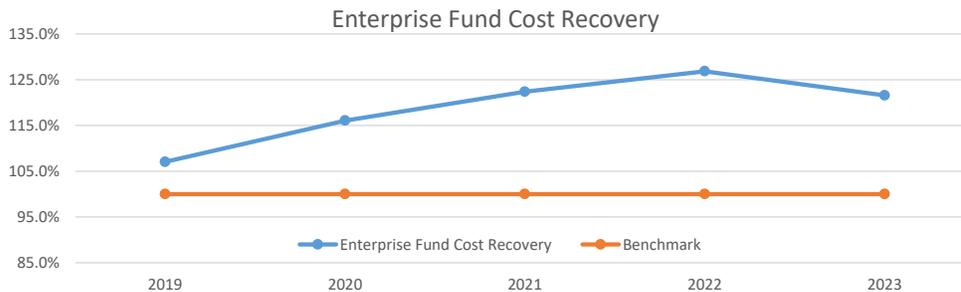
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15

## SAO FIT – Enterprise Fund Cost Recovery (\$ In,000s)

Enterprise Fund Cost Recovery	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual
Change in Net Position	\$ 1,221	\$ 2,749	\$ 3,919	\$ 5,495	\$ 4,627
Expenses	\$17,331	\$17,239	\$17,508	\$20,470	\$21,433
Benchmark	100%	100%	100%	100%	100%
Enterprise Fund Cost Recovery	107.0%	115.9%	122.4%	126.8%	121.6%



16



16

## Financial Measures

### *Policy 1202*

- Reasonable progress towards the goals means not every target is reached every year; but that over a five-year period there is an overall movement towards the goal.
  - Minimum cash reserves
  - Debt service
  - Return on operating revenue
  - Annual operating cash flow
  - Maintenance insurance & environmental
  - Financial capacity
  - Return on productive assets



17

## Liquidity - Minimum Cash Reserves

(\$ In ,000s)

Minimum Cash Reserves	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual
Beginning Cash (Not restricted)	\$ 5,984	\$ 7,792	\$ 8,554	\$ 12,873	\$ 16,872
<b>Ending Cash (Not restricted)</b>	<b>\$7,792</b>	<b>\$8,554</b>	<b>\$12,873</b>	<b>\$16,872</b>	<b>\$19,728</b>
Goal	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000

18



18

# Liquidity Policy 1202

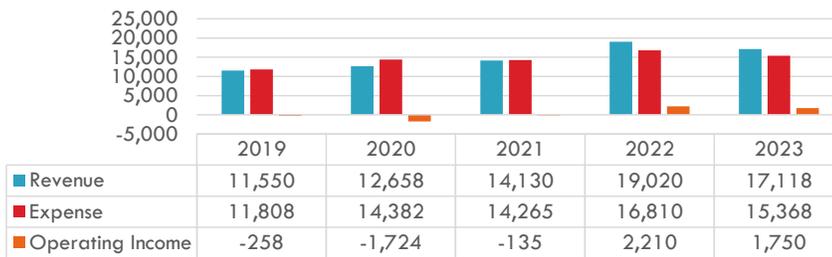
Debt Service Coverage – No Revenue Bonds are Outstanding



