



## 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:* Commission 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.

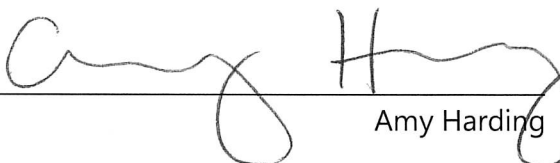
PORT OF OLYMPIA COMMISSION

  
\_\_\_\_\_  
Bob Iyall, President

  
\_\_\_\_\_  
Jasmine Vasavada, Vice President

  
\_\_\_\_\_  
Sarah Tonge, Secretary

  
\_\_\_\_\_  
Maggie Sanders

  
\_\_\_\_\_  
Amy Harding