19

## Profitability - Return on Operating Revenue

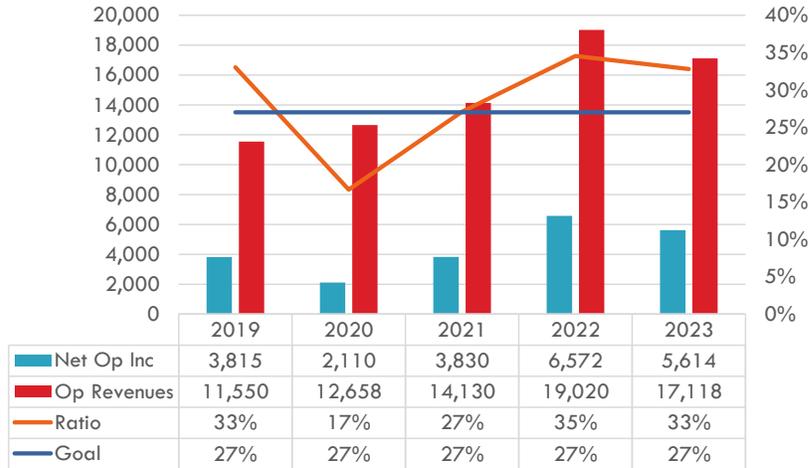
*\*In Thousands (,000)*



20

## Profitability – Annual Operating Cash Flow

*\*In Thousands (,000)*



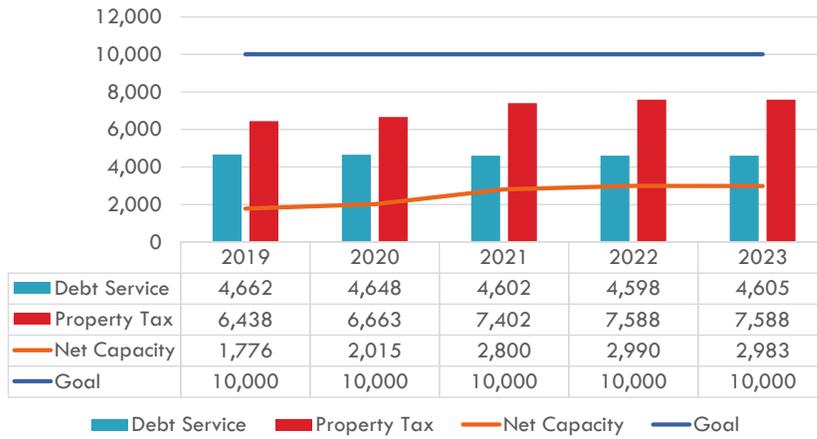
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## Sustainability – Maintenance, Insurance and Environmental Costs



22

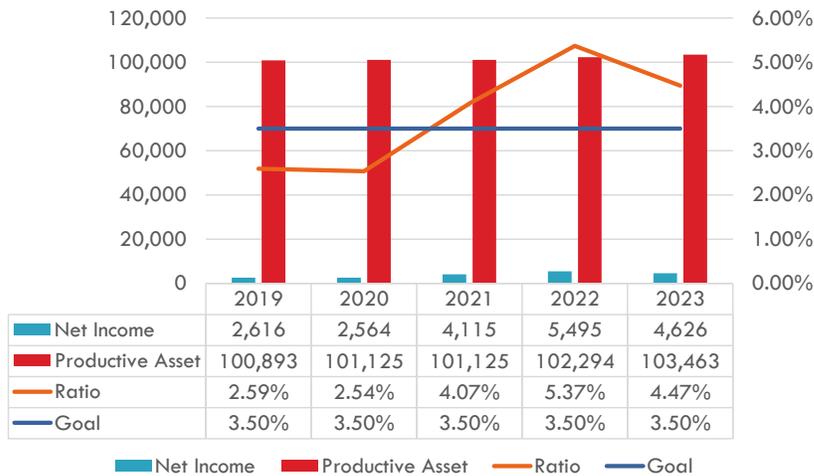
## Sustainability – Financial Capacity



23

## Sustainability – Return on Productive Assets

*\*In Thousands (,000)*



24

Thank you  
Questions?



## COVER MEMO

**Briefing Date/Time:** May 13, 2024

**Staff Contact/Title:** Tad Kopf, Director of Finance, 360.528.8043  
[tadk@portolympia.com](mailto:tadk@portolympia.com)

**Subject:** Small Cities and Communities Program

**Purpose:**  Information Only  Decision Needed

### **Overview:**

This is an “Advisory” presentation, and no action is being asked of the Commission. A second presentation will be given to the Commission at a future meeting, during which action will be requested to approve the Small Cities grants.

### **Background:**

The Port began its Small City Economic Development Program in 2011. The program provides up to \$10,000 in matching funds for each small city or community with qualifying economic development projects in Thurston County. Four communities have submitted applications.

### **Documents Attached:**

- PowerPoint
- Applications

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

Each community application accepted by the Port Commission will receive up to \$10K in matching funds for submitted and approved expenses from completed projects. The potential budgeted impact to the Port is up to \$50K.

### **Affected Parties:**

Applications have been received from Bucoda, Rainier, Tenino and Rochester.

### **Next Steps/Timeframe:**

Port staff will ask the Commission to approve the Small City grant applications at the May 28, 2024, meeting.



# Small Cities Program Review

Tad Kopf  
Director of Finance  
May 13, 2024

1

## Today's Presentation

*Advisory only, no action required*

- Presentations of program submissions



2

2



## Agenda

- Small Cities Presentations
- Program Schedule
- 2024 Budget
- Questions and Comments

3



## Program Schedule

*Remaining for 2024*

- Mid-May, Commission Work Session review
- May 28, awards made
- Year-end, deadline for cost submissions

4

Tax Levy	\$ 7,858
<b>Total Tax Levy Revenues</b>	<b>\$ 7,858</b>
<b>Uses of Taxes:</b>	
Principle & Interest Expense, Debt	(4,616)
Environmental Expense:	
Cascade Pole	(729)
Environmental Administration	(1,003)
Budd Inlet Remediation (Port Share Only)	(500)
Community Events	(63)
Public Amenities	(65)
Harbor Patrol	(33)
<b>Small Cities</b>	<b>(50)</b>
Special Projects	(50)
Commission Expense	(1,010)
<b>Total Use of Taxes</b>	<b>\$ (8,119)</b>
<b>Net Levy Funds</b>	<b>\$ (261)</b>
<b>Funds Required From Operations</b>	<b>\$ 261</b>

5

## Tax Levy Uses

*(in ,000's)*

- 2024 adopted budget Tax Levy Uses slide
- Increase from \$40K in 2023 budget to \$50K in 2024

5



**PORT of OLYMPIA**  
Serving All of Thurston County

# Questions and Comments



6

# SMALL CITY AND COMMUNITIES ECONOMIC DEVELOPMENT PROGRAM PROJECT APPLICATION

## 1. Applicant Information

City or Qualifying Community:	Town Of Bucoda		
Address:	101A E. 7 <sup>th</sup> St.		
Phone:360 -508-8703	Contact:	Robert Gordon, Mayor	
Date:	Amount Requested:	\$10,000	
Statute or authority under which you qualify as a municipality or are otherwise qualified to legally accept and administer Port funds: (Port may request further documentation)			

## 2. Project Information

Title:Volunteer Park Baseball Field
Description:There has been a renewed interest in the community utilizing the baseball field at Volunteer Park. Over the years the field has fallen in disarray, a freak windstorm took out a dugout, the announcers stand needs completely replaced, fencing updated, the infield reworked and bases placed among many other things.
Use of Funds: (e.g. professional services, site readiness, feasibility) the Funds would be used to reconstruct the dugout, replace the infield equipment, rebuild the announcers stand. If still feasible extend the foul line fences and possibly look into the placement of bleachers for spectators

## 3. Benefits / Needs of Project

<p>1) Is project related to job expansion/retention, recruitment, or feasibility? 2) Describe job creation: direct or potential impacts? 3) Is it consistent with local or area plans? 4) Is status "ready-to-go," "last-dollars-in," or will help secure other sources, 5) will it help meet developer/business need timeline? This Project will directly benefit the community in revitalizing our baseball field, bring people to the park for recreation, open up the possibility of the Larch Mountain Little League Teams to utilize the field as well as other local teams. This in turn brings people from outside of Bucoda which results in more exposure for local businesses bringing them more sales. I think this is a win for the Town and the greater community as a whole, its an investment into our kids futures giving them a place to play ball locally and safely but also gets them out of the house and into fresh air.</p>
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## 4. Budget

Total cost:	\$10,000	Dollars committed from own/other sources (attach evidence):	\$
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## 5. Schedule

Attach a timeline for the project. As soon as we are notified the project is funded we will move forward with the upgrades to the park.
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## 6. Small City and Communities Economic Development Program Agreement

Project Application approval is contingent on execution of the Small City and Communities Economic Development Program Agreement.
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# SMALL CITY AND COMMUNITIES ECONOMIC DEVELOPMENT PROGRAM PROJECT APPLICATION

## 1. Applicant Information

City or Qualifying Community: Grand Mound - Rochester (Chamber of Commerce)	
Address: PO Box 211, Rochester, WA 98579	
Phone: 360 791 9729	Contact: Donna Weaver
Date: 4/30/24	Amount Requested: \$ 10,000.00
Statute or authority under which you qualify as a municipality or are otherwise qualified to legally accept and administer Port funds: (Port may request further documentation)	
Grand Mound Rochester Chamber of Commerce	

## 2. Project Information

Title: Rochester Historical Research Archives
Description: Preserving area historical documents, photographs and oral histories with a goal of a permanent facility housed at the Rochester School District unused historic gym. Funding will assist with professional consultation for designing archival material storage, access and operations of future facility
Use of Funds: (e.g. professional services, site readiness, feasibility)  Professional services, feasibility, site repair if approved for use

## 3. Benefits / Needs of Project

<p>1) Is project related to job expansion/retention, recruitment or feasibility? 2) Describe job creation: direct or potential impacts?          3) Is it consistent with local or area plans? 4) Is status "ready-to-go," "last-dollars-in," or will help secure other sources, 5) will it help meet developer/business need timeline?</p> <p style="margin-left: 40px;">1) Not at this time          2) Possible future staffing of 3 - 6          3) Yes, historical preservation &amp; research          4) No          5) It will encourage community togetherness along with visitation by others interested in historical research</p>
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## 4. Budget

Total cost:	\$ 40,000 for window & heating renovations	Dollars committed from own/other sources (attach evidence):	\$ 45,800.00
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## 5. Schedule

<p style="text-align: center;">2024 - 2025: Professional archive services and planning, 2026 - 2027: Project buildout          Attach a timeline 2028-2029: Opening for public use</p>
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## 6. Small City and Communities Economic Development Program Agreement

Project Application approval is contingent on execution of the Small City and Communities Economic Development Program Agreement.
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\$7,800.00 from the Rochester Horizons Project  
 \$38,000.00 from Washington State Capital Budget

## SMALL CITY ECONOMIC DEVELOPMENT FUND

### 1. Applicant Information

City: City of Tenino	
Address: PO Box 4019 Tenino WA, 98589	
Phone: 360-264-2368	Contact: Jen Scharber
Date: 2/16/2024	Amount Requested: \$ 10,000

### 2. Project Information

Title: Campground Improvement Project
Description: Tenino City Park has a very rustic, yet popular campground. Its popularity is partially due to the lack of accommodations in Tenino. We are a Historic District and Creative District, yet Tenino lacks places to stay in the city. One idea to help on a small scale is by adding cabins to the campground. This project would enable us to install one test run cabin in our campground.
Use of Funds: (e.g. professional services, site readiness, feasibility) One cabin kit.

### 3. Benefits / Needs of Project

<p>1) Is project related to job expansion/retention, recruitment or feasibility? 2) Describe job creation: direct or potential impacts? 3) Is it consistent with local or area plans? 4) Is status "ready-to-go." "last-dollars-in," or will help secure other sources. 5) will it help meet developer/business need timeline?</p> <p>This project is ready to go. Cabin kits have been researched and can be installed by Public Works. We have the reservation system used for camping to manage the cabin once it is done. Potential impact will be to provide accommodations to visitors/tourists so that they will stay in Thurston County longer and spend tourism dollars here. This will make local businesses happy. Too often visitors are in a hurry to leave Tenino and find a place to stay. With cabins, they can stay locally. This prototype cabin could potentially be used to secure more funds, as it will demonstrate readiness to implement.</p> <p>The need for accommodations has been a problem for a while, this investment will not only help fill a need but may also prove to potential developers that Tenino is a viable place to build a small hotel.</p>
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### 4. Budget

Total cost:	\$ 10,000	Dollars committed from own/other sources (attach evidence):	\$ 5,000 in kind labor
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### 5. Schedule

Attach a timeline for the project.	Once funding is approved, we will order the kit and complete before the summer season of 2024 is done.
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### 6. Interlocal Government Agreement

Agreement is in place.
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# SMALL CITY AND COMMUNITIES ECONOMIC DEVELOPMENT PROGRAM PROJECT APPLICATION

## 1. Applicant Information

City or Qualifying Community: <u>City of Rainier</u>	
Address: <u>PO Box 258 Rainier, WA 98576</u>	
Phone: <u>360 446-2265</u>	Contact: <u>Tammi Justice</u>
Date: <u>4.25.2024</u>	Amount Requested: <u>\$ 10,000</u>
Statute or authority under which you qualify as a municipality or are otherwise qualified to legally accept and administer Port funds: (Port may request further documentation)	

## 2. Project Information

Title: <u>Wilkowski Park Beautification</u>
Description: <u>We will be adding paved campsites, fire pits, fencing, signage, paved pathways, a stage, and a canopy cover over the cooksite.</u>
Use of Funds: (e.g. professional services, site readiness, feasibility) <u>Planning, designing, &amp; actual work</u>

## 3. Benefits / Needs of Project

<p>1) Is project related to job expansion/retention, recruitment or feasibility? 2) Describe job creation: direct or potential impacts?          3) Is it consistent with local or area plans? 4) Is status "ready-to-go," "last-dollars-in," or will help secure other sources, 5) will it help meet developer/business need timeline?</p> <p><u>With our council's budgeted funds and grant assistance, we can enhance our park, creating a premier event location &amp; boosting our city's economic development. Our status is "ready to go", our goal is to complete work by end of year.</u></p>
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## 4. Budget

Total cost:	<u>\$ 80,000</u>	Dollars committed from own/other sources (attach evidence): <u>see highlighted line on budget</u>	<u>\$ 70,000</u>
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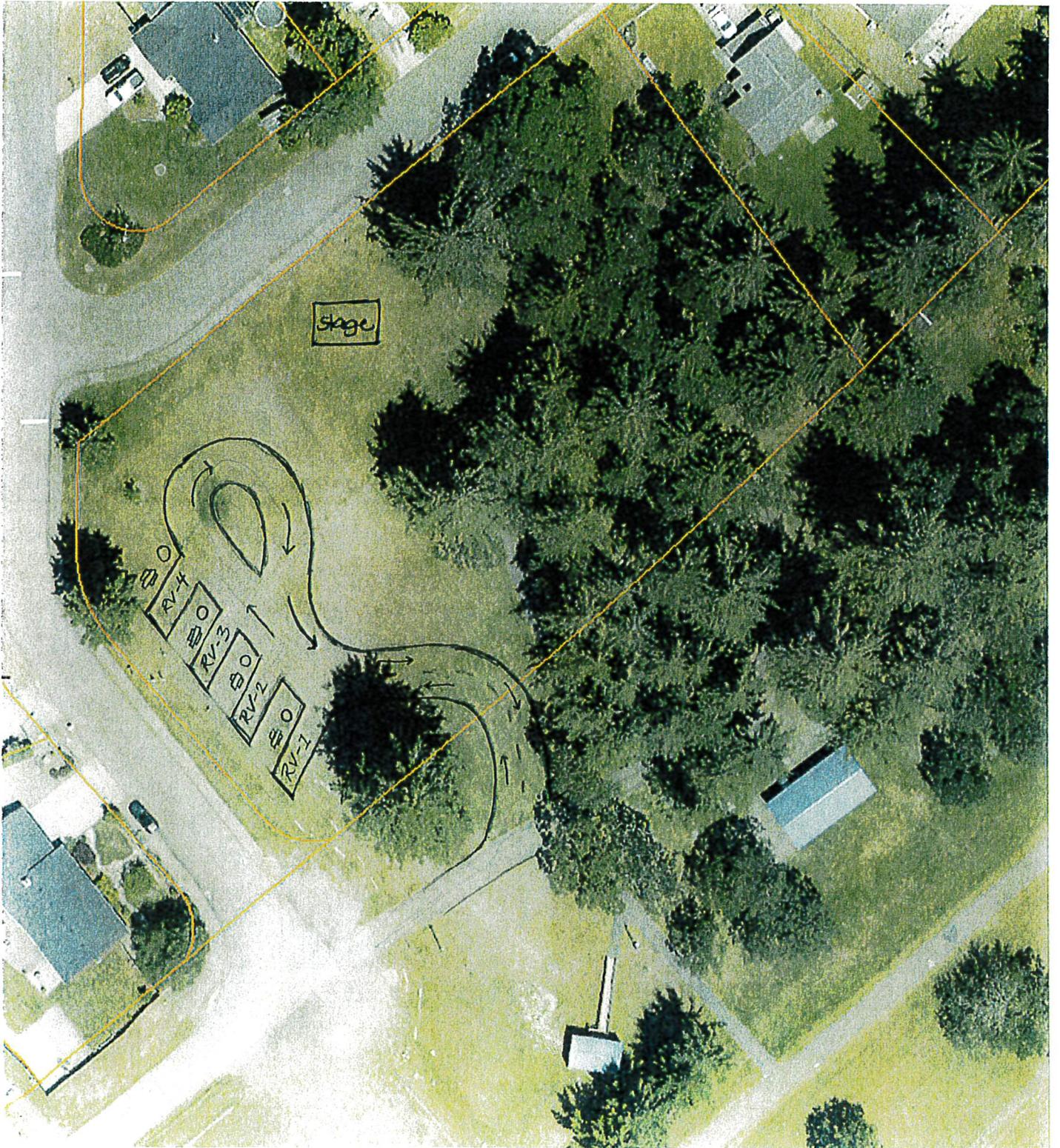
## 5. Schedule

Attach a timeline for the project. <u>Summer/Fall 2024</u>
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## 6. Small City and Communities Economic Development Program Agreement

Project Application approval is contingent on execution of the Small City and Communities Economic Development Program Agreement.
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# RV PARKING LOT



○ = FIRE PIT

▭ = PICNIC TABLE

▣ = PAVED OR STONE

## 2024 Final Budget

Account Number	Description	Amount	Notes
001-308-91-00-00	Unreserved Beginning Fund Balance	\$4,586,299.96	
001-311-10-00-00	Property Taxes	\$200,000.00	
001-313-11-00-00	Retail Sales/use	\$250,000.00	
001-313-71-00-00	Local Criminal Justice	\$45,000.00	
001-316-10-00-00	Business Occupation	\$150,000.00	
001-316-40-00-00	Utility Tax	\$55,000.00	
001-321-91-00-00	Franchise Fees	\$35,000.00	
001-321-99-01-00	Business Licenses/permits	\$7,000.00	
001-322-10-00-00	Building Permits	\$40,000.00	
001-322-10-01-00	Processing Fee	\$2,500.00	
001-322-30-00-00	Animal License	\$50.00	
001-336-00-98-00	City Assistance	\$36,000.00	
001-336-06-21-00	Criminal Justice-Population	\$1,000.00	
001-336-06-25-00	CJ Contracted Services	\$5,000.00	
001-336-06-26-00	CJ Special Programs	\$2,000.00	
001-336-06-42-00	Marijuana Excise Tax	\$3,000.00	
001-336-06-51-00	DUI and other Criminal Justice Assistance	\$200.00	
001-336-06-94-00	Liquor Excise Tax	\$12,000.00	
001-336-06-95-00	Liquor Board Profits	\$14,000.00	
001-337-40-00-00	Timber Harvest	\$150.00	
001-341-81-00-00	Photo Copies	\$50.00	
001-342-40-00-00	Plan Review Fee	\$20,000.00	
001-345-23-00-00	Animal Shelter	\$20.00	
001-345-81-00-00	Development Fees	\$8,000.00	
001-345-89-00-00	Other Planning & Development	\$3,000.00	
001-353-10-00-01	Municipal Court	\$2,000.00	
001-359-91-00-00	Late Fees And Penalties	\$50.00	
001-361-10-00-00	Investment Earnings	\$120,000.00	
001-361-40-00-00	Sales Interest	\$600.00	
001-362-00-00-00	Facilities Rental/Church/Council Chambers/Camping	\$3,000.00	
001-367-11-39-00	Contributions Animal Control	\$25.00	
001-367-76-00-00	Park Donations	\$1,000.00	
001-369-10-00-00	Sale of Surplus	\$500.00	
001-369-80-00-00	Cash Over/short	\$20.00	
001-369-91-00-00	Miscellaneous revenue ie: parade donations	\$1,500.00	
001-369-91-01-00	Nsf Fee	\$120.00	
001-369-91-02-00	Fax Services/Notary	\$300.00	

001-369-91-04-00	credit card surcharge	\$1,000.00	
001-389-30-00-00	State Remittance Fees	\$300.00	
001-389-90-00-00	SRO reimbursement	\$20,000.00	
001-395-10-00-00	Sale of Fixed Assets	\$500.00	
001-508-91-00-00	Unassigned Cash and Investments Ending	\$5,189,427.50	
001-511-30-40-00	Official publication services	\$3,000.00	
001-511-60-10-00	Salaries & Wages	\$25,500.00	
001-511-60-31-00	Supplies	\$1,000.00	
001-511-60-40-00	Election Services	\$5,000.00	
001-511-60-42-00	Communications	\$4,000.00	
001-511-60-43-00	Travel/training	\$2,500.00	
001-511-60-46-00	Insurance - E & O	\$22,000.00	
001-511-60-49-01	Miscellaneous	\$600.00	
001-511-60-49-02	Awc	\$2,000.00	
001-512-50-41-03	Prof Services-Indigent Defense	\$3,000.00	
001-512-50-51-10	District Court	\$15,000.00	
001-514-23-10-00	Salaries	\$65,000.00	
001-514-23-20-00	Benefits	\$20,000.00	
001-514-23-31-00	Supplies	\$7,500.00	
001-514-23-31-01	Office Improvements	\$6,000.00	
001-514-23-41-01	Bank Charges	\$4,500.00	
001-514-23-41-02	Financial Software Systems Support	\$10,000.00	
001-514-23-42-00	Communications	\$15,000.00	
001-514-23-43-00	Travel/mileage	\$2,000.00	
001-514-23-46-00	Insurance	\$6,000.00	
001-514-23-46-01	Bonds/liability	\$5,000.00	
001-514-23-47-00	Utilities	\$5,000.00	
001-514-23-49-01	Training	\$ 3,500.00	
001-515-41-00-00	Legal Services	\$25,000.00	
001-518-10-10-00	Personnel Services/Time Clock/Employee Recognition	\$1,000.00	
001-518-30-00-00	Repair/maint-Facility & Equip	\$3,000.00	
001-518-30-44-00	Facility/property Taxes	\$500.00	
001-518-30-45-00	Copier Rental	\$4,500.00	
001-518-30-47-00	Utilities	\$100.00	
001-518-30-48-01	City Hall Upgrades	\$25,000.00	
001-518-63-00-00	CARES Act/General Grants	\$291,075.07	remaining COVID funds
001-518-80-40-00	Vision Tech Support	\$7,000.00	
001-521-10-41-00	School Resource Officer	\$40,000.00	
001-521-70-41-00	Police Contract	\$220,000.00	
001-521-70-51-00	Police-Cars	\$0.00	Not until 2026

001-523-60-51-00	Incarcerations	\$2,000.00	
001-525-60-00-00	Disaster Preparedness	\$2,500.00	
001-532-20-40-00	Engineering Services	\$1,500.00	
001-553-70-40-00	Pollution Control	\$2,000.00	
001-554-30-00-00	Animal Control	\$4,000.00	
001-558-20-01-00	Sewer Grant Writer	\$8,000.00	
001-558-50-31-01	Supplies	\$500.00	
001-558-50-40-00	Bldg Inspector	\$25,000.00	
001-558-60-40-00	Planning Services	\$26,500.00	
001-558-60-41-03	Engineering	\$55,000.00	
001-558-60-49-00	Planning Commission	\$500.00	
001-558-70-00-00	Economic Development/STEDI donation	\$2,500.00	
001-559-30-00-00	Code Enforcement	\$10,000.00	
001-559-30-48-00	Historical Bldg Maintenance	\$500.00	
001-564-10-51-00	2% Liquor Profits	\$200.00	
001-564-10-51-01	2% Liquor Excise Tax	\$100.00	
001-566-00-00-00	2% Liquor Profits	\$200.00	
001-566-00-40-01	Liquor Taxes	\$500.00	
001-571-00-00-00	Educational and Recreational Activities/donations to WLR	\$5,000.00	Non-profit donations
001-573-90-30-00	Community Events-Parade	\$2,000.00	
001-576-40-00-00	Sport Court/ARPA funds	\$216,075.07	Obligated ARPA funds to Sports
001-576-80-10-00	Salaries	\$98,000.00	
001-576-80-20-00	Benefits	\$35,683.00	
001-576-80-22-00	Training (ac)	\$300.00	
001-576-80-31-00	Supplies	\$2,500.00	
001-576-80-32-00	Fuel & Oil	\$9,000.00	
001-576-80-35-00	Tools/equipment	\$2,000.00	
001-576-80-35-01	Equipment Purchases	\$7,000.00	
001-576-80-35-02	Playground Purchases	\$10,000.00	
001-576-80-35-04	Veterans Park Expenditure	\$2,500.00	
001-576-80-35-03	Special Parks Improvements	\$50,000.00	
001-576-80-35-05	Approved Park Plan	\$100,000.00	General Park upgrades
001-576-80-45-00	Operating Rentals	\$5,000.00	
001-576-80-47-00	Utilities	\$2,000.00	
001-576-80-48-00	Repair/maintenance	\$2,500.00	
001-576-80-49-00	Miscellaneous	\$3,000.00	
001-586-00-00-00	Crime Victims Fund	\$25.00	
001-586-00-00-01	PSEA/TSE - Washington State	\$2,000.00	
001-586-00-00-03	2% Liquor Excise Taxes	\$200.00	
101-308-51-00-00	Unreserved Beginning Fund Balance	\$208,208.95	

101-318-34-00-00	Local 1/4 RE Tax-1st Qtr	\$50,000.00	
101-318-35-00-00	Local 1/4 RE Tax-2nd Qtr	\$20,000.00	
101-336-00-71-00	Multimodal Transportation City	\$3,000.00	
101-336-00-87-00	Motor Vehicle Fuel Tax	\$35,000.00	
101-337-07-01-00	Thurston Co Regional Planning	\$0.00	
101-397-00-00-00	Transfer In/general Fund	\$30,000.00	
101-508-51-00-00	Assigned Cash and Investments-Ending	\$123,760.00	
101-542-30-10-00	Salaries	\$34,018.00	
101-542-30-20-00	Benefits	\$15,718.00	
101-542-30-30-00	Supplies	\$3,000.00	
101-542-30-31-00	Roadway Supplies	\$10,000.00	
101-542-30-35-00	Tools/equipment	\$2,000.00	
101-542-30-41-00	Engineering	\$4,000.00	
101-542-30-47-00	Utilities	\$500.00	
101-542-30-48-00	Roadway Maintenance	\$5,000.00	
101-542-30-49-00	Miscellaneous	\$2,500.00	
101-542-63-47-00	Street Lighting	\$24,000.00	
101-544-90-31-00	Supplies	\$2,500.00	
101-544-90-32-00	Fuel & Oil	\$9,000.00	
101-544-90-45-00	Operating Rentals	\$3,000.00	
101-544-90-46-00	Insurance-Vehicle/liability	\$15,000.00	
101-544-90-48-00	Maintenance & Repairs	\$2,500.00	
101-595-30-63-06	Myers St. Crosswalk	\$4,580.24	Retainage for EXO Contracting
119-345-85-00-00	Fire Impact Fees	\$10,000.00	
400-308-51-00-00	Assigned Cash and Investments-Beginning	\$496,264.44	
400-343-40-00-00	Water and Meter Sales	\$16,000.00	
400-508-51-00-00	Assigned Cash Ending Balance	\$0.00	
401-308-51-00-00	Assigned Cash and Investments- Beginning	\$2,020,011.19	
401-343-40-00-00	Water and Meter Sales	\$500,000.00	
401-343-40-00-10	Disconnect/reconnect Fees	\$1,000.00	
401-343-40-01-00	Fines & Forfeitures	\$15,000.00	
401-343-40-02-00	Excise Tax	\$20,000.00	
401-343-40-03-00	Utility Tax	\$25,000.00	
401-361-11-00-00	Investment Interest	\$0.00	
401-369-10-00-00	Sale of Surplus	\$2,000.00	
401-508-91-00-00	Unreserved Ending Fund Balance	\$2,041,061.00	
401-534-40-44-00	Excise Taxes	\$25,000.00	
401-534-70-10-01	Staffing Costs/ARPA funds	\$75,000.00	Obligated ARPA funds
401-534-70-10-00	Salaries	\$85,000.00	
401-534-70-20-00	Benefits	\$33,000.00	

401-534-70-22-00	Training	\$3,500.00	
401-534-70-31-00	Supplies	\$3,000.00	
401-534-70-42-00	Communications	\$4,500.00	
401-534-70-48-00	Repair/maintenance	\$6,000.00	
401-534-80-10-00	Salaries	\$100,268.00	
401-534-80-20-00	Benefits	\$41,788.00	
401-534-80-22-00	Training	\$4,000.00	
401-534-80-31-01	Supplies	\$8,000.00	
401-534-80-32-01	Fuel & Oil	\$8,000.00	
401-534-80-34-01	Bulk Fuel	\$7,000.00	
401-534-80-35-00	Tools/equipment	\$3,500.00	
401-534-80-41-00	Water Testing	\$7,000.00	
401-534-80-41-01	City Engineering Services	\$7,500.00	
401-534-80-41-03	Water System Plan Update	\$10,000.00	Should be complete soon
401-534-80-41-04	Booster Pump Upgrades	\$10,000.00	
401-534-80-41-05	Meter Reading Support Services (Hardware)	\$1,000.00	
401-534-80-42-00	Communications	\$6,000.00	
401-534-80-45-00	Operating Rentals	\$5,000.00	
401-534-80-46-00	Insurance	\$11,000.00	
401-534-80-47-00	Utilities	\$35,000.00	
401-534-80-48-00	System Repair/maintenance	\$30,000.00	
401-534-80-48-01	Repair/maintenance	\$15,000.00	
401-534-80-48-10	Repair/maintenance	\$150,000.00	PW shop and CH porch
401-534-80-49-00	Miscellaneous	\$2,000.00	
401-591-34-78-02	USDA Bond Principle	\$49,000.00	
402-308-51-00-00	Assigned Cash and Investments-Beginning	\$50,000.00	
402-508-51-00-00	Unreserved Ending Fund Balance	\$50,000.00	
404-308-51-00-00	Assigned Cash-Beginning	\$35,922.55	
404-345-81-00-00	708 Nitrate Study payback	\$10,000.00	
404-534-00-40-00	708 Nitrate Study payback	\$35,259.67	paid for nitrate study in 2022
404-508-51-00-00	Assigned Cash-Ending	\$45,922.55	
406-308-51-00-00	Assigned Cash and Investments-Beginning	\$325,716.34	
406-343-40-00-00	Water Meter Sales/Capital Facilities	\$24,300.00	
406-508-91-00-00	Unassigned Ending Fund Balance	\$314,159.00	